

# **Ordination, Licensing, Credentialing**

## **Operational Definitions Established by the Credentialing Committee for The Evangelical Network (TEN)**

**For the purposes of The Evangelical Network (TEN), individual ordination is defined by the TEN Credentialing Committee as “the entrusting of the gospel to God-called clerical ministers of the gospel, including men and women, who request ordination and who meet the qualifications and criteria for ordination as set by the TEN Credentialing Committee and approved by the TEN Council.” Minimally, conferring ordination includes prayer and the laying on of hands in an assembly of Christian believers. TEN recognizes that ordination should be conducted preferably by a local church. In the absence of a local church that is able or willing to perform an ordination, TEN agrees to constitute an ordaining body, provided that the candidates meet the requirements established by the TEN Credentialing Committee and approved by the TEN Council. Clerical ministers who are ordained by TEN will be annually licensed by TEN provided that they annually meet the requirements for annual licensing. Clerical ministers who are already ordained by an ordaining body other than TEN, may apply for licensing by TEN.**

**For the sake of this document, clerical minister is defined as “one who serves the Body of Christ in a shepherding position as clergy.”**

**For the purposes of The Evangelical Network (TEN), individual licensing is defined as “the formal recognition of individual ordination through certification or other proof of membership (such as a membership card) that is initially awarded and annually renewed based on the fulfillment of requirements established by the TEN Credentialing Committee and approved by the TEN Council.”**

**For the purposes of The Evangelical Network (TEN), individual credentialing is defined as “the formal recognition of training, education and/or experience for Christian workers (aka Credentialed Ministers) who provide written proof of their education, training, and/or experience that is acceptable to the TEN Credentialing Committee and approved by the TEN Council.”**

**For the sake of this document, Christian worker (aka Credentialed Minister) is defined as “a person who serves the Body of Christ in a non-shepherding position such as evangelist, music minister, Christian educator, web minister, street missionary, global missionary, chaplain, biblical counselor, minister of technology, minister of performing arts, minister of outreach, etc.” (This is not meant to be an exhaustive list.)**

**The TEN Credentialing Committee recognizes that the terms ordaining, licensing, and credentialing, at times, may be mutually exclusive and, at other times, may be synonyms.**

# **TEN Credentialing Committee Guidelines**

**Established in the Development of an Application for an Individual Person**

**Guideline # 1** There will be one generic application for the three areas of ordination, licensing, and credentialing. (Applicants will specify what they are applying for.)

**Guideline # 2** All individuals applying for ordination will be required to apply for licensing as well as renewal of licensing annually.

**Guideline # 3** Most, but not all, individuals applying for licensing will also be applying for ordination.

**Guideline # 4** Individuals will either apply for ordination/licensing or credentialing but not both and not at the same time. Individuals will not be allowed to be both credentialed and licensed by TEN at the same time.

**Guideline # 5** Individuals who have received credentialing from TEN and are later elected to the position of “clerical minister” may then apply for ordination/licensing from TEN. However, such individuals will relinquish their credentialing status at the time of ordination/licensing.

**Guideline # 6** All applicants will be permitted to fill out an application online or download an application and send the completed application to TEN via USPS or as a FAX or Email attachment or as a "drop" in an established online file folder.

**Guideline # 7** An online file folder will be established for each applicant to “drop” the completed application and supporting documentation as well as have letters of recommendation and/or transcripts “dropped” by third parties. Required information, documentation, and letters can also be sent to TEN via USPS or as a FAX or Email attachments in addition to being "dropped."

**Guideline # 8** There will be no annual renewal for ordination. Successful candidates for ordination will continue in their ordination or be disfellowshipped from TEN due to moral and/or ethical improprieties and/or distinct disagreement with the TEN Confession of Faith.

**Guideline # 9** To remain in good standing, the licensing of clergy and credentialing of Christian workers must be renewed annually by the licensed or credentialed individuals through the Credentialing Committee. Renewal will be granted only if individuals satisfy/fulfill annual requirements. (See pages 10 and 11 of this document for renewal requirements.)

**Guideline # 10** The process of approving individual candidates for ordination, licensing, and credentialing will be as follows: 1) review of completed application packets by the TEN Credentialing Committee; 2) forwarding of recommendations for approval to the TEN Council; and, 3) an informational Email from the TEN Council to all TEN affiliates soliciting a response from any voting member of TEN who objects to the approval of any recommended individual candidate. Any and all objections will then be explored by the Credentialing Committee with a final recommendation back to the TEN Council.

**Guideline # 11** Candidates not recommended by the TEN Credentialing Committee will not be forwarded to the TEN Council for approval. However, the TEN Council will be provided a list of declined applicants and reasons why they have been declined. Declined applicants will be informed by the Credentialing Committee as to how they might have a successful future application.

