

A close-up photograph of a person's hands writing in a small white notebook with a yellow and black marker. The person is wearing a blue shirt and a black wristband. The background is blurred, showing a wooden surface and a blue object.

House of God Manual

Credential
Board

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Introduction

The House of God, the Holy Church of the Living God, the Pillar and the Ground of the Truth, the House of Prayer for All People, Incorporated, envisioned a Credential Board in the 1920s. The primary purpose of this board was to examine candidates who appeared before them, assessing their Biblical knowledge, character, and ministerial future within the church. Each candidate was advised to obtain a copy of the Guiding Star and Guiding Light as a study guide for the examination. Prior to July 2024, candidates desiring a license were required to appear before the Credential Board for an oral examination. In the enhanced version of this certification process, the system was slightly changed. All candidates were required to take a written exam. Those who passed the written exam, appeared before the Board. In 2015, the Credential board allowed pastors to review and recommend ministers. These systems served the church well for the past 100 years. As we look toward the future, our desire to have a consistent and robust process that provides learning opportunities to prepare for ministry candidates to serve the church and develop their ministry. This document is designed to outline our direction as we look toward the future.

During the 2024 Convocation, Chief Apostle Thomas E. Clark Jr., Lexington, Kentucky selected Bishop Harry Calloway Jr., Dayton, Ohio as the new Credential Board Chairman. The purpose of this appointment was to help move the church into the future. Bishop Harry Calloway Jr. assessed the current situation with concern and requested that a committee be assembled to review the entire credentialing or licensing process. The information presented below is the result of many hours spent prayerfully crafting a process that will catapult the church forward.

Bishop Calloway's motto for the new program is "It's Got to Make Sense." With this motto in mind, we have created a purpose statement to guide our next steps. The purpose of the certification process is to address some of our existing requirements, remove testing bias and learning difficulties, and extend learning opportunities to all within the ministerial ranks of the church. Bishop Calloway says, "When you become a leader, you automatically become a lifetime learner."

Purpose of the Manual

The purpose of this manual is to provide you with clear guidelines on what will be required to appear before the Credential Board in the future. The information applies to all active licensed or ordained ministry under the age of seventy-five. (75 years old). Existing licensed or ordained ministry will be required to take professional development unit courses through the Credential Board Learning portal. These courses are designed for working adults using Instructor Lead Training (ITL) or Computer Based Training (CBT) approach. Each of the courses are designed to reinforce your faith or introduce you to areas that you may be unfamiliar with.

Those who do not have current licenses or credentials will be required to take certification courses that will review church history, core doctrine, communication, and other vital areas of ministry. The certificates achieved during the course of study will be taken to the Credential Board for review and further examination if needed. Each member will receive a copy of the Catechism or Semikhah as a prerequisite for study.

The Credential Board History

The House of God, the Holy Church of the Living God, the Pillar and the Ground of the Truth, the House of Prayer for All People, Incorporated, envisioned a Credential Board in the 1920s. The primary purpose of this board was to examine candidates who appeared before them, assessing their Biblical knowledge, character, and ministerial future within the church. Each candidate was advised to obtain a copy of the Guiding Star and Guiding Light as a study guide for the written and oral examinations. The existing system has served the church well for the past 100 years.

Vision and Mission Statement

The vision of the Credential Board is based on the principle, "It's Got to Make Sense." The mission of the Credential Board is to cultivate, educate, matriculate, empower, and ordain our ministry for the challenges of the 21st century. As the information age shifts into this new period of artificial intelligence (AI), including robotics, and shifting cultural norms, our ministry leaders must be prepared to address any new moral, cultural and ethical challenges with proper and practical biblical application. Bishop Calloway says, "When you become a leader, you automatically become a lifetime learner."

Overview of the Credentialing Process

Definition and Importance of Credentialing

The importance of the credentialing process is to formally recognize and affirm a candidate's calling for ministerial leadership in the church. The church has created a process to instruct, review and verify the qualifications of each candidate.. Our new structured process will allow the Credential Board to assess a minister's knowledge of Biblical principles, church doctrine, moral character, and ensure they meet our church and denominational standards. The process also fosters accountability, both to the church and to the wider community of ministers.

Roles and Responsibilities of the Credential Board

The senior board members will preside over and review each candidate that appears before the Board. During this examination, the team will review the certificates presented by each candidate. The board members reserve the right to ask questions, to include questions about the student dossier..

