

Dear Credentialing Candidate:

I commend you for your desire to pursue an EFCA credential. This is to your benefit, since the process:

- affirms God's call upon your life;
- ensures a commitment to and alignment of beliefs between you, your local church, and the EFCA;
- provides accountability doctrinally and morally at the local, district and national level;
- helps in your educational and personal development; and
- provides confirmed legal status for the IRS through the EFCA.

Here is what you must do to be credentialed in the EFCA:

1. Complete the Midwest District Credentialing Application (below), write your letter stating your desire and reasons for wanting an EFCA credential, and remit the appropriate processing fee (\$100 for ministry license, \$150 for a permanent credential). Send all of this to the Midwest District EFCA, PO Box 360, Elkhorn, NE 68022 or email to cindy@efcamidwest.org.
2. Depending on the credential you are seeking, click on the appropriate link below and follow ALL the steps required by the National Board of Ministerial Standing:
 - [Certificate of Ordination](#)
 - [Transfer of Ordination](#)
 - [Certificate of Christian Ministry](#)
 - [Ministry License \(Five-Year Renewable\)](#)
 - [Ministry License \(Expedited\)](#)
 - [Ministry License \(Five-Year, Non-Renewable\)](#)
3. Follow the specific guidelines as outlined in the Midwest District Requirements (click [HERE](#) for those requirements).
4. Submit all your credentialing materials (see Credentialing Materials Checklist below) to the Midwest District office no less than 60 days before your desired interview date (Click [HERE](#) for the dates the various regional boards of ministerial standing are scheduled to meet).
5. After all your credentialing materials are submitted, contact the Midwest District office (308-234-5400 or mwd@efcamidwest.org) to schedule an interview with your region's District Board of Ministerial Standing (DBOMS). Each region's DBOMS consists of a small group of EFCA pastors and laymen, who will examine your doctrinal beliefs and ministry. The credentialing interview is about 90 minutes for a temporary 5-year license (to determine theological competency), four hours for the Certificate of Christian Ministry (to determine theological proficiency), and five hours for the Certificate of Ordination and the Transfer of Ordination (to determine theological mastery).
6. When the district office receives all your credentialing materials, they will forward those materials to me and the chairman of your region's DBOMS. We will review those materials; and if any of them need further attention, we will work with you to get everything ready no less than 30 days before your interview. If your materials (specifically your credentialing thesis and PSCQ's) need more time, we will reschedule your interview. You can expedite the process if you have your credentialing thesis reviewed by two or three people with a good knowledge of Biblical theology and/or English composition before you submit it to the district office.

7. After your interview, wait to hear from the National Board of Ministerial Standing, which makes the final determination regarding your credential. This can take up to six weeks after your interview. When they approve you for a credential, they will send your certificate to the Midwest District, who will forward it to you by U.S. Mail for Ministry Licenses. In the case of a Certificate of Ordination or Transfer of Ordination, the District Superintendent or member of the District Board will present it to you personally during a special ceremony you will schedule in your local church, where your call to ministry is officially recognized and affirmed. (Note: your credential remains the property of the Evangelical Free Church of America and will be given to you "in trust".)

Dear Church or Ministry Leader:

Thank you for encouraging your pastor or staff member to pursue a credential with the Evangelical Free Church of America. This benefits not only him/her, but you as well, helping to insure biblical and doctrinal integrity along with a good fit within the Evangelical Free Church family. There are several things we ask of you as part of this process.

1. Please, complete the Personal Spiritual and Character Qualifications (PSCQ) questionnaire for elders if you haven't done it before (click [HERE](#) for the questionnaire). Feel free to interact with your pastor or staff member in the process, which is intended to be a tool for learning and growth where needed. We ask that this questionnaire be the collective effort of all the members of the elder board (or equivalent body of primary leaders), who must all sign it when it is completed. This serves as your recommendation and assessment of your pastor or staff member's character, ministry skills, and Biblical/doctrinal integrity.
2. Please, consider paying the processing fee for your pastor or staff member pursuing credentialing. This not only encourages him/her, but it helps us cover some of the costs involved in facilitating the credentialing process. Make a check payable to the "*Midwest District EFCA*" in the amount of \$100 for a 5-year renewable license or \$150 for a permanent credential, and give it to your pastor or staff member so (s)he can include it with the other material (s)he needs to send to the district office. The fee does not guarantee approval for an EFCA credential, and it can be reduced for church planters or others for whom the cost is prohibitive. To request a reduced fee, please contact me at cpgreen50@yahoo.com.
3. Please, consider giving your pastor or staff member "paid" time-off from normal responsibilities (not counted against his/her vacation time) to complete the various requirements. One of those requirements is a credentialing thesis (20 pages for a temporary license, 40 pages for a permanent credential), which will require his/her undivided attention to complete well.

