

# Application Process Information

*(The following is the procedure for any minister that desires to meet the board for a ministerial license or upgrade)*

**The district board will meet applicants two times during the year.**

**Board Meetings for Applicants:** February – District Conference

July – Camp Meeting

\*Applications, study questions, reading requirements, confidential pastor's report and other information can be obtained from the district office by calling (912) 449-3004 or you may email requests to [cjury.gadistrict@gmail.com](mailto:cjury.gadistrict@gmail.com).

***The procedure for making application shall be as follows:***

Completed applications must be submitted to the sectional presbyter at least 60 days prior to the Board meeting. **\*December 1 and June 1 prior to District Conference or Camp Meeting.**

The presbyter will review the application to insure that all questions are correctly answered and that the following materials are attached:

- Two photos of the applicant and their spouse (if applicable)
- Pastor's confidential report (in a sealed envelope when presented to the presbyter)
- Journal of preaching time for 6 months (this can be brought when you meet the board).  
\*Applies to ministers that are **not** pastors or evangelists.
- Online training certificate(s) \*(training is available at [ministrycentral.com](http://ministrycentral.com))
  - Completed Insurance Form

The presbyter will then forward the application with all necessary papers to the district secretary no later than 30 days prior to the board meeting.

The district secretary will notify each applicant about their time to take the **test** and their **appointment time** to meet the District Board. Appointments will be an approximate time since the amount of time to interview each applicant can vary. This will eliminate an applicant having to stay on the grounds all day expecting to be called.

**Fees** are payable at the time the applicant meets the board. Fees are as follows:

- \$25 application fee to UPCI Headquarters
- \$50 District application fee
- First quarter budget fee for new ministers (upgrades are billed the next quarter)

*National Budget Fee:*                      *Georgia District Budget Fee:*

Local License \$93.50	Local License \$135.00
General License \$96.50	General License \$195.00
Ordination \$99.50	Ordination \$255.00

**\*\*Total amount due:** Local **\$303.50**

General **\$366.50**

Ordination **\$429.50**

**\*\*All upgrades: \$75.00**

Please feel free to contact your presbyter or the district secretary for any additional information.