Bishop Tim Hamner Sr. has been appointed to establish the training and certification program outside of the Kentucky College of Contemporary Religion structure. The certification program identifies three distinct levels of educational achievement and ministerial assessment: Educational Excellence Certificates, Professional Development Units (PDUs), and Academic Degrees. Each level represents a different commitment to learning and offers unique benefits for personal and continued/continuing professional growth. This is inline with Bishop Calloway's vision of ministry leaders being lifetime learners.

Timeline and Key Milestones

The development of the training and certification program started in March 2025 with a select group of students. The students participated in a six-week pilot program covering Deacons in the Modern Era and Leadership 101. A virtual platform was used to deliver the instructor-led training. Students were required to participate in class discussions, complete written assignments, and take assessment quizzes. In Fall 2025, the program will expand to offer students more learning opportunities for growth.

<< Timeline & Calendar >>

Changes for Candidates and Existing Clergy

In Fall 2025, candidates desiring to appear before the Credential Board will be required to complete the sessions and coursework for their desired ministry license. The instructor-led sessions or computer based training will be offered after the General Convocation. Candidates are strongly encouraged to enroll and plan to successfully complete any required sessions and coursework prior to the General Convocation.

Members who have been issued a ministry license (i.e., Minister, Deacon, Evangelist, and Elder), will be required to demonstrate continued ministry education. This will be an annual requirement. The ministry will have the opportunity to engage in seminar style sessions that will enhance their knowledge and business skills. To assist the ministry, the Credential Board has designated several courses that will fulfill this annual requirement. Students will enroll in a virtual instructor-led or computer based training course. Upon completion of the session and/or coursework, Professional Development Units (PDUs) will be earned. The Ministry should submit all certificates of completion to the designated credential board official. Once the required PDUs are met, a new ministry license will be issued for the church calendar year. Any exceptions to the continuing ministry education requirement will be considered on a case-by-case basis.

Candidate Requirements and Preparation

Eligibility Criteria

Anyone, age 18 years or older, who is interested in serving as a minister in the church or learning more about the role of the minister is eligible to enroll in classes. Classes are designed to prepare you to serve as a minister and expose you to ministerial areas that the church needs in this digital age.

If you desire to be licensed or ordained minister (to include Deacon, Evangelist or Elder), you must:

- Obtain a Letter from each Endorsement from your local Pastor, State, and Divisional Superintendent and a personal reference.
- Complete the online application to register for classes administrative fee. \$25
- Pay the non-refundable application fee; and
- Upon acceptance, enroll in classes.

SPECIAL NOTE TO LEADERSHIP: If a State or Divisional Superintendent is NOT familiar with the candidate, please contact the Credential Board for further instructions. Email provost@houseofgodcb.org or call 800.123.4567. The candidate CANNOT use alternative recommendations.

Recommended Study Materials (e.g., Guiding Star & Guiding Light)

Each student that is successfully enrolled in a certificate program will receive a hard copy of the Guiding Star and Guiding Light book. Students should have a King James Version Bible, Concordance, and Dictionary. The church recommends two software bibles which are [e-Sword](#) and [Logos](#). Other books will be required for purchase.

Guidelines for Written and Oral Examinations

The guidelines for written and oral examinations are based on the Student Dossier, leadership endorsement, personal reference, and finally the Catechism. The process is outlined as:

Necessity of Vetting and Credentialing

- A central concern is the current state of leadership development, with a perceived lack of sufficient training and understanding of roles for individuals in leadership positions.
- This program aims to address the current lack of vetting for ministerial gifts such as deacons, missionaries, elders, evangelists, prophets, pastors, and teachers, who are currently not vetted like others.
- The absence of credentialing for teachers, who teach congregations, is specifically highlighted as a concern, with a need for some sort of certification for those in such critical roles.
- The goal is for individuals to appear before the Board "with a positive mark versus a negative one" after participating in the training.

Modeling on College and University Standards

- The training program will be modeled on college and university standards.
- This includes implementing rules and consequences to encourage participation and ensure quality, such as a "drop period" similar to college; where participants must commit to staying or face being automatically dropped if they miss a certain amount of class

Components of Assessment and Engagement

- The program will request papers, class time, and engagements from participants.
- Google Classroom will be utilized for instruction, and it offers a "question" feature that can facilitate continuous engagement, allowing students to respond to prompts and interact with each other. This is seen as a way to "fill out the other two hours" beyond live class time. The ability for students to respond to each other will likely be available to foster collaboration and discussion.
- Participants in the pilot program, conducted during March 2025, were asked to provide feedback on the coursework through "write-ups" and by sharing their "thoughts on the course". This continuous feedback is crucial for refining the program before wider rollout.