**Guideline # 12** A declined applicant may appeal the Credentialing Committee's decision directly to the TEN Board. If declined by the TEN Board after an appeal, there will be no further appeals process.



**Application for an Individual Person**

Choose one of the three following options by placing a checkmark  to the left of the statement:

- Application for Ordination and Licensing as a Clerical Minister or Local Shepherd.
- Application for Licensing as a Clerical Minister or Local Shepherd. (You are already ordained.)
- Application for Credentialing as a Christian Worker. (Indicate category on page eight.)

All successful applicants must renew their licensing or credentialing annually by paying annual dues and fulfilling requirements quarterly, semi-annually or annually. (Requirements may vary from person to person and may evolve from year to year.) Each applicant will be assigned to one member of the Credentialing Committee.

All applicants are subject to screening in high risk areas via credit reports and reports of criminal convictions other than vehicle-related violations. Your signature at the end of this application indicates your approval for any and all such screening throughout your ongoing tenure with the Evangelical Network (TEN). Screening results will only be shared with you, the members of the TEN Credentialing Committee, and the TEN Council.

**Personal Information:**

<b>Name</b>	_____	<b>Titles</b>	_____
	<small>Last Name                      First Name                      Middle Name</small>		
<b>Home Address</b>	_____	<b>Home Phone</b>	_____
	<small>Number    Street    City                      State                      Zip</small>		<small>Area Code</small>
<b>Email Addresses</b>	_____	<b>Cell Phone</b>	_____
			<small>Area Code</small>
<b>Current Employer</b>	_____	<b>Working Hours</b>	_____
	<small>An employer will be called to verify dates of employment only.</small>		<small>From    To</small>
<b>Work Address</b>	_____	<b>Work Phone</b>	_____
	<small>Number    Street    City                      State                      Zip</small>		<small>Area Code</small>

Please provide URLs (www addresses) for your personal, professional, and ministry-related websites:

\_\_\_\_\_

Please provide URLs (www addresses) of blogs for which you are an administrator:

\_\_\_\_\_

Are you and/or your ministry registered on any social networking sites (MySpace, Facebook, Twitter, Plaxo, etc.)?  (Yes or No) If yes, indicate which networking sites as well as associated user or screen names:

\_\_\_\_\_

Is there anything, anywhere on the web about you or your ministry that you would like to have removed but are unable to remove?  (Yes or No) [If you are uncertain, conduct your own web search.]

If yes, please explain:

\_\_\_\_\_

**Personal References:** [may be secular associates]

Name	Street Address	Email Address	Telephone Number(s)

**Religious References:** [must be Christians who are knowledgeable of your faith walk and ministerial calling]

Name	Position Title	Organization	Email Address	Telephone Number(s)

**Education and Professional Training:**

Institute or School Attended	City & State	From	To	Certificate or Degree & Year	Areas of Concentration

**Related or Relevant Experience in Secular Organizations:** [start with the most recent]

Organization	City & State	Volunteer or Paid Position You Held	From (date)	To (date)	Name and Telephone Number of Contact for Verification Purposes

**Related or Relevant Experience in Religious Organizations:** [start with the most recent]

Organization	City & State	Volunteer or Paid Position You Held	From (date)	To (date)	Name and Telephone Number of Contact for Verification Purposes

If you need additional space for any category on this page, please write or type on the back of this page.

List community activities in which you normally participate:

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List any service or professional committees on which you serve:

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TEN accepts Christian lesbians, gays, bisexuals, transgenders and heterosexuals into its organization. Why do you desire to affiliate with TEN?

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Give the names and telephone numbers of two emergency contacts and state the relationship of each to you:

1. \_\_\_\_\_
2. \_\_\_\_\_

Do you fully agree with the most recent version of the TEN Statement of Faith \_\_\_\_\_ (Yes or No)

[The “most recent version” of the TEN Statement of Faith is the version on the TEN website on the date that you sign your application.]

If no, please explain any differences and clarify your Christian views with Scriptural references for support:  
[The Holy Bible is the only Christian Scripture.]

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What do you want, need and/or expect from The Evangelical Network?

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What do you have to offer to The Evangelical Network?

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Do you agree to abide by the By-Laws of The Evangelical Network? \_\_\_\_\_ (Yes or No)

Do you have comments or questions concerning this application or the application process? \_\_\_\_\_ (Yes or No)  
If yes, please explain:

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If you need additional space for any category on this page, please write or type on the back of this page.

## Ordination-specific Questions

If you are applying for licensing and not ordination, then you must already be ordained. Who (or, which organization) ordained you? [\[Give name and current contact information.\]](#)

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If you are applying for licensing and not ordination, then you must already be ordained. When and where were you ordained?

