

**PROCEDURE for  
APPLICATION for a THREE-YEAR LICENSE  
leading to either a  
CHRISTIAN MINISTRY LICENSE or ORDINATION  
in the EVANGELICAL FREE CHURCH OF AMERICA**

My name is Craig Kirkpatrick and I chair the District Board of Ministerial Standing (DBOMS). We are the ones who read your Licensing &/or Ordination Documents and conduct the appropriate Councils. We then pass our work on to the National Board of Ministerial Standing (BOMS) for final review and approval of your License or Ordination/Transfer of Ordination.

With increasing frequency, we find ourselves dealing with men seeking Credentials who have "interpreted" the "Guidelines For Preparing Your Licensing Or Ordination Thesis" very loosely. We often find that those who write their papers and prepare for their Councils, in isolation, do the poorest job on both. Recently, even if the Candidate did pass their oral defense before the Council, the many have had to do significant rewrites of their papers before we would submit their work to the National BOMS.

(Just for your information, the following reflects the process that I recommend to men as they prepare their papers:

Take each statement of the SOF, one at a time, and go through the following process:

1. Study the particular statement & its accompanying verses using the *Statement of Faith with Scripture References*, found on the national website. (Statement of Faith/Resources for the Transition/SOF w/ Scripture References.)
2. Study the appropriate chapter(s), relating to that statement, from a good Theological work such as Wayne Grudem, Bible Doctrine.
3. Write a 2-3 page paper addressing that statement using the *Guidelines For Thesis*, found on the District Website. (Credentialing) The questions found under each statement reveal where you should focus your attention & we do expect you to follow that "lead".
4. Have someone - whom you know to be a good student of Theology, as well as one who thinks biblically & theologically - read and critique your paper based upon the Guidelines. Rewrite your paper based on that input and ask them to reread & critique it a second time. (Repeat this process as necessary until you both are satisfied.)

5. Have that same person walk you through a verbal defense of your paper and that section of our SOF. When you both are satisfied, move on to the next statement.
6. Compile your completed papers into a single document, as well as address the ministry & personal issues required, keeping your work to no more than 30 pages.
7. Have someone who is competent in English spelling, grammar & syntax read your paper for any final form suggestions they can offer.
8. Submit your paper to Greg Fell and make final preparations for your Ordination Council. *Via con Dios!*)

Before I will schedule a Candidate's Council, one of our members will read your paper and given me an assessment of it. That usually adds a week or two to our "time-line", but during the Holidays could add more. As soon as I get the assessment of your paper back, I will be in touch with you.

In the mean time, would you please do the following: Place a copy of the Guidelines along-side your Paper and check to see that you have faithfully addressed the issues the Guidelines ask you to. That will help you prepare for some rewriting if I should need to request it of you. It will also help you prepare for your Council, even if your paper is well enough written to schedule your Council ASAP.

I know that this may seem burdensome, but we need your help to make your journey to Credentialing as smooth and successful as possible. If you have any questions, please feel free to contact me back.

All for Jesus,

Craig

### **Step by Step Instructions:**

1. Send a letter/email to Dr. Greg Fell stating your desire for licensing with the Evangelical Free Church of America and your reason for requesting this credential.
2. Request the church you serve to send a letter of recommendation to the district office. This letter should be written as the result of a decision either of the congregation or of the Church Board. There is a format for the letter which you will find in the documentation at <http://www.efca.org/about-efca/joining-efca/credentialing>. Click on the link to the type of credential which you are pursuing.

**OR** if you are not serving as a pastor of a church, ask for a letter of recommendation from the church of which you are a member.

**OR** if you are working for a Christian organization outside of the Evangelical Free Church, secure a letter from that organization stating that a ministerial credential with the Evangelical Free Church is necessary or helpful for the best performance of your duties.

**You must be a member of an Evangelical Free Church to be ordained or licensed by the EFCA and we must have a letter from that church recommending you for credentialing.**<sup>1</sup> You also must be employed in ministry full time (30 hours or more) to be eligible for an EFC credential.

3. Complete the forms required. The forms are found at the link listed in step 2 and a checklist is provided online at [Rockymountaindistrict.org/credentialing](http://Rockymountaindistrict.org/credentialing).
4. Read the required reading (unless you took the EFCA History and Polity Course at TEDS) and send an affidavit to Greg Fell that this has been completed. The list of books and form to be signed are online at [www.Rockymountaindistrict.org/credentialing](http://www.Rockymountaindistrict.org/credentialing).
5. Prepare a thesis as outlined in “**Guidelines for Preparing Your Licensing or Ordination Thesis**”. Prepare a copy of your thesis in Microsoft Word format and a copy of the ministers profile and send them to Greg, along with an electronic copy of your thesis and ministers profile sent to Greg for distribution to the council. Send the electronic copy to [Rockymountaindistrict@gmail.com](mailto:Rockymountaindistrict@gmail.com).
6. The Ministerial Committee Chairman will assign a reader for your paper. When that has been completed he will contact you and arrange for a council or make further study and writing suggestions to assure your council will be successful. Be prepared to engage in approximately two to three hours of questioning and discussion regarding your thesis and beliefs. Relatives of the candidate will NOT be permitted to attend the Council per national Board of Ministerial Standing rule.
7. The recommendation of the Council, along with the minutes of the Council, will be forwarded to the EFCA Board of Ministerial Standing of the Evangelical Free Church of America for its study and decision. Upon approval by the EFCA Board of Ministerial, a three-year license is issued and sent to the District Office to be signed and presented to the candidate. (Usually 2-4 months, depending on the Board’s workload.)
8. **If you or your spouse has been divorced**, you must be granted an exception based on an investigative council before you can be considered for credentialing. The official policy is: “The Evangelical Free Church of America does not normally issue ministerial credentials to a person who has a divorce in their background. Any person who has been divorced, or who is married to, or anticipates marrying a person who has been divorced, must be granted a Divorce Policy Exception.” There is a form which you must fill out to begin this process. The divorce exception **must precede** the licensing process.

Please understand that your file with the above information **must be complete before a council will be scheduled.** Allow 45 days after the completion of your file (including thesis) before the date of that council.

**Church planters only:** If you are planting an Evangelical Free Church through our District you must be credentialed (or be recommended for credential by a council) in order for you to begin work in your church plant and to draw funds through the district for your work. Please understand that this is a requirement of district policy. We expect you to complete your file and council prior to beginning work in your planting ministry.

Dr. Greg Fell  
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