

## **PROCEDURES FOR THE SACRAMENT OF ORDINATION**

### **CREDENTIALS**

The type and level of credentials issued is based upon the description of the candidate's ministry and verifiable activity in an area of ministry. Length of time is not an automatic qualification for ministry credentials at United Christian Services, Inc. The type of credentials given is determined by the Ordination Council.

### **ORDINATION**

Ordination shall be for those having a vocation description of counselor, minister, missionary, or one of those identified in **Ephesians 4:11**, or a leadership role of significant responsibility. This is primarily for individuals with a definable full-time or primary vocation in the ministry, and who know they are "called" into service before God Almighty.

The candidate must be known by United Christian Services, Inc. Fellowship for a minimum of one year, or be recommended by a person, facility, agency, or organization that is known by United Christian Services, Inc. The candidate must agree to submit to inquiries and examination by the Ordination Council, if necessary.

Yearly reports are submitted giving details of ministry, accomplishments and expectations of the upcoming year. There is a yearly renewal fee that covers the administrative and quarterly meeting expenses.

Ordination is awarded after a thorough search of the candidate's references and background, including submitting fingerprints and a police background check.

In cases where candidates have exceptional qualifications and, or, have been previously ordained by a recognized ministry, certain requirements may be waived at the discretion of the Ordination Council.

Ordination of an individual bestows upon, and designates, legal authority as an "officer" of the United States of America in the capacity of "minister", with the right to use the holy title of "Reverend" to God's glory, and is empowered for legal ceremonies such as marriages and funerals, and any ministerial function appropriate for a "Minister of the Gospel".

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## **I. PURPOSE**

The purpose of United Christian Services, Inc. Fellowship is to provide spiritual direction, counsel, leadership and spiritual recognition of the calling and ministry that God has already placed upon an individual or a specific ministry. U.C.S.I. is here to assist in their fulfillment of that ministry. To provide a fellowship of ministers and ministries who can merge their resources to further the kingdom of God.

## **II. REQUIREMENTS AND STANDARDS**

### **A. Individual for licensure or ordination:**

1. Must be born again (John 3:3);
2. Public testimony of salvation, or Baptized in water;
3. Baptized with the Holy Spirit;
4. Comply with the Scriptural standards of Timothy 3;
5. Be actively engaged in an area of ministry (provide written validation from department head, pastor or individual known to U.C.S.I.);
6. Submit a typewritten testimony of your personal experiences with God including dates regarding points 1-3.
7. Two letters of recommendation: one personal/moral character reference and one pastoral reference;
8. Submit to an interview either with Sr. Pastor of Ordination Body, or Board of Examiners;
9. Minimum of one year of Bible College, Seminary, or equivalent documented Ministerial Service;
10. Indicate your desire for formal Ordination, and complete this document and all other mandatory forms.

### **B. Church or ministry affiliation:**

- 1 If a church, or religious organization, is seeking the Sacrament of Ordination for their Ministerial Servants through United Christian Services, Inc., each church or ministry must be a legal entity, registered with the Secretary of State's office in the State that the church or ministry operates. In most states this means the church or ministry is incorporated as a not-for profit Religious Corporation:
  - a. Documentation of above requirement must be submitted to the U.C.S.I. office by either the Ordination Candidate, or a Board Member of the church desiring the services.
  - b. Each local church or ministry should have a form of ministry government that is defined by the by-laws of the corporation that are also submitted to the ministry's office to be placed on file;

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## **B. Church or ministry requirements (cont.):**

- c. Each affiliated church or ministry shall file its own I.R.S. forms annually, if required.
2. If an affiliated church or ministry has someone in leadership who is currently credentialed, or concurrently applying for credentials, with U.C.S.I. some of the form and information requirements may be waived.
  - a. An affiliated church or ministry understands the person Ordained will be accountable to U.C.S.I. as follows:
  - b. If the Ordained person is in a formal position of leadership, that person will meet at least quarterly, with the U.C.S.I. Leadership
  - c. A representative of the elder or deacon board, will participate, at least biannually in meetings as designated with U.C.S.I. leadership
  - d. A representative from the leadership of U.C.S.I. will observe at least the annual meeting of the affiliate applicant.

