

Georgia District UPC

Ministerial Licensing Process

We honor and respect your growing ministry as you answer God's call on your life. We celebrate your desire to obtain a ministerial license with the United Pentecostal Church International via the Georgia District UPC. Please know that we seek to be your advocate throughout this process.

The following information provides an overview of the ministerial licensing process for new ministers as well as those upgrading their level of licensure.

All the links and files noted below are located at <https://gadistrictupc.com/resources/license-app-process>.

The District Board meets ministerial applicants twice a year at the District Conference (February) and Campmeeting (July).

All applications should be completed and approved by your pastor by December 1 if you plan to meet the District Board in February or by June 1 if you plan to meet the District Board in July.

Local License

Below are the steps for a new minister applying for a local license.

1. Talk to your pastor about your desire to apply for a ministerial license with the UPCI.
2. Request your pastor to start a local level ministers' application for you at wa.upci.org.
 - a. See [CAMA Instructions – Applicants and Pastors file](#).
 - b. You will receive an email with a link to complete the application (good for 30 days)
3. Completed the required reading and ministrycentral.com training series for local license.
 - a. See [Required-Reading-updated-5-2024 file](#).
 - b. If you completed classes at a UPCI endorsed college, please request a specific matrix for your college from the District Secretary to ensure you completed the classes required to satisfy the reading requirements.

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4. Complete the free “UPCI Ministerial Introduction 1” and “UPCI Ministerial Introduction 2” by David Bernard on ministrycentral.com.
5. Complete the free SafeChurch Training for Licensure Candidates on ministrycentral.com.
6. Read the UPCI Manual (affirmation required on application).
7. Complete the application and upload all required documentation.
 - a. A photo of you and your spouse (if applicable).
 - b. Life insurance form.
 - c. Transcript of completion of required training series (typically from ministrycentral.com)
8. Complete payment of your UPCI membership dues.
 - a. After submitting your application, you will receive an email with a link to complete payment.
 - b. All applicants pay a \$25 application fee plus $\frac{1}{4}$ of the annual membership dues for a local license (currently \$93.50).
9. Notify your pastor that you have submitted the application.
10. After pastoral review and approval, your application will go to the District for review.
 - a. Once the District reviews your application, the District Secretary will notify you of your appointment time to meet the Georgia District UPC Board.
11. If you attended a UPCI endorsed Bible College/University, request a Bible College Report from that institution be emailed to the District Secretary.
 - a. [See Bible College Confidential Report file.](#)
12. Request your pastor to email the District Secretary the Pastor’s Confidential Report on your behalf (not applicable for a senior pastor).
 - a. [See Pastor’s Confidential Report file.](#)
13. Email the District Secretary a list of your preaching and teaching engagements for the previous six (6) months.
 - a. This should include all preaching, teaching, and personal Bible studies taught in any setting (church, small group, or one-on-one).
 - b. Not applicable for senior pastors or full-time evangelists.
14. Complete payment of your Georgia District budget fees.
 - a. [See Georgia District Financial Plan file.](#)
 - b. All applicants pay a \$50 application fee plus $\frac{1}{4}$ of the annual budget fees for a local license (currently \$135).

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- c. You can pay online at <https://gadistrictupc.com/giving/membership-dues>.
 - d. You can also bring a check or cash to your appointment.
15. Show up early for your appointment.

General License

Below are the steps for local licensed minister applying for a general license.

1. Talk to your pastor about your desire to apply for a ministerial license with the UPCI.
2. If you are a UPCI endorsed Bible College graduate choosing to apply for a general license instead of a local license, request your pastor to start a general level ministers application for you at wa.upci.org.
3. If you currently hold a local license with the UPCI, start a general level ministers application at wa.upci.org.
 - a. See [CAMA Instructions – Applicants and Pastors file](#).
 - b. You will receive an email with a link to complete the application (good for 30 days)
4. Completed the required reading and ministrycentral.com training series for general license.
 - a. See [Required-Reading-updated-5-2024 file](#).
 - b. If you completed classes at a UPCI endorsed college, please request a specific matrix for your college from the District Secretary to ensure you completed the classes required to satisfy the reading requirements.
5. Complete the free “UPCI Ministerial Introduction 1” and “UPCI Ministerial Introduction 2” by David Bernard on ministrycentral.com (if not previously watched).
6. Complete the free SafeChurch Training for Licensure Candidates on ministrycentral.com (if not previously completed)
7. Read the UPCI Manual (affirmation required on application).
8. Complete the application and upload all required documentation.
 - a. A photo of you and your spouse (if applicable).
 - b. Life insurance form.

