

Please Attach Photo

Do not hold up Application for photo if none available – Send one later..

MINISTERIAL CREDENTIAL APPLICATION ~ USA

Kingsway Ministries, Inc. a/k/a
KINGSWAY FELLOWSHIP INTERNATIONAL

Date Rec'd _____
Amt. Rec'd _____
R. Supt. _____
D. Supt. _____
Cr. Com. St. _____
Retired Status _____
Date Appd. _____
Rejected: _____

3707 SW 9th, Des Moines, Iowa 50315-3047 U.S.A.

Phone: (515) 283-0197~ Fax: (515) 283-0198 ~Email: info@kingswayfellowship.org **Web: www.kingswayfellowship.org**

THIS APPLICATION HAS BEEN DESIGNED SO WE MAY GET TO KNOW YOU & YOUR MINISTRY. IT IS NOT TO QUESTION ANY PHASE OF YOUR LIFE OR CALLING. THANK YOU FOR YOUR SINCERE ANSWERS.

I AM APPLYING FOR THE FOLLOWING CREDENTIALS: *(Check one, please)(See enclosed brochure)*

- Christian Worker**
 Licensed Minister
 Ordained Minister

 Lay Exhorter
 Licensed Int'l. Missionary
 Ordained Int'l. Missionary

I. PERSONAL INFORMATION: *(Print legibly)*

Cell Phone: _____
Home Phone: _____
Ofc. Phone: _____

NAME _____ Male ___ Female ___ FAX #: _____

Address _____ Email Address: _____

City _____ State _____ Zip _____ Website: _____

BIRTHDATE _____ AGE _____ S.S. NUMBER _____ RETIRED/DISABLED Yes ___ No ___ (Expl)

Name, age and relationship of individuals, including Spouse, living in the home : _____

MARITAL STATUS: Single ___ Married ___ Remarried ___ Divorced/Separated _____

**IF EVER DIVORCED/SEPARATED or you checked RETIRED above attach separate sheet with explanation of details.*

Have you ever been arrested, charged or convicted for any criminal act? Yes ___ No ___ If so attach a specific explanation.

Yes ___ No ___ **I am a USA Citizen?** Yes ___ No ___ **I am here on a Green Card (attach copy).**

Yes ___ No ___ **I am here on a Visa – Type _____** that expires (date) _____ **(attach copy of your Visa).**

II. MINISTRY HISTORY: Date you became a “born again” Christian _____ (Mo/Yr)

If you do not have a Theology Degree you must attach a Christian Service Resume detailing your Ministry experience.

___ Yes ___ No I have enclosed a Christian Service Resume documenting my Ministerial experience *(See attached Sample).*

___ Yes ___ No I have enclosed a copy of a transcript or any Biblical degree I have achieved.

I have been called into the Ministry. Why? *(Attach explanation)* I am PRESENTLY ACTIVE in ministry: Yes ___ No ___

I have been active in full-time ministry _____ years. I have been active in part-time ministry _____ years.

I have PREVIOUSLY been involved in the following areas of ministry for this amount of years or months.

(List the number of years for all that applies and use additional paper if needed to explain.)

PASTOR - Sr. ___ Assoc. ___ EVANGELIST Holding Services outside of my local Church- explain on attached sheet. _____

INT'L. MISSIONARY – Countries I travel (Put in Resume) _____ MUSIC MINISTRY _____ CHILD EVANGELISM _____

LAY MINISTER _____ ELDER _____ TEACHING MINISTRY _____

TEEN MINISTRY _____ OTHER _____

My present # 1 Ministry is: *(be specific)* _____

Name of Home Church you attend: _____ Pastor's Name: _____

Address: _____ Phone: _____

Where did you hear about KFI? Internet ___ Conference ___ KCC & TS ___ Referred By: _____

Have you previously held credentials?

Church sponsored _____ Organization _____ Int'l Fellowship _____
 Name? _____ How Long? _____ (Attach a copy of card or certificate) Yes ___ No ___

Do you presently hold credentials:

Church sponsored _____ Organization _____ Int'l Fellowship _____ Yes ___ No ___

Name? _____ How Long? _____
 Status: ___ Lay Exhorter ___ Licensed ___ Ordained (Attach a copy of card or certificate)

Has another fellowship or church ever disciplined you? Yes ___ No ___
 If yes, for what cause? _____

III. Recommendations:

List names and address of two licensed or ordained ministers who are familiar with your ministry (preferably KFI Ministers and/or an endorsement from your Pastor). Then have them complete a Ministerial Recommendation Form and return to KFI office **ASAP, Application will NOT be processed until all forms are submitted.**

<u>NAME</u>	<u>ADDRESS</u>	<u>ORGANIZATION</u>	<u>TELEPHONE #</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