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Are you currently considered in good-standing by the organization that ordained you? \_\_\_\_\_ (Yes or No)

## Credentialing-specific Questions

Christian worker is defined by TEN as “a person who serves the Body of Christ in a non-shepherding position, such as: evangelist, music minister, Christian educator, web minister, street missionary, global missionary, chaplain, biblical counselor, minister of technology, minister of performing arts, minister of outreach, etc.” [\[This is not an exhaustive list.\]](#)

If you are applying for credentialing as a Christian Worker, please state the main title that you would use for your ministry:

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If you are applying for credentialing as a Christian Worker, please provide contact information for your pastor:

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## To All Applicants:

Your application is not complete until TEN has received:

1. Your testimony of your relationship to Jesus Christ. [No more than one typed page or 250 words.]
2. Your testimony of your call to Christian ministry. [No more than one typed page or 250 words.]
3. Please define what “holy living” means to you personally and please explain how you strive to live up to holy living standards. [No more than one typed page or 250 words.]
4. Your first year’s annual dues (a \$25.00 processing fee will be withheld if not approved).
5. A letter of reference from someone in a Christian pastoral position, preferably your pastor (or, if you are currently a pastor, then someone from your Board of Stewards, Administrators, or Directors, etc.).
6. A letter of reference from a ministerial colleague.

Applicant’s Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**Send your completed application (Pages 5 through 8 of this document):**

1. Via USPS to The Evangelical Network, P.O. Box 324, Pacifica, CA 94044

or

2. As a scanned, attached document via Email to [Evangelnet@aol.com](mailto:Evangelnet@aol.com)

or

3. As a FAX to 415-494-5780

**If you have questions about this application:**

1. Write to The Evangelical Network, P.O. Box 324, Pacifica, CA 94044

or

2. Send your questions to [Evangelnet@aol.com](mailto:Evangelnet@aol.com)

or

3. Call the TEN President, Todd Ferrell, at 415-286-7751

<b>The Evangelical Network Processing Activities</b>	
<b>Date Application Received:</b>	
<b>Date Confirmation Sent:</b>	
<b>Date Reviewed By Credentialing Committee:</b>	<input type="checkbox"/> Recommended without provisions <input type="checkbox"/> Recommended with provisions* <input type="checkbox"/> Not recommended at this time
<b>If Recommended, Date Submitted To Affiliates:</b>	<input type="checkbox"/> No Objections <input type="checkbox"/> Objections**
<b>Date Notification Letter Sent:</b>	

\*Provisions \_\_\_\_\_  
\_\_\_\_\_

\*\*Objections \_\_\_\_\_  
\_\_\_\_\_

# Annual Requirements for TEN License and Credential Recipients

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**Disclaimer:** The Evangelical Network (TEN) does not act as an employer, supervisor or manager to recipients of its licenses or credentials. All recipients are under the authority of their local churches and, thus, are employed, supervised and managed by their respective local boards and/or congregations according to their individual published by-laws or charters as state-registered nonprofit corporate entities. TEN requires annual renewal activities as a support service intended for the purpose of professional growth and mentorship. In this capacity, TEN Credentialing Committee members serve as mentors, reactors, relators, and facilitators and never employers, supervisors or managers.

## **Individual Evaluation Plan (IEP) to be determined jointly by the TEN License or Credential Recipient and the TEN Credentialing Committee**

***Directions: In order to satisfy annual renewal requirements for TEN, work with your assigned TEN Credentialing Committee Member (or an agreed-upon TEN designee) and choose any two of the following categories from which to satisfy your annual renewal requirements. Activities for all categories (other than VII) require prior approval by the Credentialing Committee before they are begun.***

### **I. Additional Formal Education**

**Taking Seminary, Bible School, Bible Institute and/or Pertinent, Relevant College Courses (For example, a Speech Communications course might be pertinent and relevant to your ministry, but an Advanced Algebra course might not be pertinent or relevant.)**

### **II. Additional Formal Professional Training**

**A. Internship (Definition at <http://en.wikipedia.org/wiki/Internship>)**

**B. Externship (Definition at <http://en.wikipedia.org/wiki/Externship>)**

### **III. Additional Continuing Education Units (CEUs) and Equivalencies**

**A. Constructing a Bibliography of Selected Readings, Audio CDs and/or Video DVDs**

**B. Writing a Report, White Paper, or Thesis**

**1. On Assigned Biblical Topic(s)**

**2. On Identified Area(s) of Personal and Spiritual Growth**

**C. Attending Conferences, Seminars and Workshops**

***(continued on next page)***

- IV. Additional Educational, Psychological and Career Testing**
  
- V. Additional Reports**
  - A. Writing an Individual Developmental Report with Growth Goals for the Coming Year**
  - B. Requesting Reports About You from Others with Your Written Reactions**
  
- VI. Additional Interviews and Examinations**
  - A. Oral**
  - B. Written**
  
- VII. Annual TEN Conference Attendance**
  
- VIII. Other**