



**WCDC**

**Western Cape District Council**

P.A.W. 60th Episcopal Diocese

# PAW LICENSING MANUAL

## For WCDC

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## **The Purpose of the Credentialing of Ministers**

Every Christian disciple has a ministry, and all who are called to ministry must be accountable. Ministerial credentialing, however, relates to the particular vocational call (preaching) and carries with it both recognition and accountability.

Credentials are covenantal in nature; to accept such credentials is to become accountable to the established credentialing body (Pentecostal Assemblies of the World, Inc.). While most ministries reserved for the laity of the church do not require formal recognition as a means of establishing accountability, ministries practiced by clergy persons usually do.

Credentialing with the P.A.W. through the Western Cape District Council (WCDC) may take the form of fellowship, licensing or ordination. Each form requires that certain qualifications be met for ministry requirements and accountability. It is the responsibility of the candidate's pastor and the credentialing body to determine whether a candidate is qualified for credentialing, and, if so, when and at what level.

Evidence of certain spiritual prerequisites may be required by a licensing and credentialing committee for a prospective ministerial candidate to initiate pursuit of appropriate credentials. Such prerequisites include, but are not limited to:

1. Salvation—as evidenced by a holy lifestyle.
2. Evidence of the call of God—a divine appointment acknowledged by pastor.
3. A demonstrated need for vocational credentials.
4. Fellowship and involvement in his or her local congregation.
5. Demonstrated basic knowledge and understanding of apostolic doctrine.

Because there are varieties of ministry, there are varieties of credentialing. Those who are ordained, licensed, or fellowship recipients receive such credentialing because they have been “set apart” for a ministry that requires a more extensive involvement and a special gifting by the Holy Spirit.

Credentialing at whatever level signifies a covenant relationship between the minister and the credentialing body P.A.W. (WCDC), the minister and ministerial peers, the minister and the local church being served, and particularly the minister and God. Assuring the integrity of each of these covenant relationships rests on patterns of mutual accountability. Listed below are four phases of preparation every minister needs to strongly consider.

### **Phase One: The Call to Ministry**

It is assumed that persons who sense God's call to ministry in the Church are already actively engaged in the work of a local church. The call to ministry and the need for credentials will generally grow out of those experiences and relationships. In most instances the local pastor is fully aware of the gifts and the developing ministry of such persons and is able to give counsel and instruction as these persons seek to respond to God's call. The pastor will be the one who gives written recommendation of its ministers seeking credentials (fellowship, licensing and ordination).

The ministerial candidate must discuss with their pastor declaring that he/she feels a divine call to the ministry and desires to pursue recognition as a minister of the WCDC (P.A.W.).

The letter of intent should be no more than a paragraph or two and include the following:

A brief personal testimony of how you came to Christ.

A brief description of your personal call to ministry.

Why you feel called to be a P.A.W. Minister.

### **Phase Two: The Dispositional and Relational Qualifications**

CREDENTIALING IS FOR THOSE WHOSE PERSONAL DISPOSITION IS CONSISTENT IN KEEPING WITH THAT EXPECTED OF A REPRESENTATIVE OF JESUS CHRIST AND THE CHURCH.

The personality and performance of ministers are indivisible. If the gospel message is to be credible and contagious, ministers must be credible and contagious of themselves. If their services are to be welcome, they themselves must be welcome. Their presence should affect others in a positive way. Ideally, their manner will be a reflection of their walk with Christ and will exhibit the fruit of the Spirit. They will demonstrate a high degree of emotional maturity, as evidenced by mastery of their own attitudes. Professional poise should be evident in a range of circumstances.

The candidate's dispositional and relational qualifications for ministry may be measured by such scriptural mandates, such as: 1 Corinthians 13:1-7, Galatians 5:22-23, Philippians 2:3-5, and Hebrews 12:14.