Requirements for Instructors

- Potential instructors will need to be vetted.
- They will be required to show their credentials, provide a syllabus, and have each week of their course mapped out.
- Quality checks will be performed on both teachers and students as part of the administrative oversight

Purpose of the Rigorous Process

- The program aims to shift the perception of leaders from merely "being called" to being "professionals" who "study to show themselves approved".
- It seeks to ensure that those teaching and leading provide "word with understanding" that offers "hope or some strength or some encouragement" to the congregation.
- The process is intended to help individuals articulate "what they have been called to do" and why they are going before the Board; enabling appropriate mentorship

Continuing Education and Accountability

- The new credentialing process will become the "continuing education piece" for those who are ordained, implying ongoing requirements for renewal and accumulating "hours".
- The overall emphasis is on "accountability" and ensuring that all individuals representing the organization participate in the program

Assessment Methods and Scoring

Assessment Methods:

The HGCB program employs a multi-faceted approach to assessment, moving beyond a singular examination to a continuous, structured evaluation process, which is explicitly "modeled on college and university standards". This includes:

- **Written Examinations:**
 - Historically, candidates were required to take a written exam.
 - Under the new enhanced process, candidates will **still be required to take a written exam**. Passing this written exam is a prerequisite for advancing to the oral examination.
- **Oral Examinations:**
 - Both the historical and the new processes require candidates to appear before the Credential Board for an oral examination.
 - The guidelines for these oral examinations are specifically **"based on the Student Dossier, leadership endorsement, personal reference, and finally the catechism"**.
 - During this examination, the board members "reserve the right to ask questions, to include questions about the student dossier".
- **Coursework and Certificate Completion:**
 - A significant shift is the requirement for candidates to **"complete the sessions and coursework for their desired ministry license"**. This coursework culminates in "certificates achieved during the course of study".
 - For new ministers, this involves enrolling in a "certificate program of study".
 - The pilot program (alpha phase) demonstrated the types of coursework, including **"class discussions, complete written assignments, and assessments such as quizzes"**.
 - Certification classes are designed with various learning capabilities in mind, incorporating "discussion, lecture, homework, writing essays, and impromptu testing". These items contribute to the "student dossier".

- **Student Dossier Review:**
 - A central component of assessment is the "**student dossier**," which is a "collection of documents submitted during the course of study in class".
 - "Each of the items created through the course of study becomes items for the student dossier".
 - This dossier is "turned over to the Credential Board for review and closing assessment" and is a key factor in the oral examination guidelines and appeal evaluations.
- **Letters of Endorsement and Personal References:**
 - Candidates must obtain a "**Letter of Endorsement from their Pastor, State, and Divisional Superintendent and a personal reference**".
 - These recommendations are crucial and directly considered in the evaluation process, particularly for appeals. The Credential Board "relies heavily on the Pastor's recommendation".
- **Continuous Engagement and Participation:**
 - Google Classroom's "question" feature facilitates "**continuous engagement**," allowing students to respond to prompts and interact. This implies ongoing assessment of understanding and participation throughout the courses.
 - A "**drop period**" similar to college is implemented, where participants "must commit to staying or face being automatically dropped if they miss a certain amount of class". This reinforces the importance of consistent participation.
- **Professional Development Units (PDUs) for Existing Clergy:**
 - For members who already hold a ministry license or credential, **Professional Development Units (PDUs)** obtained through "classes, webinars, or seminars" will be an "annual requirement" for license renewal. This ensures continuous learning and ongoing accountability.
 - **The Professional Development Units (PDUs)** will be required starting in Fall 2026. Information regarding PDUs will be shared during the Summer of 2026 Annual Convocation.

Scoring and Evaluation Criteria:

While no numerical scoring rubrics are detailed, the evaluation process is based on meeting specific criteria and successfully completing various components of the program. The overarching goal is for individuals to appear before the board **"with a positive mark versus a negative one"**.