If you have questions, please don't hesitate to contact me by email (cpgreen50@yahoo.com) or phone (785-472-8633).

Together, In His Service,
Phil Green, Director of Theology and Credentialing for the Midwest District of the EFCA

Midwest District EFCA Credentialing Application

for (please check one):

- Ministerial License, Vocational (5-year, renewable)
 Ministerial License, Expedited (5-year, renewable, for those in EFCA ministry at least 10 years)
 Ministerial License, 5-year Non-Renewable (for those in EFCA ministry less than 10 years)
 Certificate of Christian Ministry (must be licensed for at least 3 years)
 Certificate of Ordination (must be licensed for at least 3 years)
 Transfer of Ordination: please indicate current ordination credentials
ordaining agency: _____
type of ordination: _____
date of ordination: _____

NAME: _____ DATE: _____
(mm/dd/yyyy)
SPOUSE'S NAME: _____
HOME ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____ PHONE: _____

PRESENTLY SERVING (church or another ministry): _____
MINISTRY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ POSITION: _____
HOW LONG: _____ HOW MANY HOURS PER WEEK: _____
HAVE YOU OR YOUR SPOUSE BEEN DIVORCED: _____
HAVE YOU EVER BEEN FORMALLY CHARGED/ACCUSED OF INAPPROPRIATE SEXUAL BEHAVIOR WITH A MINOR: _____

*** Two items must accompany this application:**

1. A letter from you stating your desire and reasons for wanting an EFCA credential. It should be written on church letterhead, addressed to the Board of Ministerial Standing and sent to the Midwest District EFCA office.
2. The processing fee of \$100 (for a 5-year renewable) and \$150 (for a permanent credential). It is expected that your church will cover this cost. Make check payable to *Midwest District EFCA*. This fee can be reduced for church planters or others for whom the cost may be prohibitive.

Send to: Credentialing,
Midwest District EFCA
PO Box 360
Elkhorn, NE 68022

Credentialing Materials Checklist

For ALL candidates, please include the following before we can schedule you for an interview with the District Board of Ministerial Standing (DBOMS):

- _____ Credentialing Application
- _____ A letter from you stating your desire and reasons for wanting an EFCA credential
- _____ Processing Fee (\$100 for temporary credential; \$150 for permanent credential)
- _____ Completed Personal Spiritual and Character Qualifications (PSCQ) Questionnaire for Candidate if you have not already submitted it for a previous credential (click [HERE](#) for questionnaire)
- _____ Completed Personal Spiritual and Character Qualifications (PSCQ) Questionnaire for Spouse if you have not already submitted it for a previous credential (to be sent to the district office separately and directly from your spouse, click [HERE](#) for questionnaire)
- _____ Completed Personal Spiritual and Character Qualifications (PSCQ) Questionnaire for Elders if you have not already submitted it for a previous credential (or equivalent body of primary leaders, to be sent to the district office separately and directly from them, click [HERE](#) for questionnaire).
- _____ For Ordination Candidates, a letter of recommendation from the church of your membership or ministry you are serving if your elders are not completing a PSCQ, because they already did it for a previous credential.
- _____ Follow-up Questions on Pre-Marital and Marital History if you or your spouse have a divorce in your background (click [HERE](#) for the form).
- _____ Credentialing Thesis in Microsoft Word format, written according to the district and national guidelines and reviewed by at least two individuals well versed in English composition and theology.
- _____ Completed EFCA Minister's Profile from the link to the appropriate credential on the national Board of Ministerial Standing website (see links on first page).
- _____ The form indicating completion of EFCA Required Reading or completion of TEDS History, Theology and Polity course if you have not already submitted it.

For those transferring their ordination to the EFCA, please also include the following:

- _____ Original ordination paper (if not available, then present a 35-40 page Ordination Thesis according to the guidelines under the EFCA [Certificate of Ordination](#))
- _____ Minutes of original ordination council (if not available, please note)
- _____ Copy of present ordination certificate (If the original Ordination Certificate is unavailable, a letter from the ordaining church including the date of ordination and the years of ministry is required.)