### **Phase Three: The Theological and Biblical Qualification**

CREDENTIALING IS FOR THOSE WHO POSSESS A WELL-DEVELOPED AND SCRIPTURALLY VALID BELIEF SYSTEM AND WHOSE LIVES GIVE INDICATION OF THE ASSIMILATION OF THAT BELIEF SYSTEM.

All candidates for vocational credentialing will be required to complete satisfactorily the designed course established by Aenon Bible College. Aenon will take responsibility for preparing and establishing the level for its successful completion by credentialing candidates.

When being examined for biblical and theological understanding, it will not suffice for a candidate to quote a few biblical proof-texts. Nor is it enough to set forth by rote a few creedal-sounding statements that appear traditional. It is only enough to have a broad foundation of theological method and conviction that encompasses, in principle at least, all the issues of life as they pertain to the nature and activity of God. It is only enough when such convictions dictate one's position on moral issues and when, in the midst of crisis, they provide a reason for the hope that lies within (1 Peter 3:15). Scripture itself prescribes the minister's theological qualifications, portraying the minister as one who is "able to give instruction in sound (Apostolic) doctrine and to confront those who contradict it" (Titus 1:9).

#### **Phase four: The Educational Qualification**

**CREDENTIALING SHOULD BE FOR THOSE WHO ARE COMMITTED TO ADEQUATE EDUCATION FOR THE MINISTERIAL PROFESSION.**

Early in its history, the P.A.W. movement recognized the need for ministerial preparation. Both history and experience reinforce the need for an adequately prepared ministry in order to function effectively in today's complex world. This preparation not only focuses on the beginning period of entering ministry but extends throughout one's ministry—regardless of academic degrees earned. While the church affirms that God provides divine gifts to called servants for ministry, it likewise affirms that refinement of such gifts is always needed, and that other abilities and skills must be developed.

There should be a formal structure of ministerial preparation to enable the fuller presence of what the New Testament requires (1 Timothy 3 and Titus 1). This biblical requirement includes a divine call, a divine endowment to help implement the call, emotional and spiritual maturity, and a program of comprehensive studies to better inform and enable God's call to ministry.

It is strongly recommended that all vocational ministers attain a seminary-bible school education or its equivalent. However, the diversity of circumstances out of which ministers respond to God's call necessitates that flexibility be allowed in ministerial preparation. Because circumstances, such as the minister called in later life, may affect how one pursues education, several options are offered. These educational options will be determined at a later date. The Aenon Bible College will determine which materials are appropriate for each credentialing candidate, based on the individual circumstances of the candidate.

## First Time applying for Licensing

When an individual has successfully completed the 3-month ministerial introductory course through Aenon Bible College they can apply for their ministerial license. Again, they are to seek guidance and direction from their pastor. Hopefully, the pastor has seriously counselled them as it relates to this calling and has given them his or her blessing. The pastor must understand that their signature is required to finalize the licensing process. The pastor should notify his/her district elder that his signature will be needed. The candidate is told that they have to apply for licensing through the License and Credential Committee. What's next?

1. Before a candidate comes to the licensing committee, the candidate must be a member of the council or the candidate must be prepared to apply for an up-to-date council card the registration table if it's out-of-date. (Will need to present the council card).
2. Candidate must be 22 years of age or older. (May be required to show proof of age).
3. Candidate must have had fellowship papers at least one year before he/she can apply for a license. Fellowship papers must be up-to-date; Example (If the certificate expired in March and the candidate comes to the June council with an expired fellowship certificate). To process for licensing, the candidate will have to go and renew their fellowship certificate and then come back to the license and credential committee.
4. Candidate must have the original copy of certificate of their course completion.
5. Candidate will fill out personal data sheet and the committee member will verify that all criteria has been met.
6. Candidate will be given a test/application to complete. A committee member will verify that the candidate has answered questions correctly.
7. A committee member will make a copy of the certificate to keep and the original will be given back to the candidate.
8. A committee member will receipt the candidate out by collecting fees for licensing. During the collection of fees, the charge is **\$25.00(USD)**. The candidate will be given a receipt for payment.
9. The committee member will explain to the candidate that his/her pastor and district elder must sign their test/application before it will be processed.
10. Committee member will congratulate candidate with some words of encouragement.
11. Committee member will put all information together in a completed folder to be entered into a report. (application, data sheet and copy of certificate of completion)
12. **\*\*All exceptions must be approved by the chairman of the Licenses Credential Committee.**

