**Licensing for Specialized Ministry**

This is a credential for ministry designed to be used for a designated time, place, or purpose. It is to be processed on its own, and without the expectation that it will lead to any additional credential such as ordination. When the designated time, place, or purpose ends, the credential ends also.

**Candidates**

Begin conversation with congregation, (employer if applicable) and area church minister/regional minister around licensing.

Complete (or update) MLI and questionnaire for licensing.

Submit MLI and questionnaire to Leadership Administrative Assistant at least two weeks prior to the licensing interview.

Arrange interview date with Leadership Administrative Assistant. This includes finding a congregational representative (and employer representative when applicable) to attend interview.

Participate in licensing interview.

Following a positive licensing interview, work with congregational leader and area church minister to plan a licensing service.

Participate in licensing service, receiving this as the blessing of the church for your ministry.

Work on the areas of growth suggested in follow-up letter. This may include participating in the TiM program and being paired with a pastoral mentor.

Continue with annually completing the accountability document, but more than that continue to carry out

competent and caring ministry for Christ and the church.

**Congregational Leaders**

Begin the conversation with the minister and area church minister or regional minister around licensing.

Send a letter of request for licensing to the area church minister.

Work with the candidate to ensure that a congregational representative is available to attend the licensing interview.

Congregational representative will participate in licensing interview.

Following a positive licensing interview, work with the minister and area church minister to plan a licensing service in recognition of this ministry credential. Determine involvement of candidate’s spouse.

Participate in licensing service.

Support minister in working on areas of growth suggested in follow up letter from the interview. This may include participating in the TiM program.

**Area Church**

Provide minister and congregation link to Credentialing Information.

Receive letter from congregation and inform candidate what documents to prepare.

Arrange interview date with candidate and interviewing committee.

Receive expected materials for licensing interview and distribute to committee members.

Participate in licensing interview.

Arrange Leadership Council meeting to review interview notes and approve licensing request.

Send a letter to the minister and congregational representative noting Leadership Council’s decision.

Following a positive licensing interview, work with the minister and congregational leader to plan a licensing service. (Could be combined with an installation service)

Participate in the licensing service. Give a Certificate of Licensing for Specific Ministry to the newly licensed minister, along with any additional materials.