The evaluation criteria for candidates appearing before the board include:

- **Biblical Knowledge:** This is a primary assessment area. Candidates must demonstrate "knowledge of Biblical principles" and "Biblical knowledge, application and spirituality". The "Guiding Star and Guiding Light" and "Catechism or Semikhah" are recommended study materials to prepare for this.
- **Character:** The board assesses a candidate's "character" and "moral character".
- **Ministerial Future:** The assessment includes a focus on the candidate's "ministerial future within the church". The program aims to help individuals "articulate what they are called to do and why they are going before the board".
- **Successful Completion of Program Components:**
 - Candidates must successfully complete the required "Certificate Program, written examination, and oral examination".
 - Evaluation is based on **"letters of recommendation, student dossier, and classwork completed throughout the process"**.
 - Individuals will appear before the board "equipped with certificates in each area required for the level of ministry sought".

The entire process is designed to ensure accountability and to shift the perception of leaders from merely "being called" to being **"professionals"** who "study to show themselves approved". Quality checks are performed on both teachers and students. Academic fraud or plagiarism will be handled by the Credential Board committee, indicating a strong emphasis on academic integrity in all submitted work.

Transition and Modernization Efforts

Recent Changes and Leadership Updates

The most recent change in leadership was the elevation of Bishop Harry Calloway to Credential Board chairman. He received the charge from the Chief Apostle Thomas E. Clark Jr., “prepare the people for next generation 2123”. Bishop Calloway went to work right away with assessing the Credential Board system used to find ways to modernize, innovate, and improve the processes. This manual provides insights into this vision.

Purpose and Goals of the Enhance Certification Process

The purpose and the goals of the enhanced certification process is to inform, train, and assess the biblical knowledge, application and spirituality of each applicant. The classes are design to answer the what, when, where, why, and how ministry should be delivered to saints and non-converts. Each certification class was designed with various learning capabilities in mind. The old certification method was based on one written exam followed by an oral examination. To address the changing social, economic, and educational needs of the next generation, we assessed the methodology used in the old system with the results being a change is necessary.

The classroom structured lesson plans, instructor lead, and computer based training allows for all levels of educational learners to receive training in the core disciplines of the church. Each student will participate in class through discussion, lecture, homework, writing essays, and impromptu testing. Each of the items created through the course of study becomes items for the student dossier. This dossier is turned over to the Credential Board for review and closing assessment. When the students appear before the board, then will appear equipped with certificates in each area required for the ordination sought.

Committee Review and Process Improvements

The Credential Board is the ecclesiastical review board of the church. Our role has been designed to assess the biblical knowledge, application, and spirituality of the members that appear. The training guidelines shared in the Guiding Star and Guiding Light provided a framework for the students but failed to provide specific application and study of the requisitioned item. The Credential Board has created a way to train, assess, and test applicants as outlined in this manual. The process is an improvement on the original mandate given to the church through our founder Bishop R. A. R. Johnson.

Appeals and Support

Appeal Process for Candidates

The appeal process will be handled on a case-by-case basis. Students have agreed to disclose all sources used when creating homework assignments, essays, or research papers. Academic fraud or plagiarism will be handled by the Credential Board committee. Students will be evaluated based on the letters of recommendation, student dossier, and classwork completed throughout the process. Any student may be questioned about ANY work turned in as original.

Support Resources and Mentorship Opportunities

The initial support system will be the local Pastors, State and Divisional Superintendents. In the future, local leadership will identify individuals with the heart of a coach that will provide positive guidance, mental support, and connection to those who are participating in the programs. Each one teaches one is a paradigm that will help to elevate our educational prowess.

Continuing Education and Leadership Development

Expectations for Ongoing Learning

Continuing education is a part of your professional development for the ministry. As ministers of God's Word, you should always strive to learn and grow. Continued learning can assist you in further developing your skills or mastering a ministry skill. It can also assist you in identifying ministry goals and establishing milestones. For example, continuing education can assist you with changes and advancements in technology. You can learn how to identify and leverage technology to share your ministry, grow your ministry, or to pursue a passion (e.g., teaching, outreach, foreign missions, etc.). Classes, webinars, and conferences are a good way to learn about best practices, learn new skills, and learn about changes that may impact your ministry.

All licensed and credentialed ministry will be required to participate in continuing education.

Opportunities for Further Training and Growth

The Credential Board has always endeavored to provide ministerial training to those who are members of the church. Various obstacles have hindered our progress but never completely halted it. In the age of technology, lightning fast internet speeds, and the overwhelming adoption of video conferencing we have entered a season of greater works. The greater work is starting a training series and continuing forward until the ultimate goal is reached. With a committed team of professionals and a strong administrative backplane, we can create a collegiate experience for our ministry that will take us into **2123 Next Generations**.