# Fellowship Certificate

When an individual feel that God is dealing with them to a call into the ministry (preaching), they are to seek guidance and direction from their pastor. Hopefully the pastor has seriously counselled them as it relates to this calling and has given them his or her blessing. The individual is then told that they must get their fellowship papers through the License and Credential Committee, which is issued through the Western Cape District Council. What's next?

1. Before the candidate comes to the licensing committee, the candidate must be a member of the council or the candidate must be prepared to purchase an up-to-date council card at the registration table if it's out-of-date. (You will need to present the council card).
2. Candidate must be 18 years of age or older. (May be required to show proof of age)
3. The fellowship certificate application form must be filled out completely and must have the pastor's signature. Without the pastor's signature, we will be unable to process the application.
4. Candidate will fill out personal data sheet and a committee member will verify that all criteria has been met.
5. Committee member will receipt candidate out by collecting fee for fellowship certificate. Currently, it's **\$10.00(USD)**. Candidate will be given a receipt for payment.
6. Committee member will explain that the certificate can be picked up after the business meeting on Friday and if not picked up, it will be mailed out to the candidate's home address.
7. Committee member will congratulate candidate with some words of encouragement.
8. Committee member will put all information together in completed folder to be entered into a report.
9. **\*\*All exceptions must be approved by the chairman of the Licensing & Credential Committee.**

# Applying for Ordination

When an individual has successfully completed the 6-month ministerial ordination course through Aenon Bible College they can apply for their ordination license. Again, they are to seek guidance and directions from their pastor. Hopefully the pastor has seriously counselled them as it relates to this calling and has given them his or her blessing. The pastor must understand that their signature is required to finalize the ordination process. The pastor should notify his/her district elder that his signature will be needed also. The candidate is then told that they must apply for ordination through the License and Credential Committee. What's next?

1. Before the candidate comes to the licensing committee, the candidate must be a member of the council or the candidate must be prepared to purchase an up-to-date council card at the registration table if it's out-of-date. (You will need to present this card).
2. Candidate must be 22 years of age or older. (May be required to show proof of age).
3. Candidate must have had license at least one year before he/she can apply for ordination. Candidate must have the original copy of certificate of completion of ordination course.
4. Candidate will fill out personal data sheet; Committee member will then verify that all criteria have been met.
5. Candidate will be given a test/application to complete. Committee member will verify that candidate has answered questions correctly. Must have at least 70% to pass.
6. Committee member will make a copy of original certificate to keep and original is given back to candidate.
7. Committee member will receipt candidate out by collecting fee for license, at this time it's **\$25.00(USD)**. Candidate will be given a receipt for payment.
8. Committee member will explain to candidate that his/her pastor and district elder must sign test/application before it will be processed.
9. Committee member will congratulate candidate with some words of encouragement.
10. Committee member will put all information together in completed folder to be entered into report. (application, data sheet and copy of certificate of completion)
11. **\*\*All exceptions must be approved by the chairman of the Licensing & Credential Committee.**



# Applying for Ordination

When an individual has successfully completed the 6-month ordination course through Aeon Bible College they can apply for their ordination ministerial license. Again, they are to seek guidance and direction from their pastor. Hopefully the pastor has seriously counselled them as it relates to this calling and has given them his or her blessing. The pastor must understand that their signature is required to finalize the ordination process. The pastor should notify his/her district elder that his/her signature will be needed. The candidate is then told that they have to apply for ordination through the License and Credential Committee. What's next?