## **III. BENEFITS**

A. Provides source of fellowship with like-minded ministers, churches and ministries.

B. Provision of support ministry:

1. A resource of ministry counseling for those involved with U.C.S.I.
2. An opportunity to pursue educational opportunities for the pastor, leadership and/or those under a minister's immediate authority.
3. A resource to recommend leadership in the event someone is needed.
4. If needs arise that are beyond current ability of local leadership to handle, there is a Senior Resource to whom to refer, or consult.

C. Provision of support ministry (continued):

1. Legal matters
2. Disputes and misunderstandings

D. Provides credible spiritual authority which enables members access to jails, hospitals, prisons, nursing homes and other institutions requiring endorsement depending on the credentials for which the applicant is applying.

E. Provides opportunity for ministry training:

1. Seminars, conferences or retreats for you and your ministry.
2. As noted previously, an opportunity to pursue educational courses for improving your knowledge of the Word of God and the ministry through an accredited institution.

## **IV. APPLICATION PROCEDURE**

A. Obtain and complete application form.

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B. Return with current photograph, **only \$50.00** for ordination and the above requested testimony and references.

**Fingerprints and local background check are mandatory, unless otherwise exempted.**

C. For church/ministry affiliation, the following needs to be submitted yearly depending on membership:

1. up to 100 members \$ 75.00
2. 101-200 members \$100.00
3. 201-300 members \$150.00
4. 301 members+ \$200.00

D. The application will be submitted to the Board of Directors of U.C.S.I. be reviewed; the guidance of the Holy Spirit will be sought.

## **V AFFIDAVIT OF AGREEMENT**

A. Whether application is for licensure, ordination or affiliation, each applicant agrees with the following statement of faith set forth by the Board of Directors of U.C.S.I.

B. We believe:

1. There is One True God (Is. 48:16; Matt. 28:19; Luke 3:22);
2. That all Scriptures are inspired (II Tim. 3:15-17, 1 Thess. 2:13; II Peter 1:21);
3. In the Deity of the Lord Jesus Christ (Matt. 1:23, John 5:22,23; II John 3; Heb. 1:1-13);
4. Original sin and the fall of man (Gen. 1:26,27, 2:17; 3:6-24; Rom. 7:13-25);
5. There is salvation for man (Acts 4:12; Rom. 5:8-13; James 1:21; Eph.2:8);
6. That Jesus Christ is the One Shepherd (John 10:1 6);
7. In the Church and its mission (Eph. 1:22,23; 2:22);
8. In the ordinances of the Church (Heb. 6:1-6):
  - a. Either public testimony of salvation, or baptism in water (Matt. 28:19);
  - b. Communion (II Peter 1:4);
  - c. In the baptism in the Holy Spirit (Acts 1:4,8);
  - d. In divine healing (Is. 53:4,5);
  - e. In the Second Advent of Christ (Rev. 1:7; Matt. 24:27,30);
  - f. In the Final Judgment (Matt. 25:46; Mark 9:43-48);
  - g. In the New Heaven and the New Earth (II Peter 3:13; Rev. 21:1).

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C. Signature:

I (we) \_\_\_\_\_

\_\_\_\_\_  
(print individual name and/or church/ministry name)

and hereby state my (our) willingness to submit to the spiritual authority and guidelines of United Christian Services Inc. Ministerial Fellowship. This acknowledgement is also agreement with the above listed Statement of Faith, and the ethical, moral and spiritual accountability we accept to United Christian Services, Inc. If at any time it is documented that we are in gross disobedience to the Scriptures, or have committed any malfeasance of Ministerial duties, conduct, or morality, it is understood that it shall be requested by those in authority, that we will immediately forfeit and return the credentials and/or affiliation certificates from United Christian Services, Inc. Fellowship. I (we) further understand that the credentials and/or affiliation certificate will also need to be returned if I (we) cease to function in a qualifying position.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Please print name, title and address of applicant below:

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# United Christian Services, Inc.

