

TRANSFER OF 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>EFCA Ministry Transfer of Ordination Packet of Information, Forms and Requirements.</p> <p>Transfer of Ordination Packet</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application for Transfer of Ordination This is the basic application. (Note: items 5 and 6 on this application are furnished by the district after your examination council.) Video explanation of PSCQ <input type="checkbox"/> Personal Spiritual & Character Qualifications Questionnaire (PSCQ) (in the EFCA packet) The elders' form replaces the elders' recommendation letter. If, after looking over the questionnaires for yourself and your spouse/friend, you would prefer a personal interview instead, you may choose that option. Contact Dave Linde at the district office for that alternative. Return the questionnaires to the district office <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 Course. <input type="checkbox"/> Copy of Original Ordination Certificate See the instructions on the application form. <input type="checkbox"/> Letter from you indicating your desire and rationale for ordination in the EFCA This can be sent as an email message or attachment, or as a hard-copy letter. <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>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>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>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 the certificate ❑ MN Statute 604.20 (NCD requirement) Minnesota state law requires that your church and/or the NCD inquire into your sexual integrity as a minister. Read over the 604.20 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>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>	<ul style="list-style-type: none"> ❑ Ordination thesis (first submitted draft—by email) <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. <ul style="list-style-type: none"> ❑ Ordination thesis (reader-approved version—by email) <p>Note: if you have a paper and council minutes from your previous ordination, submit them to Dave Linde. You may be able to write a supplementary thesis rather than the full thesis, depending on the nature of your original ordination work. See the Transfer of Ordination guidelines for further details.</p>	<p>Email your paper to our office. 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"> ❑ Establish the date and place of the council. ❑ Secure participants (see attendance chart on the resources page). ❑ Secure a scribe (secretary) and direct him or her to the EFCA website for further information. ❑ Arrange for a light supper to be served. ❑ Arrange for the room to be set up properly (see diagram on the resources page). ❑ 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>