1. Before the candidate comes to the licensing committee, they must be a member of the council or the candidate must be prepared to apply for an up-to-date council card at the registration table if it's out-of-date. (Candidate will need to present council card).
2. Candidate must be 22 years of age or older. (May be required to show proof of age).
3. Candidate must have been licensed at least one year before he/she can apply for ordination. License must be up-to-date, and the candidate must have proof of such.
4. Candidate must have the original copy of certificate of ordination course completion.
5. Candidate will fill out personal data sheet and the committee member will verify that all criteria has been met.
6. Candidate will be given a test to complete. Normally the candidate will be taken into a separate room and given instructions. Candidate has 3 hours to complete test. The candidate will not be able to use a bible, note pads or any other visual aids to help answer questions. When the candidate has finished the test, the committee member will then grade the test. **Must have at least a score of 70 to pass.** If the candidate does not pass the test, they will have another opportunity during the next council.
7. If the candidate passed the test, the committee member will make a copy of the original certificate to keep and original is given back to candidate.
8. Committee member will receipt candidate out by collecting fees for the ordination license. Currently it's **\$100.00**. The candidate will be given a receipt for payment.
9. Committee member will explain to the candidate that his/her pastor and district elder must sign the license application before it will be processed.
10. Committee member will congratulate the candidate with some words of encouragement.
11. Committee member will put all information together in a completed folder to be entered into a report. (application, data sheet and copy of certificate of completion)
12. Ordination only takes place during the annual council in June. The candidate must show up at the annual council and must contact the License committee so that proper paperwork can be filled out prior to the ordination service.
13. **\*\*All exceptions must be approved by the chairman of the Licenses Credential Committee.**

# Committee Procedures for Processing Candidates

## Committee members: Always open with prayer

1. Discuss amongst committee any pending matters or any such information as it relates to committee.
2. Make sure all supplies are on hand: typing paper, pencils, pens, paper clips, receipt pad (furnished by council). Make sure to have an ample supply of license applications and ordination.
3. If there's several candidates in at the same time, someone will explain the process to everyone.
4. Candidates will fill out license/credential committee form (personal information sheet filled out by candidate for committee use). Once form is completed the committee will verify that candidate is qualified to complete the application.
5. Candidate will be given the application to complete.
6. Those who are testing for ordination will have 3 hours to complete test. They should go through the test answering the questions that are easily answered and then work on those which require more time or thought.
7. When the candidate has completed the application or test, the committee will verify that the questions were correctly answered. (Ordination must have at least 70% to pass)
8. Committee will receipt candidate out by accepting cash or check (payable to WCDC)
9. Committee will enter all candidate's information into spreadsheet under headings (Fellowship; License and ordination).
10. (7) Copies of the report will be made, and one given to: Bishop, Council Chairman, Secretary, Registration table (Sis Witherspoon), and (3) copies for the committee.
11. Before leaving, the committee will verify that all information is correct for reporting purposes.
12. During the business session (Friday) the committee will give their report. A member of the committee will be selected to read report.
13. The Chairman will make sure all monies and applications are processed accordingly:
  - a. After verifying that all fees match applications and totals are ready to turn in.
  - b. Give report listing to the registration desk and someone will start typing fellowship certificates. If candidates are present on Friday certificates can be picked up at the registration table. If they are not picked up they will be mailed out later.
  - c. Meet with council treasurer or assistant and turn in all monies and make sure you receive a receipt (copy of form used). A check will be issued to PAW for all licenses; money for fellowship stays with council.
  - d. Chairman will take all applications and the check to the council secretary, who will mail everything to the national office to process.  
I suggest that a copy of the check be attached to (license/credentials/ordination)

committee report. Have the secretary or assistant secretary initial report acknowledging what is being turned over to secretary.

