

EFCA LICENSING CHECKLIST

YOUR BASIC TASK	WHAT MUST BE SUBMITTED TO OUR OFFICE (BEFORE YOUR LICENSING INTERVIEW)	TIMETABLE
<p>APPLICATION FORMS</p> <p>You can submit these forms to our office as hard copies by regular mail or as scanned attachments by e-mail.</p>	<p>EFCA Ministry License Packet of Information, Forms and Requirements.</p> <p>EFCA Vocational Ministry License Packet</p> <p>Non-Vocational Ministry License Info & Packet</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application for License (pg. 2) This is the basic application to be completed. <input type="checkbox"/> Personal Spiritual & Character Qualifications Questionnaire (PSCQ) (pg. 3-13) Download the questionnaires for candidate, for spouse, and for elders from the EFCA website. (This replaces the elder board recommendation letter). If, after looking over the questionnaires for yourself and your spouse, you would prefer a personal interview instead, you may choose that option. Contact Dave Linde at the district office for that alternative. <p>Video explanation of PSCQ</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minister's Profile (pg. 14-15) This gives us routine information about you for our files and database. <input type="checkbox"/> Required Reading (pg. 17) Sign this form to affirm that you have read the required books or have attended the EFCA History & Polity Class <input type="checkbox"/> Letter from you indicating your desire and rationale for licensing This can be a one-paragraph email. <input type="checkbox"/> Letter from the ministry in which you serve (if different from your church) If you are serving in a para-church ministry you must obtain a letter of recommendation from your supervisor. 	<p>Please begin the PSCQ process as soon as you decide to pursue licensing.</p> <p>Please send in your application for licensing at the beginning of the licensing process.</p> <p>You can fill out the rest of these forms at your own pace. Submit them to our office when you have them completed. They must be submitted before your licensing interview can be scheduled.</p> <p>ncd@ncdefca.org</p> <p>NCD 711 10th Ave S Minneapolis, MN 55415</p>
<p>LETTERS AND RECOMMENDATIONS</p> <p>These letters can be sent directly to our office. E-mail is acceptable as long as signatures appear (for example, on scanned copies).</p>		<p>You can submit your own letter with your application forms. Have the other letters sent directly to our office. Arrange for this early enough in the process so that their absence does not delay your licensing interview.</p>

(next page)

	<p>NCD Required Documents</p> <ul style="list-style-type: none"> ❑ Project Purity Credentialing Affirmation (NCD Requirement) The Project Purity documents will acquaint you with a voluntary resource for maintaining or gaining sexual purity, especially on the internet. The affirmation that you must sign and return will help you think through issues of sexual purity relative to the meaning of a ministerial credential. ❑ MN Statute 604.2 (NCD Requirement) Minnesota state law requires that your church and/or the NCD inquire into your sexual integrity as a minister. Read over the 604.2 packet and return to our office the release-of-information form and the employer history form. We will contact the employers where you have recently served in a ministerial (or equivalent) capacity. 	
<p>LICENSING THESIS</p> <p>Write your paper according to the EFCA guidelines and suggestions It is best to do this in a learning community, such as a licensing discussion group, or with a mentor who is committed to coaching you helpfully in your paper.</p>	<ul style="list-style-type: none"> ❑ Licensing thesis (guidelines pg. 17-22) <p>Please note these steps in completing your paper:</p> <ul style="list-style-type: none"> ❑ Paper proof read by you for accuracy, completeness and *formatting per guidelines. ❑ Paper edited, if needed, by someone skilled in English grammar and style. (<i>available through the NCD for a fee if needed</i>) ❑ Paper proof read (if possible) by an EFCA pastor of your choice. ❑ Paper corrected, revised and submitted. <p>*please include page numbers and continuous line numbers in your paper (we can add the line numbers if unable to insert).</p>	<p>Email your paper to our office (Microsoft Word format). When formatting is approved we will send it to an official first reader who will offer you suggestions for possible revisions. Allow him 30 days to review. Once approved by first reader and revised paper is received (and paperwork is complete) your council can be schedule with one of the regional district credentialing panels. The panels generally meet twice a year for interviews.</p>
<p>LICENSING COUNCIL</p>	<ul style="list-style-type: none"> ❑ Invite one lay-person from your church to attend your council. 	<p>Bring only your Bible, paper and notepad to the council.</p>