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## Ministry Credential Agreement

Those receiving ministerial credentials from United Christian Services, Inc. fellowship (U.C.S.I.), shall be subject to the standards of Christian behavior provided for in I Timothy 3:1-3 and Titus 1:7-1. They shall also be subject to on matters that violate these standards and agree to abide by decisions rendered.

Conduct and behavior which is not in keeping with Scripture and which shall be deemed inappropriate and unacceptable for those in the holy calling of "Christian Ministry" is just cause for any and all ministerial, license or ordination credentials to be revoked.

In the event of such occurrences, it is expected that the individual would voluntarily surrender their credentials, or a decision will be made to render them invalid by the U.C.S.I. Board.

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I voluntarily commit to abide by and submit to the standards and principles of this 'Ministerial Credential Agreement.'

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Signature of Applicant

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Date

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I, \_\_\_\_\_, President of the United Christian Services, Inc. do \_\_\_\_\_ approve \_\_\_\_\_ disapprove this application based on the following information submitted in this package:

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Signature of President

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Date

# United Christian Services, Inc.

Please Attach  
A Recent  
Passport-Type  
Photograph Here

## APPLICATION FOR LICENSING OR ORDINATION

**All applicants should carefully answer all questions and fill in all blanks. Failure to do so will result in unnecessary delay in processing your application**

TITLE (Circle one): Mr. /Mrs. /Miss /Rev. /Other:		DATE:	
LAST NAME:		FIRST	MIDDLE
ADDRESS:		City:	STATE: ZIP:
PHONE: (Home): Area Code Number ( )		(Work): Area Code Number ( )	
DATE OF BIRTH: (MONTH/DAY/YEAR)		SEX (Circle one):	Male Female
SOCIAL SECURITY NUMBER:		APPLYING FOR: (Circle one): Licensing Ordination	
MARITAL STATUS: (Circle one):		Single Married Divorced Widowed	
SPOUSES NAME:		DATE OF BIRTH:	
CHILDREN:		SEX:	DATE OF BIRTH:
Are you born again and baptized in the Holy Spirit with the evidence of speaking in tongues? (Circle one): Yes No			
Are you currently in an officially recognized ministerial position? (Circle one): Yes No			
In what field of ministry are you presently engaged? (Circle one): Pastor Assistant Pastor Missionary Evangelist Itinerant Teacher Minister of Music Minister of Youth Minister of Children Chaplain Other (please explain): _____			
Are you currently functioning in that recognized ministerial capacity on a consistent basis? (Circle one): Yes No			
In an average month, how many times do you minister God's Word in OFFICIAL church or evangelistic services? (This does NOT include Sunday School classes, Prayer Meetings, Bible Studies, Home Fellowships, etc.)			
What is your denominational background?			
Have you ever been licensed or ordained? (Please state when and by whom.)			
Are the above credentials current?			

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Does your ministry position REQUIRE you to do any of the following? (Circle one):			
Perform weddings	Baptize	Serve communion	
Is your ministry your sole means of income?			
If it is not, what percentage of your income is generated by your ministry?			
On the average, how many hours per week do you work in your ministry?			
If you are involved in some form of secular work, please answer the following three questions:			
In what type of secular employment are you involved?			
How many hours per week do you work secularly?			
How long do you realistically anticipate that it will be before your ministry supports you totally?			
If you are a Pastor, please answer the following questions:			
(Circle one): Did you: Start the church      Take an existing work      Other _____			
CHURCH NAME:			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:      OFFICE PHONE: (    )
Avg. Sunday morning attendance:	Schedule of weekly services:	How long have you been at this pastorate?	
Do you have a "Sunday School" type of program?		How often do you have communion in your church?	
Please list the guest speakers you have had in your church during the past six months.			
If you are in a position other than a pastorate please answer the following questions:			
NAME OF YOUR HOME CHURCH:		PASTORS NAME	
CHURCH ADDRESS:			
CITY:		STATE:	ZIP:
<b>Education</b>			
<b>Beginning with High School/ Secondary School, List all Education Institutions</b>			
NAME OF SCHOOL	DATES	MAJOR	DIPLOMA OR DEGREE
Are you a high school graduate? _____ GED? _____ Other: _____			