IV. FINANCES

Have you ever been involved in serious financial problems? ___ Yes ___ No
 Are your finances in order now? ___ Yes ___ No
 Are you paying tithes on a regular basis? ___ Yes ___ No
I tithe and give offerings; therefore, I pledge to support this Fellowship financially. ___ Yes ___ No

(You must check the category that will apply to you if accepted:)

	<u>Per Month</u>	<u>Per Year</u>
<input type="checkbox"/> As a LICENSED or ORDAINED minister of KFI, I pledge to designate from my tithe/offering \$25.00 per month (or) a <u>minimum of \$300.00 per year</u> to fulfill my commitment. <i>*It is appropriate for ministers to divide their <u>tithe/offering</u> between KFI and their home Church.</i>	\$25.00	\$300.00
<input type="checkbox"/> As a SPOUSE of a licensed or ordained minister of KFI, I pledge to designate from my tithe/offering \$12.50 per month (or) a <u>minimum of \$150.00 per year</u> to fulfill my commitment.	\$12.50	\$150.00
<input type="checkbox"/> I am DISABLED and unable to work or I am 65 years of age or older and <u>unable to participate in active ministry</u> , therefore I qualify for " Retired/Disabled Minister's Status " and I pledge to designate <u>10% of my monthly tithe/offering (or) a minimum of \$75.00 per year</u> to fulfill my commitment.	\$6.25	\$75.00
<input type="checkbox"/> As a USA Based " Int'l. Missionary ", KFI will approve you for this "Status" only if you provide documentation that you reside outside of the USA a minimum of 9 months per calendar year. I pledge to designate 10% of my monthly tithe/offering (or) a <u>minimum of \$75.00 per year</u> to fulfill my commitment.	\$6.25	\$75.00
<input type="checkbox"/> If I am approved as a Christian Worker/Lay-Exhorter , I pledge to designate from my tithe/offering \$12.50 per month (or) a <u>minimum of \$150.00 per year</u> to fulfill my commitment.	\$12.50	\$150.00

****NOTE:** Continuation Forms for each credential year are mailed approximately Sept. 10 from the Home Office to be returned, processed and mailed to you **prior to Oct. 31** when all USA Credentials **expire**.

LOVE OFFERINGS, CONVENTION AND MISSIONARY OFFERINGS ARE IN ADDITION TO MINISTERIAL TITHE/OFFERING AND WILL NOT BE CONSIDERED AS MINISTERIAL TITHE/OFFERING.

V. I BELIEVE:

- A. An individual **MUST** be born again to be saved? ___ Yes ___ No
- B. That Water Baptism by immersion is essential as an act of obedience for a Christian? ___ Yes ___ No
- C. Speaking in tongues is one of the evidences of the Baptism of the Holy Spirit? ___ Yes ___ No
- D. If answer to "C" is no, are you opposed to speaking in tongues? ___ Yes ___ No
- E. In Divine Healing, Miracles, Gift Ministries? ___ Yes ___ No
- F. All Ministers must live a morally upright life above reproach? ___ Yes ___ No
- G. A Christian can backslide and fall away from God's favor? ___ Yes ___ No
- H. In the Second Coming of Christ and the "Rapture" of the Church? ___ Yes ___ No
- I. In the Trinity - Father, Son and Holy Spirit? ___ Yes ___ No

*Comments on above doctrinal issues can be made on separate paper and attached.

VI. EDUCATIONAL BACKGROUND: (Check all that apply)

_____ High School or the equivalent _____ College/Technical Institute _____ Theological Training

List Diploma and/or Degrees/Certificates earned:

_____ From: _____
_____ From: _____

Courses taken in related fields of Ministry: (Not resulting in a degree) (attach list or copies of Transcript[s])

_____ From: _____
_____ From: _____

Currently enrolled at: (Name of College) _____

VII. I PLEDGE: (Your check mark signifies your pledge of agreement.)

If I do not hold an Associates Degree in Theology **or** its equivalent **or** extensive life experience in Ministry, I agree to continue my Bible and Leadership training by enrolling soon in Correspondence Courses while I continue in my Ministry. Call the Home Office (515-283-0197) for a list of Bible Colleges.

YES, I have answered all of the above confidentially and honestly. If accepted into the ministry of this Fellowship, I will fulfill my calling to the very best of my ability with the help of the Lord. I commit myself to exemplify a Christian testimony above reproach at all times. K.F.I. has the option at any time there is a question concerning morals or character not to renew credentials the first year and that without recourse from credentialee. In subsequent years, if there is a question concerning morals or ministerial practices, K.F.I. has the option of not renewing the credentials but the credentialee can request in writing a hearing on this matter with the credential committee during the annual K.F.I. International Conference. I have read the KFI "Tenants of Faith" and am in agreement with them. (See attached brochure or KFI web site: www.kingswayfellowship.org)

YES, I HAVE INCLUDED a \$25.00 check/money order for the APPLICATION FEE (U.S. money or equivalency) **And my first (3) month of tithes &/or offerings required for "my status" for a total of _____** (See p.2 of financial category)

YES, I understand my Application will **not** be processed without **both** of the above.
and

I understand it could take a minimum of 30 days & up to 60 days to process my application

DATE _____ SIGNED _____

(Application not valid without signature)

SAMPLE ONLY



Upon receipt and approval of your completed Minister's Application, you will be mailed a wallet sized credential card and a Beautiful Christian Worker, Lay Exhorter, License or Ordination Certificate as shown above.

