



ALPHA MINISTRIES (CONFERENCE) INTERNATIONAL PENTECOSTAL HOLINESS CHURCH

PROCEDURES FOR GRANTING LICENSE & ORDAINING MINISTERS

ALPHA MINISTRIES IPHC ISSUES THREE FORMS OF CREDENTIALS:

1. LOCAL CHURCH MINISTER'S CERTIFICATE
 2. MINISTER'S LICENSE, MINISTER OF DISCIPLESHIP MINISTRIES LICENSE, MINISTER OF MUSIC LICENSE
 3. CERTIFICATE OF ORDINATION
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1. LOCAL CHURCH MINISTER'S CERTIFICATE

- A. The applicant must be a member of a local IPH Church.
 - B. He/she must submit the following to the Alpha Conference Ministry Center (CMC):
 - Ministerial Application Form
 - Pastoral Recommendation form signed by the pastor and the local church secretary.
 - Stewardship Recommendation form signed by the local church Sec-Trea.
 - Authorization Form for credit and criminal background check.
 - B. Applicant must be certain of a definite call to Christian ministry.
 - C. The Candidate must complete the **Study Course for Local Church Minister's Certificate**. This requirement may be waived if the candidate can show a transcript of comparable studies.
 - D. **Local Church Ministers** are amenable to the local church and pastor where they hold their membership and shall tithe their income into the local church treasury.
 - E. When possible, a **Local Church Minister** who is pursuing license and ordination will be placed in an internship with an experienced pastor.
 - F. They shall report to the Conference Office quarterly. Failure to do so will result in the forfeiture of their certificate.
 - G. Any person with a Local Church Minister's Certificate who serves as a senior pastor, shall be amenable to the Alpha Conference, tithe monthly into the conference treasury, and shall be granted a vote in the conference.
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2. MINISTER'S LICENSE

Minister's License is considered an important step of development for the purpose of training and maturing as a minister. For those with a ministry focus of Discipleship Ministries (Church Education, Youth, Children, Singles, Senior Adults, etc.) or Music, the Minister of Discipleship Ministries License and the Minister of Music License, is the credential that recognizes a specific ministry specialty.

- A. The candidate for **Minister's License** must:
- Be a member of a local IPH Church.
 - Submit a Ministerial Application Form.
 - Submit a Pastoral Recommendation form signed by the pastor and the local church secretary.
 - Submit a Stewardship Recommendation form signed by the local church Treasurer.
 - Submit Authorization Form for credit and criminal background check.
- B. The Candidate must complete the **IPHC Ministerial Study Course** for Licensed Ministers, including the specialty module of his/her choice.
- C. Paragraph B may be waived if the candidate can show a transcript of comparable studies. Some consideration may be given for successful ministerial experience.
- D. The candidate must come before the Credentials Committee for a personal interview.
- E. The candidate must attend the **New Minister's Orientation Session**.
- F. The candidate *must demonstrate the call of God to preach the Gospel* by making a clear presentation of a Gospel message by tape or in person.
- G. The candidate for Discipleship Ministries License or Minister of Music License must demonstrate a clear call of God upon their life to minister in their designated area.
- H. A licensed minister who is pursuing ordination will be considered a minister-in-training, and where possible, will be placed in a ministry assignment or internship with an experienced pastor.
- E. The conference executive council may grant Minister's License at any time the candidate completes the requirements. However, the License Certificate is granted only at the Quadrennial or Annual Conference Session, after the approval of the Credentials Committee Report.
- I. Licensed Ministers shall be eligible to apply/participate in all appropriate benefits in the IPHC and Alpha Ministries, and are granted a seat and voice in the General Conference of the IPHC.
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3. CERTIFICATE OF ORDINATION

- A. The candidate for ordination shall be a member of a local IPHC Church and must be recommended by that local church.
- B. The Candidate for ordination should have been licensed for at least two years.
- C. The candidate should complete **Years Two and Three of the IPHC Ministerial Study Course for Ordination**. The Study Guides should be completed and sent to the Alpha CMC for grading.
- D. The candidate must come before the credentials committee for an interview and a progress report each year.
- E. Paragraph C may be waived if the candidate can show a transcript of comparable studies. Some consideration may also be given for successful ministerial experience.
- F. The Ordination Certificate is granted only at the Quadrennial or Annual Conference Session.
- G. Ordained Ministers shall be eligible to apply/participate in all appropriate benefits in the IPHC and Alpha Ministries, and are granted a seat and voice in the General Conference of the IPHC.

TRANSFERS

The Alpha Conference accepts transfers of ministers on the following basis:

- A. Ministers who hold credentials in another conference of the IPHC may transfer into the Alpha Conference at the same credentials level.
 - B. Ministers who hold credentials in another denomination may transfer into the Alpha Conference at the same credentials level, provided that the denomination has study requirements equal to those required by the Alpha Conference.
 - C. Ministers who hold credentials with ministerial associations and fellowships will be evaluated by the Credentials Committee based on their study and experience. The candidate must provide transcripts showing the study requirements completed.
 - D. All transfers from outside the International Pentecostal Holiness Church must read and complete study guides for the *IPHC Manual (2013-2017)*, *Light For The Journey*, and must attend the New Minister's Orientation Session.
 - E. Ministers transferring into the Alpha Conference from other organizations may be placed as a Licensed Minister until their training and experience status can be determined.
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ALL MINISTERS

- A. All Licensed and Ordained ministers of the Alpha Ministries, and Local Church Ministers who are pastoring shall report and tithe into the Alpha Conference monthly. Failure to do so for three months will result in the forfeiture of their credential.
- B. All Ministers are encouraged to take advantage of every training opportunity available. They must complete 24 Continuing Education Units annually as defined by the Continuing Education Program of the IPHC.
- C. All Ministers should participate in the events sponsored by the Conference, and its ministries.

HOW TO GET STARTED

1. Request a Minister's Application packet from the Alpha Conference Ministry Center OR return to the credentialing home page for downloadable forms.
 2. Complete the Application packet and return to Alpha Ministries, PO Box 240606, Montgomery, AL 36124.
 3. After consultation with Bishop Mike Gray, order your books and begin your studies. You may order books and study guides from LifeSprings Resources. Call (800) 541-1376 or order online at www.lifespringsresources.com. As you complete each course, send the completed study guide to the Alpha CMC for grading.
 4. After completing the courses for the credential level you are pursuing, contact the Alpha CMC to make an appointment for an interview at the next meeting of the credentials committee.
 5. Attend the New Ministers Orientation Session at the first opportunity.
 6. For further assistance, contact us by phone (334) 260-0600 or info@alphaiphc.org.
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