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- c. Transcript of completion of required training series (typically from ministrycentral.com)
9. Complete payment of your UPCI membership dues.
 - a. After submitting your application, you will receive an email with a link to complete payment.
 - b. All applicants pay a \$25 application fee plus $\frac{1}{4}$ of the annual membership dues for a local license (currently \$96.50).
10. Notify your pastor that you have submitted the application.
11. After pastoral review and approval, your application will go to the District for review.
 - a. Once the District reviews your application, the District Secretary will notify you of your appointment time to meet the Georgia District UPC Board.
12. If you attended a UPCI endorsed Bible College/University, request a Bible College Report from that institution be emailed to the District Secretary.
 - a. [See Bible College Confidential Report file.](#)
13. Request your pastor to email the District Secretary the Pastor's Confidential Report on your behalf (not applicable for a senior pastor).
 - a. [See Pastor's Confidential Report file.](#)
14. Email the District Secretary a list of your ministry engagements for the previous six (6) months.
 - a. This should include all preaching, teaching, and personal Bible studies taught in any setting (church, small group, or one-on-one).
 - b. Not applicable if upgrading from a local license.
 - c. Not applicable for senior pastors or full-time evangelists.
15. Complete payment of your Georgia District budget fees.
 - a. See Georgia District Financial Plan file.
 - b. All applicants pay a \$50 application fee plus $\frac{1}{4}$ of the annual budget fees for a local license (currently \$165).
 - c. If upgrading from a local level license, only the \$50 application fee is applicable
 - d. You can pay online at <https://gadistrictupc.com/giving/membership-dues>.
 - e. You can also bring a check or cash to your appointment.
16. Show up early for your appointment.

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Ordination

Below are the steps for general licensed minister applying for ordination.

1. Talk to your pastor about your desire to apply for a ministerial license with the UPCI.
2. If you currently hold a general license with the UPCI, start an ordination level ministers application at wa.upci.org.
 - a. [See CAMA Instructions – Applicants and Pastors file.](#)
 - b. You will receive an email with a link to complete the application (good for 30 days)
3. Completed the required reading and ministrycentral.com training series for general license.
 - a. [See Required-Reading-updated-5-2024 file.](#)
 - b. If you completed classes at a UPCI endorsed college, please request a specific matrix for your college from the District Secretary to ensure you completed the classes required to satisfy the reading requirements.
4. Complete the free “UPCI Ministerial Introduction 1” and “UPCI Ministerial Introduction 2” by David Bernard on ministrycentral.com (if not previously watched).
5. Complete the free SafeChurch Training for Licensure Candidates on ministrycentral.com (if not previously completed)
6. Read the UPCI Manual (affirmation required on application).
7. Complete the application and upload all required documentation.
 - a. A photo of you and your spouse (if applicable).
 - b. Life insurance form.
 - c. Transcript of completion of required training series (typically from ministrycentral.com)
8. Complete payment of your UPCI membership dues.
 - a. After submitting your application, you will receive an email with a link to complete payment.
 - b. All applicants pay a \$25 application fee plus ¼ of the annual membership dues for a local license (currently \$99.50).
9. Notify your pastor that you have submitted the application.

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10. After pastoral review and approval, your application will go to the District for review.
 - a. Once the District reviews your application, the District Secretary will notify you of your appointment time to meet the Georgia District UPC Board.
11. Request your pastor to email the District Secretary the Pastor's Confidential Report on your behalf (not applicable for a senior pastor).
 - a. [See Pastor's Confidential Report file.](#)
12. Complete payment of your Georgia District budget fees.
 - a. See Georgia District Financial Plan file.
 - b. If upgrading from a general level license, only the \$50 application fee is applicable
 - c. You can pay online at <https://gadistrictupc.com/giving/membership-dues>.
 - d. You can also bring a check or cash to your appointment.
13. Show up early for your appointment.
14. Approval of your upgrade to ordination does not become official until you are formally ordained by the laying on of the hands of the presbyters at our annual Ordination Service at District Conference in February.