KINGSWAY FELLOWSHIP INTERNATIONAL
KFI MINISTERIAL RECOMMENDATION

(This is a confidential recommendation. Please return **under separate cover** as soon as possible, as we will be unable to process credential application until this recommendation form is received.)

*** (This Ministerial Recommendation **must** be completed by a Pastor, Administrator, Christian Leader or Bible College Director.)*
(APPLICANT: Please add your name, Address, and Phone # before sending to an ordained minister for completion.)

MINISTERIAL APPLICANT: _____ Phone: (_____) _____

Applicant's Address: _____

RECOMMENDATION:

(Can be Faxed: 515-283-0198 or Emailed to info@kingswayfellowship.org)

1. How long have you known the applicant? _____
2. How well do you know them? Name only ___ Casually ___ Few contacts ___ Fairly well ___ Many contacts ___ Very well ___
3. What is your relationship to the applicant? Relative _____ Professional _____ Leadership _____
4. Did the applicant serve with/under you in ministry? Yes ___ No ___ In what capacity? _____
5. To the best of my knowledge the applicant is:

	Excellent	Good	Fair	Questionable	Unknown
Trustworthy & Faithful in their ministry	___	___	___	___	___
Ability to interact with people well	___	___	___	___	___
Preaching & teaching oratory skills	___	___	___	___	___
Well respected in the community	___	___	___	___	___
Morally upright in character	___	___	___	___	___
Operates in the Gifts of the Spirit	___	___	___	___	___
A genuine call of God on his/her life	___	___	___	___	___
Attending church regularly (If not in full-time ministry)	___	___	___	___	___
Supportive of church leadership	___	___	___	___	___
Paying tithes and giving offerings	___	___	___	___	___
Strong in leadership qualities	___	___	___	___	___
Demonstrating good public relations	___	___	___	___	___

6. Can you verify that this applicant has a definite call to the Ministry on their life? Yes ___ No ___
7. Personal Comments pertaining to their call of God to their ministry, preparation and involvement: _____

8. **I recommend that the applicant be credentialed as:** *(Mark the appropriate box per years of experience & Leadership maturity.)*

Christian Worker ___ Licensed Minister ___ Ordained Minister ___ Undetermined ___

Lay-Exhorter ___ Licensed Int'l. Missionary ___ Ordained Int'l. Missionary ___

Please print Name: _____ Ministerial Position: _____ Signed: _____

Home Church: _____

Date: _____

Phone number : (_____) _____

Email: _____

Fax #: _____

KINGSWAY FELLOWSHIP INTERNATIONAL

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RECOMMENDATION:

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5. To the best of my knowledge the applicant is:

Table with 5 columns: Excellent, Good, Fair, Questionable, Unknown. Rows include: Trustworthy & Faithful in their ministry, Ability to interact with people well, Preaching & teaching oratory skills, Well respected in the community, Morally upright in character, Operates in the Gifts of the Spirit, A genuine call of God on his/her life, Attending church regularly (If not in full-time ministry), Supportive of church leadership, Paying tithes and giving offerings, Strong in leadership qualities, Demonstrating good public relations.

- 6. Can you verify that this applicant has a definite call to the Ministry on their life? Yes ____ No ____
7. Personal Comments pertaining to their call of God to their ministry, preparation and involvement: _____

8. I recommend that the applicant be credentialed as (Mark the appropriate box per years of experience and leadership maturity):

Christian Worker ____ Licensed Minister ____ Ordained Minister ____ Undetermined ____
Lay-Exhorter ____ Licensed Int'l. Missionary ____ Ordained Int'l. Missionary ____

Please print Name: _____ Ministerial Position: _____ Signed: _____
Home Church: _____
Date: _____ Phone number : (____)_____
Email: _____ Fax#: _____

John R. Smith
Christian Service Resume
KFI Sample

3707 S.W. 9th St.
Des Moines, Iowa 50315
515-283-0197

EDUCATION

1978 – 1981 BA of Theology from Triumph Bible Institute, St. Joseph, AK.
1982 – 1986 Six Completed Correspondent Courses from Kingsway Christian College, Des Moines, IA.
If Transcripts are not available – list courses completed.
List Seminars/Workshops that are applicable to Ministry.

