

**Licensing Procedure**  
*For*  
**Ministerial License Applicants**  
*Of the*  
**Minnesota District, UPCI**

**For Local or First License Applicants:**

1. Must fulfill all of the National guidelines required for licensing.  
This is covered in *Article 7, Sections 2-10*.
  - A.) Ministerial License is not needed for visitation, working in prison ministry, nursing homes or hospitals.
  - B.) All reading requirements must be met prior to meeting the Board.
  
2. Must have attended District and Sectional events the majority of the time.
  
3. Must attend the annual Licensing Seminar
  - A.) This is a Friday event.  
*(Date and Location determined by District Board)*
  - B.) Sessions will be on ministry topics such as:
    - i) *The Ministers Calling*
    - ii) *The Ministers Spiritual Disciplines*
    - iii) *The Value of Organization (UPCI)*
    - iv) *District Financial Obligations*
    - v) *The Ministers Personal and Family Life*
    - vi) *The "Work" of Church*
    - vii) *Ministerial Ethics*
    - viii) *Holiness*
  - C.) Attendees must register their name with the District Secretary no later than 1 month prior to the Seminar. If they are married, their spouse must attend the seminar with them.
  - D.) There will be a \$50 per couple and \$25 for single applicants Registration Fee that will cover materials and food.

*\*\* Annual Licensing Seminar is for anyone considering applying for License in the next year. Attending the seminar does not imply automatic approval of licensing. Attendees will have an opportunity to meet the District Board immediately after the seminar or the day following. Anyone previously denied License who applies a second time, will be required to attend the annual Licensing Seminar again.*

4. Applicants Pastor should contact their Sectional Presbyter for an application and the "Required Questions" email.
  
5. Applicant must answer the "Required Questions" and email them to their Sectional Presbyter.

6. Applicant must fill out application entirely and send it to Sectional Presbyter at least 60 days before meeting the District Board. It is recommended that the Pastor go through the application with them. A Signature of the Pastor will be considered approval and recommendation of the applicant.
7. Sectional Presbyter will conduct an in person or telephone interview with applicant within 60 days of receiving their application.
  - A.) Determining the Applicant's Experience and Calling.
  - B.) Discussing *Article 7, Section 6, paragraph 3*
  - C.) Defining *Article 7, Section 7, Paragraph 27*
8. Sectional Presbyter will conduct an in person or telephone interview with the Applicants Pastor.
  - A.) Determining the Pastors plans for Applicant.
  - B.) Discovering any information that would be helpful to Licensing Process.
  - C.) Discussing *Article 7, Section 6, paragraph 3*
  - D.) Defining *Article 7, Section 7, Paragraph 27*
9. Sectional Presbyter will forward the application to the District Secretary no less than 30 days before the appropriate District Board Meeting. License applicants will meet the Board at the annual Licensing Seminar unless a serious need dictates meeting at the January Board Meeting.
10. Applicants will be contacted by the District Secretary within 10 days of the date that they will meet the board. No application will be passed on or interviews given outside of the regular board sessions, except in necessary situations as determined by the District Board.
11. Applicant will be informed of their status by the District Secretary at the conclusion of the Board Meetings.
12. Applicant should take advantage of *ministrycentral.com* as a way of continuing their education and bettering themselves for the Ministry.
13. Applicant is agreeing to give in compliance with the MN District Support Fee outlined in the MN District Manual Article 4, Section 1, Paragraph 2 as revised in 2011.
14. Applicant is agreeing to live in compliance with Article 4, Section 1, Paragraph 4, as it relates to District Cooperation.

*\*\*It is understood that all Ministerial Applicants must meet and continue to abide by all the guidelines of the Manuals of the United Pentecostal Church and the Minnesota District.*

**For General or Ordination Applicants:**

1. If applicant is already licensed and applying for General or Ordination, they should contact their Pastor or Presbyter for an application and do the following:
  - A.) Meet with their Pastor regarding the necessity of next level licensing.
  - B.) Complete, sign and send in Application, 60 days before meeting the Board for licensing.
  - C.) A Signature of the Pastor will be considered approval and recommendation of the applicant to the next level of licensing.
  - D.) Meet all of the National Guidelines (UPCI General Manual) for specific License level.
    - i) Article 7, Section 2 (All Levels)
    - ii) Article 7, Section 4 (General License)
    - iii) Article 7, Section 5 (Ordination)
  - E.) Be in compliance with Article 7, Section 6, Paragraph 3 and Article 7, Section 7, Paragraph 25 as it applies to being actively engaged in the ministry.
  - F.) Be in compliance with the MN District Support Fee outlined in the MN District Manual Article 4, Section 1, Paragraph 2 as revised in 2011 (can be found at [mnupci.org/resources](http://mnupci.org/resources)).
  - G.) Be in compliance with Article 4, Section 1, Paragraph 4.
  - H.) Must attend the Ministers Training Session within a year before they meet the Board for licensing if they have not previously attended the seminar.
2. Sectional Presbyter will review the application and interview the applicant either by phone or in person.
3. Sectional Presbyter will forward the application to the District Secretary no less than 30 days before the appropriate District Board Meeting. License applicants will meet the Board at the annual Licensing Seminar unless a serious need dictates meeting at the January Board Meeting.
4. Applicants will be contacted by the District Secretary as to the dates and time that they will meet the board. No application will be passed on or interview given outside of the regular board sessions, except in necessary situations as determined by the District Board.
5. Applicant will be informed of their status by the District Secretary at the conclusion of the Board Meetings.