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Give a brief history of your work for the Lord. Please be specific enough so that we know the basic time elements involved.

What are your CURRENT responsibilities and functions in the ministry? Please be specific with regard to your preaching and teaching responsibilities in actual pulpit-type ministry.

What is the primary emphasis/Thrust of your ministry?

What do you anticipate as being your work for the Lord in the future?

Why do you want to be licensed or ordained with United Christian Services, Inc.

**Signature:**

# United Christian Services, Inc.

From your knowledge of applicant's general character, past record and present behavior, circle any of the following which may apply: 1. Uses tobacco 2. Gambles 3. Drinks alcoholic beverages 4. Abuses drugs/including medications 5. Has been involved in serious community disturbances 6. Has been arrested for other than minor traffic violations 7. Has a reputation for involvement in behavior indicating serious moral weakness Comments: \_\_\_\_\_

Having observed this person in ministry would you (circle one): 1. Highly recommend 2. Recommend 3. Recommend with reservations, please specify reservations: \_\_\_\_\_

Please give any personal comments on the integrity of the applicant that may aid in the decision-making process for membership in U.C.S.I.:


Signature of Minister:

Print your name:      Age (circle one): 18-25 26-35 36-50 51 & over

Address:

City:                      State:                      Zip:                      Phone: (    )

Please return to:

# United Christian Services, Inc.

Ministers Recommendation		
APPLICANT'S LAST NAME:	FIRST:	MIDDLE:
The person named above is applying for Ministerial Credentials with United Christian Services, Inc. The questions listed below should be answered honestly and correctly. Serious consideration will be given to your answers.		
Our files are kept confidential, so please fill out this form to the best of your ability and return it to our office promptly		
How long have you known the above person? _____ years/months.		
Has your relationship been (circle one): Intensive    Very close    Close    Casual    Intermittent    Distant Other: _____		
What has been the nature of your acquaintance?		
To your knowledge, does this individual have a definite call to the ministry? Circle one: YES                  NO                  DO NOT KNOW Comments: _____		
Pulpit experience/preaching and teaching (circle one): 1. Well experienced                                  2. Light experience 3. No experience                                  4. Do not know		
Work ability/in the ministry (circle one): 1. Very industrious, does more than required 2. Satisfactory work ability 3. Enough to get by 4. Does not meet minimum requirements 5. Do not know		
Stability/ability to withstand pressure (circle one): 1. Tolerates pressure well 2. Average tolerance/usually remains calm    3. Easily irritated    4. Cannot handle pressure 5. Do not know		
Personal organization (circle one):                                  1. Conscientious, tidy and clean                                  2. Fairly neat 3. Tends to be disorderly                                  4. Do not know		
Responses/attitude to authority (circle one): 1. Helpful and cooperative 2. Usually responsive 3. Resentful of authority 4. Not cooperative    5. Do not know		
Emotional stability (circle one): 1. self-controlled and mature                                  2. Usually stable 3. Moody and changeable 4. Many uncontrolled periods/Unstable    5. Do not know		
If applicant is single, their relationships with others are (circle one): 1. Godly example                                  2. Good    3. Fair 4. Questionable    5. Do not know Comments: _____		
If applicant is married, their relationship with their spouse is (circle one): 1. Godly example 2. Good partner who ministers to their spouse    3. Occasionally needs encouragement 4. Not a good example    5. No knowledge Comments: _____		