

To: All Credentialing Candidates

On behalf of the staff and leadership of EFCA West, I commend you for your desire to pursue an EFCA credential. The purpose of such a credential is to affirm God's call upon your life, to verify that you meet the qualifications and standards for ministry, approve you for ministerial service in the EFCA and to provide legal status in the exercise of your ministry.

Below is a brief outline of the process which will begin upon receipt of your completed preliminary application (next page). Please note that not all credentials have the same process.

1. You will receive a link to the packet that spells out the various requirements involved in obtaining a credential.
2. On some licenses you will be required to write a doctrinal thesis. Clear guidelines for the thesis will be provided.
3. Your thesis will be reviewed by your assigned credentialing council chairman (an ordained EFCA pastor). This review is designed to help you clarify your beliefs and prepare you for the credentialing council interview.
4. Your council chairman will lead a small group of pastors and laymen who will interview you for the purpose of examining your doctrinal beliefs and ministry. The credentialing council interview takes 1½ - 2 hours for licensing candidates and 3-4 hours for permanent credential candidates. Please work closely with your council chairman to set up a time that works for your schedule and the schedules of the council members.
5. Your part of the process generally takes about a year; not including the scheduling requirements of your council. Your council will be recorded and transcribed and included with the other documents forwarded to the EFCA Board of Ministerial Standing in Minneapolis for their review and *final approval* of your credentialing request. This generally takes an additional 3-6 months.

MINISTERIAL CREDENTIALING • EFCA WEST PRELIMINARY APPLICATION

Complete this application and send it to the EFCA West office (901 East 78th St., Minneapolis, MN 55420) with:

- A letter from you stating your desire and reasons for wanting an EFCA credential, written on church or ministry stationery and addressed to the Board of Ministerial Standing. In your letter, include a statement that indicates you have read *Ministerial Credentialing in the EFCA* ([Ministerial Credentialing in the EFCA](#))
- The processing fee of \$200. It is expected that your church will cover this cost. Please make check payable to EFCA West. The fee can be reduced for church planters, missionaries, volunteer chaplains or others for whom the cost may be prohibitive. Contact the EFCA West office to request a reduced fee: efcawest@efca.org or Xochitl.Cachon@efca.org or telephone 952.853.1755. Please note that payment of the fee does not guarantee that a ministry credential will be issued.

Name (as you want it to appear on the credential): _____

Ministry e-mail address: _____

Personal/other e-mail address: _____

Daytime telephone number: _____

Current qualifying EFCA West church membership (Name of Church/City): _____

Currently called to/serving (church/ministry or institution): _____

Position: _____

This position is () paid () volunteer How long have you been in this position? _____

Note: Some positions may not be eligible for ministerial credentials. Our office will contact you for further clarification if needed.

Are you currently in or have completed a Gateway¹ course? _____

If yes, date of completion or anticipated completion: _____

²Which credential are you applying for? Please choose one only.

Check One	Credential	Features
	Ministry License - Renewable	5-year - Renewable
	Ministry License – Non-Renewable ³	5 year – Non-Renewable
	Ministry License – Expedited ⁴	Permanent
	Certificate of Christian Ministry (CCM)	Permanent; Ministry License is a pre-requisite
	Certificate of Ordination (COO)	Permanent; Ministry License is a pre-requisite
	Transfer of Ordination (TOO)	Permanent; May be a re-ordination for some candidates

For office use only

Date rec'd: _____

Council Chair assigned/other notes: _____



When our office receives this application, your letter of intent, and the processing fee, we will contact you with the list of requirements for completing your credential. A credentialing chairman will be assigned to review your credentialing packet and make the appropriate recommendations.

¹ **Gateway** is offered in several formats. Go to <https://www.efca.org/ministries/reachnational/efca-gateway> for more information. If you register with Gateway the fee is \$200 and replaces the EFCA West processing fee.

² All credentials issued by the Evangelical Free Church of America are the property of the EFCA and are given to each candidate "in trust".

³Ministry License Five Year Non-Renewable is for those in a Sr./lead pastor position who have been involved in an EFCA ministry for less than 10 years.

⁴Ministry License Expedited is for those who are presently in a Sr./lead pastor role and have been involved in an EFCA ministry for 10 years or more.