CREDENTIALS/ CERTIFICATIONS

1975 – 1978 Licensed by Open Arms Church, Sublette, IL (*Church recognition*)
1978 – 1990 Licensed by Kingsway Fellowship Int'l, Des Moines, IA (*Int'l recognition*)

TEACHING MINISTRY

1973 – 1975 Sunday School Teacher ages 9-11, Faith Christian Church, Mendota, IL. (*2 hours weekly*)
1975 – 1978 Instructor for Bible College, Open Arms Church, Sublette, IL. (*1 hour for 4 semesters*)
1977 – 1978 Sunday School Superintendent, Open Arms Church, Sublette, IL. (*3 hours a week*)

CHRISTIAN LEADERSHIP ACTIVITIES

1976 – 1978 Head Elder
1976 – 1980 Choir Director
1983 – 1986 Women's/Men's Coordinator of Ministry

ADMINISTRATION MINISTRY

1973 – 1975 Part-time office manger, Faith Christian Church, Mendota, IL. (*16 hours a week*)
1975 – 1978 Church Secretary, Open Arms Church, Sublette, IL. (*2 hours a week*)

PREACHING MINISTRY

1973 – 1975 Fill in for Pastor when away, Faith Christian Church, Mendota, IL.
1975 – 1978 Wednesday night Services, Open Arms Church, Sublette, IL.

PASTORAL MINISTRY

1974 – 1975 Home Bible Study with couples in the neighborhood. (*1 hour weekly*)
1975 – 1976 Jail Ministry, County Jail, Sublette, IL. (*2 hours weekly*)
1975 – 1978 Church Elder, Open Arms Church, Sublette, IL (*weekly at services*)
1976 – 1978 Hospital Visitation, Open Arms Church, Sublette, IL. (*4 hours weekly*)
1978 – 1982 Pastor of Arkansas Fellowship Christian Church, Flagstaff, AK.

MINISTERS TAX INFORMATION

1. Ordained and Licensed Ministers DO NOT have the right to issue TAX RECEIPTS in their own name.

- (A) The IRS does NOT recognize gifts and donations as “TAX DEDUCTIBLE” UNLESS THE FUNDS ARE DEPOSITED IN A “NONPROFIT TAX-EXEMPT ACCOUNT” established in the name of a *recognized* “Non profit tax-exempt Religious Organization”. All donations to your Ministry must be in the name of your Ministry ~ NOT YOUR PERSONAL NAME.
- (B) For a Religious Organization to be *recognized as “Nonprofit”* by Federal IRS, *MUST charter Their ministry with K.F.I., which already has a Group Exemption Status (or)* they must obtain their own 501 (c) (3) status with Internal Revenue Service by using an attorney or specialist in that field. (*Special rules apply to small income organizations.*)
- (C) If you are a MINISTER who needs the “ability to give Tax Receipts” ~ Call KFI home office today to request a FREE “Charter Information Packet” which gives you step-by-step instructions: (515-283-0197).

2. Any funds which are received or deposited in your “PERSONAL NAME” are considered: “Personal Income” and must be claimed as income on your personal Tax Return.

- (A) Once a “Nonprofit” Religious Organization is established & a bank account set up in the NAME of the Ministry, all ministry income & expenses can be received and paid out of the Ministry Account & WILL *not* be considered personal income & *never shows up* under your Personal Social Security Number.

If you are a PASTOR a “housing allowance” may be drawn from a Church Account.

- (A) The BIG advantage is that it is not “Taxable” by the Federal or State Income Tax; However, you will have to pay Social Security on this amount.
- (B) It also generally lowers the total of your “Gross Income” to a lower bracket of taxation.
 - (1) The Housing Allowance amount must be pre-approved by the Board of Directors.
 - (2) Each minister is responsible to keep all receipts to substantiate the amount taken.
 - (3) All Housing Funds NOT used by December 31st, MUST BE ADDED BACK on to your Salary income when you file your personal Tax Return.

If you are a President of a Religious Organization, there is ONLY a very narrow FEW who can qualify for Housing Allowances. *Inquire about the Minister Tax Books & MANUALS which give the details of this very narrow window.*

3. ***Request KFI’s “BASIC OFFICE PROCEDURES MANUAL” for Churches & Religious Organizations. It has excellent forms and guidelines. Upon REQUEST, KFI will mail it to you for a small fee of \$20.00 + S & H ...

- 4. FOR MORE INFO on Housing Allowances/Honorariums CALL: KFI & ask for Dr. Lynn Nicholson
- 5. TO ORDER ANY INFORMATION OR MANUALS CALL: KFI & ask for Rev. Doris Decker
- 9. Don’t forget we have SPECIAL workshops during the WORLD CONVENTION which cover these subjects.