Conclusion and Next Steps

Summary of Key Points

For the past 100 years, the House of God's credentialing process, helped the church identify and qualify ministers. Under the current Chair of the Credential Board, the church seeks to enhance the credentialing process, by requiring structured training for new ministers and empowering previously credentialed ministers to continue learning. The goal of our new certificate and professional development programs is to inform, equip, and train our ministers to meet the needs of our modern society. We believe all ministers are life-learners and should embrace the call of our creator to "take my yoke upon you and learn of me."

Encouragement for Aspiring Leaders

John Maxwell once noted that a great leader is someone who looks behind themselves and sees that there are people following him. You have greatness that is within you. Your greatness needs to be tested, sharpened, refined, defined, and released into the world for great works. The church has created another vehicle to provide you with the tools that you need to do meaningful ministry in the twenty-first century. Ministry isn't about how many posts you create on social media, the amount of followers, or the amount of likes. Ministry is the true connections that you make with humans that look like you.

When another person sees your smile, hears your laughter, or listens to your story you touch them in ways that can never be duplicated. Be of good courage.

Contact Information for Questions or Support

Based on the information in this document, you may have questions or concerns. Please feel free to reach out to: info-cb@houseofgod.org

Bishop Harry Calloway Jr., Chairperson

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Bishop Timothy Hamner Sr.

Tel. 925.237.1846

timothy.hamner@houseofgodcb.org

For immediate support you can connect with us online at www.houseofgodcb.org.

Appendix A

Sample Application Forms

Credential Application Fees

Please submit your application fee below.

\$25 for all applications and upgrades.

Name *

Email *

Phone No. *

Address *

Frequently Asked Questions (FAQ)

Why should a leader continue his/her education?

Becoming a leader requires that you stay connected with the world, culture, and changes in society. Leaders are naturally lifetime learners or should have an attitude of lifetime learners.

Can alternate recommendations outside of the State or District Superintendents be provided?

No.

Why has the church decided to change the credential process after all these years?

The method has NOT changed. The process has been enhanced to address the various cultural, economic, social, and technological changes that have occurred in the modern world. The time for the church to take advantage of what is available to us is NOW.

What is the requirement for a new minister who has a credential from another organization?

The process for individuals who have received credentials from another organization will be handled on a case-by-case basis. At the core, the new minister will complete coursework in the History of the House of God, Church Structure, and a thorough review of core doctrine of our church. Effectively immediately.

When will College degrees be offered through the Credential Board process?

At some point in the future, the Credential Board will be connected with an Accredited College or University with a unique class offering for our students. Standard collegiate level seminary courses are required along with Hebrew Pentecostal coursework specific to our beliefs.

Why has the board opted to change to a yearly certificate model versus the old lifetime model?

The Credential Board has not changed the yearly certificate model that some thought was perpetual. The revocation policy printed on each license applies. The enhanced certificate mode requires continuing education to receive the renewal certificate.

What is the process for new individuals who desire to receive a credential through the House of God?

The process for individuals to appear before the credential board for consideration for license or ordination is a simple 1-2-3 process.

1. Obtain a letter of Endorsement from their local Pastor, State Superintendent, and Divisional Superintendent. A personal letter of recommendation from someone who has recognized your spiritual gifting.
2. Complete the certificate coursework based on the ministerial track outlined in this manual. (e.g. Deacon, Minister, Evangelist, etc see *Appendix B for complete list.*)
3. Prepare for the final examination before the Credential Board with the following items:
 - a. Recommendations Letters
 - b. Student Certificates of Completions
 - c. Student personal dossier (provided by Instructors) *

What are the new fees for each of the certificates given to each level of ministry?

The license fees will be going up as a result of the Professional Training Units that will be administered throughout the organization. Individuals above seventy years of age will have an exemption from fees.

What happens if a minister has been divorced and would like to receive ordination?

Each case of a dual or plural relationship will be handled on a case by case basis. The guiding star and light provides insights on this matter due to international and cultural issues.

What are the changes to the House of God ministry licensing process?

Beginning in August 2025, members desiring to be licensed and ordained minister, to include deacons, evangelists and elders, will be required to enroll in a certificate program of study. For example, to receive an Ordained Deacon's license, a member must enroll and complete, at a minimum, all sessions and coursework to obtain a Deacon's Program of Study Certificate.

