

ORDINATION CHECKLIST

YOUR BASIC TASK	WHAT MUST BE SUBMITTED TO OUR OFFICE (BEFORE YOUR COUNCIL)	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>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>EFCA Ministry Ordination Packet of Information, Forms and Requirements.</p> <p>Certificate of Ordination Packet</p> <p>Included in this packet:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application for Ordination This is the basic application. (Note: items 5 and 6 on this application are furnished by the district after your examination council.) <input type="checkbox"/> Minister's Profile This gives us current information about you for our files and database. <input type="checkbox"/> Required Reading affidavit Sign this form to affirm that you have read the required books or attended the EFCA History & Polity class. <input type="checkbox"/> Letter stating your desire & rationale for ordination. <input type="checkbox"/> Letter of recommendation from the church of your membership or a letter from the church or ministry you are serving <p>NCD Required Documents</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 the certificate <input type="checkbox"/> MN Statute 604.20 (NCD requirement (if more than 5 years since submitting, please resubmit). Minnesota state law requires that your church and/or the NCD inquire into your sexual integrity as a minister. Read over the 604.20 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>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 council.</p>

<p>ORDINATION THESIS</p> <p>Write your paper according to the *guidelines and suggestions found on the EFCA website. 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> <p>*Please add page numbers and continuous line numbering to your paper.</p>	<p><input type="checkbox"/> Ordination thesis (first submitted draft—by email)</p> <p>Please note these steps in completing your paper:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Paper proof read by you for accuracy, completeness and *formatting per guidelines. <input type="checkbox"/> Paper edited, if needed, by someone skilled in English grammar and style. (<i>available through the NCD for a fee if needed</i>) <input type="checkbox"/> Paper proof read (if possible) by an EFCA pastor of your choice. <input type="checkbox"/> Paper corrected, revised and submitted. <p><input type="checkbox"/> Ordination thesis (reader-approved version—by email)</p>	<p>Email your paper to our office in Word format. Once we approve it for formatting we will send it to an official first reader who will offer you suggestions for possible revisions. Allow him 30 days to review your paper. Once he approves the paper your council can be scheduled. That's on a first-come-first-served basis, and is usually scheduled 30- 90 days in advance.</p>
<p>MAKING ARRANGEMENTS FOR THE EXAMINATION COUNCIL</p> <p>You will work together with us at the district office to arrange for your council. See the resources page for additional details about council attendance, scribe, room arrangement, etc.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Establish the date and place of the council. <input type="checkbox"/> Secure participants (see attendance chart on the resources page). <input type="checkbox"/> Secure a scribe (secretary) and direct him or her to our website for further information. <input type="checkbox"/> Arrange for a light supper to be served. <input type="checkbox"/> Arrange for the room to be set up properly (see diagram on the resources page). <input type="checkbox"/> Two weeks prior to your council send a copy of your paper, a copy of guidelines for council members, and a copy of sample questions (these resources are on our website) to the participants you have secured. 	<p>You should schedule your council at least 30 days beyond the time you begin to invite participants so that they will more likely have open time in their schedules.</p>