Reinstatement/Transfers

Below are the steps for applying for reinstatement (i.e., you were dropped by the UPCI for non-payment of dues) or ministers transferring from another oneness organization.

1. Talk to your pastor/presbyter about your desire to apply for reinstatement with the UPCI.
2. Request your pastor/presbyter to start the applicable ministers' application for you at wa.upci.org.
 - a. [THEY NEED TO SELECT "REINSTATEMENT" WHEN THEY INITIATE THE APPLICATION](#)
 - b. See CAMA Instructions – Applicants and Pastors file.
 - c. You will receive an email with a link to complete the application (good for 30 days)

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3. Complete the ministrycentral.com training for all upgrades and reinstatements.
 - a. If you have previously taken the courses, download your transcript from Ministry Central.
 - b. Go to ministrycentral.com
 - c. Ignore the green box that pops up in the middle of the page and click on Resources in the menu bar at the top of the page.
 - d. This will bring up a list of three videos, as well as the instructional video by Scott Graham on the digital application process.
 - i. Complete the free “UPCI Ministerial Introduction 1” and “UPCI Ministerial Introduction 2” by David Bernard on ministrycentral.com.
 - ii. Complete the free SafeChurch Training for Licensure Candidates on ministrycentral.com.
4. Complete the application and upload all required documentation.
 - a. A photo of you and your spouse (if applicable).
 - b. Life insurance form.
 - c. Transcript of completion of required training series (typically from ministrycentral.com)
5. Complete payment of your UPCI membership dues.
 - a. After submitting your application, you will receive an email with a link to complete payment.
 - b. All applicants pay a \$25 application fee plus ¼ of the annual membership dues for a local license (currently \$99.50).
6. Notify your pastor/presbyter that you have submitted the application.
7. After pastoral/presbyter review and approval, your application will go to the District for review.
 - a. Once the District reviews your application, the District Secretary will notify you of the next Georgia District UPC Board meeting where your reinstatement will be considered.
8. Complete payment of any outstanding Georgia District budget fees.
 - a. See Georgia District Financial Plan file.
 - b. All reinstatements pay a \$50 application fee. See <https://gadistrictupc.com/giving/membership-dues> to pay online.

When Applicant or Spouse Has Previously Been Divorced
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See the guidance from the UPCI Manual regarding when an applicant for licensure (or their spouse) has previously been divorced. Specifically, note the items required to document that the applicant (or spouse) shall provide to the District Board in advance of their appointment.

Section 8. *Marriage and Divorce—Innocent Party.*

1. Inasmuch as the ministry is the highest office on earth, no person shall be eligible to be a minister in the UPCI if after having been baptized in Jesus' name and having received the gift of the Holy Ghost said person has been divorced for any cause save fornication or adultery on the part of the one from whom he or she has been divorced, and has remarried; or after having been baptized in Jesus' name and having received the gift of the Holy Ghost said person has married a person who has been divorced for any cause save fornication or adultery on the part of the one from who he or she has been divorced. Further, if fornication or adultery is claimed as the grounds of divorce, sufficient evidence other than his or her own personal testimony must be presented to the District Board. The following procedure shall apply to all ministers applying for license who have been divorced or whose spouse has been divorced since having been baptized in Jesus' name and having received the Holy Ghost, but it shall not apply to currently credentialed ministers seeking a license upgrade. Every minister should expect full investigation and give wholehearted cooperation to the District Board.

The minister shall provide the following items to the District Board.

- (a)** Court records for the case being considered.
- (b)** Minister's or applicant's signed, written personal testimony, stating the improper conduct of his or her former spouse.
- (c)** At least two signed, written testimonies of reliable witnesses, stating their personal knowledge of any improper conduct of the former spouse.
- (d)** At least two signed, written testimonies of reliable witnesses attesting to the fact the minister or applicant involved has lived a life of integrity and conducted himself or herself above reproach, both before and after the time of the divorce. (These witnesses and letters can be the same individuals referenced in the preceding point.)
- (e)** When the spouse of an applicant for UPCI credentials has been divorced

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since having been baptized in Jesus' name and having received the gift of the Holy Ghost, the applicant must provide the same documentation regarding his or her spouse as detailed in points (a) through (d) immediately above.

Contact Information

District website:

<https://gadistrictupc.com/resources/license-app-process>

District Secretary:

David Jury
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Lithia Springs, GA 30122
djury.gadistrict@gmail.com