Pastors will still be required to recommend members to the Credential Board for licensing or credentialing. Candidates will be required to take a written exam. If candidates pass the written exam, they will be invited to an oral examination by the Credential Board. Upon successful completion of the Certificate Program, written examination, and oral examination, the candidate will either be provided a license or they participate in the designated ordination service, at which time they will receive their license.

What are the changes for members who currently hold a ministry license?

Members who have previously received a license, will be required to attend classes, webinars, or seminars to receive Professional Development Units (PDUs). PDUs will be required to receive a new license for the church calendar year. To learn more information about PDUs required for ministry, please refer to the manual.

Why should a leader continue his/her education?

Continuing education is a part of your professional development for the ministry. As ministers of God's Word, you should always strive to learn and grow. Continued learning can assist you in further developing your skills or mastering a ministry skill. As technology changes and advances, you too can learn to leverage technology to share or grow your ministry or to pursue a passion (e.g., teaching, outreach, foreign missions, etc.). Classes, webinars, and conferences are a good way to learn about best practices, learn new skills, and learn about changes that may impact your ministry.

In the past, ordination and ministerial certificates were issued for a lifetime. What is the expiration date of the new certificate(s)?

In the past, ordination and ministerial licenses were issued for a lifetime and could only be revoked at the discretion of the Chief of Apostle. Yearly, ministry licenses (to include ordained ministers) were issued for a fee and were valid for one year from the date of issuance.

Beginning in 2026 and going forward, new ministerial certificates will be issued with an expiration date. Licenses will still be issued yearly, for a fee, and ministers will have to show completed PDUs to be issued a new license.

What are the new fees for each of the certificates given to each level of ministry?

Historically, no fee was assessed for certificates. Certificates were provided as a courtesy to acknowledge the significant achievement. Also, ministers were assessed a modest yearly license fee that was part of their local church report. Any new certificate fees will be used to support the administrative fees associated with the administration of classes, seminars, conferences, and/or workshops in support of educating the ministry.

The new fee structure is:

Local Minister & Missionary	\$ 25.00
Ordained Deacon	\$ 25.00
Ordained Elder & Evangelist	\$ 50.00
Vicar	\$ 75.00
Bishop / Pastor / Superintendents	\$ 100.00

What happens if a member has been divorced and desires to obtain a minister's certificate or become an ordained minister?

Members must first seek the recommendation of their Pastor to be considered for a minister's certificate or license. Issues concerning remarriage and/or divorce should be discussed with your Pastor prior to being recommended to appear before the Credential Board for examination. The Credential Board relies heavily on the Pastor's recommendation and will consider circumstances such as divorce on a case-by-case basis. Additionally, the Guiding Star and Guiding Light provides insights on this matter due to international and cultural issues.

When will College degrees be offered through the Credential Board process?

We are diligently working to establish a robust academically challenging ministry certificate program to prepare members for the work of the ministry and to pursue their ministry interests and goals. As we successfully implement the certificate programs, we will focus on establishing an accredited college. As you can imagine, this process may take several years, as we establish the curriculum, obtain state authorization and the necessary funding, recruit and hire qualified staff and administrators, and accept student applications. As soon as the college is established and accredited, student applications will be accepted for the upcoming semester.

Glossary of Terms

Acting Deacon: The acting Deacon is an individual who has not been ordained and must complete the Deacon's training track before being considered for Ordination.

Apostle: One who serves on the Apostle board of the church. The Apostle Board is the highest ecclesiastical board of the church.

Associate Dean: An administrator who works with a dean in a specific area.

Assistant Professor: An assistant professor is a tenure-track faculty member who has a terminal degree in their field, typically a Ph.D., but in some cases an MFA.

Associate Professor: A change in rank from assistant to associate indicates a promotion. Once an assistant professor has been granted tenure, they become an associate professor.

Assistant to the Chief Apostle: The Assistant to the Chief Apostle serves at the pleasure of the current Chief Apostle. The role was established during the _____ convocation.

Bishop: One who serves in the College of Bishops lower house of the church. The College of Bishops is the second highest ecclesiastical board of the church.

Brother (Saint): a male member of the church (layman).

Catechism - a set of formal questions put as a test

CEU - Continuing Education Units

Chancellor: The chief executive officer of a university or college responsible for the overall strategic direction and leadership.

