

Licensing Procedure
For
Ministerial License Applicants
Of the
Minnesota District, UPCI



For Local or First License Applicants

1. Must fulfill all the National guidelines required for licensing (this is covered in *Article 7, Sections 2-9 of the UPCI Manual*).
 - a. Ministerial License is not needed for visitation, working in prison ministry, nursing homes or hospitals.
 - b. All reading requirements must be met prior to meeting the Board.
2. Must have attended District and Sectional events the majority of the time.
3. Must attend the annual Licensing / District Board Meeting.
 - a. This is the Saturday of Family Camp.
 - i. *(Date and Location determined by District Board)*.
4. Applicant's Pastor should contact their Sectional Presbyter for an application and the *"Required Questions"*.
5. Applicant must answer the *"Required Questions"* and email them to their Sectional Presbyter.
6. Applicant must fill out application entirely and send it to Sectional Presbyter at least 60 days before meeting the District Board. It is recommended that the Pastor go through the application with them. A Signature of the Pastor will be considered approval and recommendation of the applicant.

7. Sectional Presbyter will conduct an in person or telephone interview with applicant within 60 days of receiving their application.
 - a. Determining the Applicant's Experience and Calling.
 - b. Discussing Article 7, Section 6, paragraph 3.
 - c. Defining Article 7, Section 7, Paragraph 27.

8. Sectional Presbyter will conduct an in person or telephone interview with the Applicants Pastor.
 - a. Determining the Pastors plans for Applicant.
 - b. Discovering any information that would be helpful to Licensing Process.
 - c. Discussing Article 7, Section 6, paragraph 3.
 - d. Defining Article 7, Section 7, Paragraph 27.

9. Sectional Presbyter will forward the application to the District Secretary no less than 30 days before the appropriate District Board Meeting. License applicants will meet the Board at the annual Licensing / District Board Meeting unless a serious need dictates meeting at the January Board Meeting.

10. Applicants will be contacted by the District Secretary within 10 days of the date that they will meet the board. No application will be passed on or interviews given outside of the regular board sessions, except in necessary situations as determined by the District Board.

11. Applicant will be informed of their status by the District Secretary at the conclusion of the Board Meetings.
 - a. Upon approval applicant must write a check out to "MN UPCI District" in the amount of both the application fee (\$25) and also one-quarter of UPCI dues.

12. Applicant should take advantage of ministrycentral.com as a way of continuing their education and bettering themselves for the Ministry.
13. Applicant is agreeing to give in compliance with the MN District Support Fee outlined in the MN District Manual Article 4, Section 1, Paragraph 2 as revised in 2011.
14. Applicant is agreeing to live in compliance with Article 4, Section 1, Paragraph 4, as it relates to District Cooperation.

It is understood that all Ministerial Applicants must meet and continue to abide by all the guidelines of the Manuals of the United Pentecostal Church and the Minnesota District.

For General or Ordination Applicants:

If applicant is already licensed and applying for General or Ordination, they should contact their Pastor or Presbyter for an application and do the following:

1. Meet with their Pastor regarding the necessity of next level licensing.
2. Complete, sign and send in Application, 60 days before meeting the Board for licensing.
3. A Signature of the Pastor will be considered approval and recommendation of the applicant to the next level of licensing.
4. Meet all of the National Guidelines (UPCI General Manual) for specific License level.
 - a. Article 7, Section 2 (All Levels)
 - b. Article 7, Section 4 (General License)
 - c. Article 7, Section 5 (Ordination)
5. Be in compliance with Article 7, Section 6, Paragraph 3 and Article 7, Section 7, Paragraph 25 as it applies to being actively engaged in the ministry.

6. Be in compliance with the MN District Support Fee outlined in the MN District Manual Article 4, Section 1, Paragraph 2 as revised in 2011 (can be found at mnupci.org/resources).
7. Be in compliance with Article 4, Section 1, Paragraph 4.
8. Sectional Presbyter will review the application and interview the applicant either by phone or in person.
9. Sectional Presbyter will forward the application to the District Secretary no less than 30 days before the appropriate District Board Meeting. License applicants will meet the Board at the annual Licensing / District Board Meeting unless a serious need dictates meeting at the January Board Meeting.
10. Applicants will be contacted by the District Secretary as to the dates and time that they will meet the board. No application will be passed on or interview given outside of the regular board sessions, except in necessary situations as determined by the District Board.
11. Applicant will be informed of their status by the District Secretary at the conclusion of the Board Meetings.
 - a. Upon approval applicant must write a check out to "MN UPCI District" in the amount of both the application fee (\$25) and one-quarter of UPCI dues (unless previously licensed).