Chief Apostle: The Chief Apostle is the General Superintendent of the Church.

CLE - Continuing Legal Education.

CME - Continuing Medical Education

Credential - CHANGE THIS DEFINITION

Deacon: Deacons/Stewards are officers of the church who serve at the pleasure of their pastor. They serve in one of two categories:

Ordained Deacons/Steward - Having obtained their credentials from the House of God Credential Board, meet at the direction of the pastor, evangelize, baptize, bury the dead, perform marriages after obtaining proper licenses, administer sacrament, organize Sabbath schools, establish churches and other duties as assigned.

Un-ordained Deacons/Stewards - Helpers to the pastor and serve at the pleasure of the pastor. They may preach, pray, read the scriptures, lead the services, collect the offerings, provide care for the pastor and other duties as assigned. They may not baptize, bury the dead, marry, administer sacraments nor receive new members or exercise undue authority.

Dean: Leads a specific school or college within a university.

Ecclesiastical: of or relating to a church especially as an established institution

Elect Lady: An elect lady is a woman who is ethical and possesses high morals and deep spiritual values. The position is based upon merit, a history of significant contributions, exceptional service and faithfulness to the church. These women are set apart as helpers in the church. (An Elect Lady is not equivalent to a Bishop nor is it a ministerial position.)

Elder: TBD

Evangelist: TBD

Full Professor: This is the highest rank for a professor. Full professors are faculty who have demonstrated sustained excellence in their teaching effectiveness, scholarly/creative output, and service to the college. An associate professor may seek further professional review in a bid to become a full professor.

Instructor: An instructor is a faculty member who does not have a terminal degree — typically a Ph.D. but in some cases an MFA — in their field but nonetheless brings knowledge and valuable expertise to the university.

License - CHANGE THIS DEFINITION

PDU - Professional Development Units

Professor Emeritus: A retired professor, often with emeritus status.

Professor Emeritua: A retired professor, often with emeritus status.

Provost: The chief academic officer of a university or college responsible for academic matters such as curriculum development, faculty affairs, and student life.

Semikhah - rabbinical ordination : the traditional rabbinical degree conferred by Orthodox rabbis

Student Dossier - a collection of documents submitted during the course of study in class.

Sister (Saint): a female member of the church (layman).

Missionary: TBD

Minister: TBD

Vice-President/Vice-Chancellor: Manages large parts of the institution.

Vicar: TBD

Vicar-Bishop: Retired title.

Appendix B

Local Minister & Missionary

Certificate of Study	
24 Principles of the Doctrine of Jesus Christ (Core Values)	2
Parliamentary Procedure	2
Oral Communication	2
Church Structure (business formation) <i>StartChurch</i>	2
Human Relations	2
Homiletics	2
Funerals and Burials	2
Feast Days	2
Introduction to Church History	2
Total Hours	12-16

Ordained Deacon

Certificate of Study	
24 Principles of the Doctrine of Jesus Christ (Core Values)	2
Deacon & Stewardship - Modern Era	2
Parliamentary Procedure	2
Oral Communication	2
Church Structure (business formation) <i>StartChurch</i>	2
Human Relations	2
Introduction to Church History	2
Total Hours	14

Pastoral Leadership

Certificate of Study	
24 Principles of the Doctrine of Jesus Christ (Core Values)	2
Parliamentary Procedure	2
Oral Communication	2
Church Structure (business formation) <i>StartChurch</i>	2
Psychology of Human Relationships	2
Introduction to Church History	2
Feast Days	2
Baptisms	2
Marriage Ceremonies	2
Burials & Funerals	2
Sabbath School Administration	2
Dedications	2
Counseling	2
Total Hours	26

Ordained Elder & Evangelist

Certificate of Study	
24 Principles of the Doctrine of Jesus Christ	2
Parliamentary Procedure	2
Oral Communication	2
Church Structure (business formation) <i>StartChurch</i>	2
Human Relations	2
Introduction to Church History	2
Feast Days	2
Baptisms	2
Marriage Ceremonies	2
Burials & Funerals	2
Sabbath School Administration	2
Dedications	2
Counseling	2
Total Hours (13)	26

Contributors

Bishop Harry Calloway Jr., Chairman

Bishop Timothy Hamner Sr.

Evangelist Sophia Eaves

Bishop Jarius Toogood

Vicar Terry Bailey

Elder Larry Johnson