## **License and Credential Q &A**

**Question #1:** How do we process someone who was ordained years ago through PAW but left the organization to become a member of the (PCAF). They never really joined the organization officially nor were they active. Now the individual has come back to PAW and is active in an WCDC church and still have his (PAW) ordination license but is not a member of the council. The person is requesting to be active.

**Answer:** If the individual is not in the PAW's system (records) they must pay council membership dues (three years in the rear plus current) and update their license (two years in the rear plus current). If the individual wants to keep their ordained status, they must be reinstated. They will also need a letter of recommendation from their pastor to proceed through the reinstatement process.

**Question #2:** Can I still apply for license/ordination if I can't find my certificate of course completion from Aeon College?

**Answer:** You must have the original certificate. If you cannot find the original copy, please contact Aeon Bible College and explain. They will send you another copy. Please make sure this is done prior to coming to the licensing and credential committee. It will not be this committee's responsibility to make calls to verify your course completion.

**Question #3:** If the church I attend at this time is listed as inactive, will this status stop me from applying for fellowship or licensing?

**Answer:** As long as the church is in the inactive status, this committee **may** not be able to process a fellowship/license application. We recommend that this matter be taken up with your pastor, and district elder prior to attending the council.

**Question #4:** What happens if my pastor is unable to attend the council to sign my application? What can I do so that I won't have to wait until the next council?

**Answer:** Have your pastor get with his or her district elder for further directions.

**Question #5:** What if my pastor refuses to sign my application?

**Answer:** This committee will not process any applications that a pastor will not endorse. You need to take this matter up with your pastor.

**Question #6:** Can I go online to request an application to complete and send it directly to the national office?

**Answer:** The National Office will not process any applications that are not processed through the council.

**Question #7:** Can I get ordained at the council if I pass the ordination test during the same consecutive council?

**Answer:** Normally, ordination is done at the annual council. However, there may be a time when the Diocesan Bishop chooses to ordain individuals during the council at hand, but again it's normally done at the annual council. Now, if you take the test in June and pass, you will be able to be ordained during the June Council.

**Question #8:** I just received my license and I am now enrolled in the ordination course. Once I complete the course requirements, can I apply for ordination?

**Answer:** You must have your license one full year before you can apply for ordination even though you have completed the course requirements. The Licensing & Credential Committee will require your license ID card issued by P.A.W.

**Question #9:** The church I attend is currently without a pastor and I completed the course to be licensed. What can I do?

**Answer:** You need to contact your district elder for further directions.

**Question #10:** I am licensed but not ordained and I was asked to take over a church. Now that I'm pastoring, can I be ordained without taking the ordination course?

**Answer:** This committee can only process your ordination with proof course completion from Aenon College. Please contact your district elder for further directions.

**Question #11:** My Fellowship Certificate is outdated but I completed Aenon's course for licensing last year. Can I apply for my license now?

**Answer:** In order to process your application this committee needs to see a current copy of your fellowship certificate. You must renew your fellowship certificate annually. If the certificate is outdated, you must visit the registration desk and obtain a current copy.

**Question #12:** How long will it take to get my license?

**Answer:** Once paperwork is processed through License-Credential Committee, it is sent to headquarters after the council is over. You should receive your license within 90 days unless there's a problem with your application, in which you will be notified.

**Question #13:** How much will it cost to process licensing and/or ordination paperwork?

**Answer:** Fellowship (\$10.00)USD License (\$10.00)USD  
Ordination (\$10.00 non-pastor)USD Ordination-Pastor (\$10.00) USD

**Question #14:** I was ordained in another organization but since then I've joined an assembly within the WCDC. I was told that I must turn in my license of ordination to be ordained through the P.A.W. Why can't I keep it for keepsake?

**Answer:** The P.A.W. will not license someone who is currently licensed within another organization. You must turn in the original license and we will make you a copy, but we must keep the original copy and send it in with the application for a new license through the P.A.W.

**Question #15:** I lost my license; Will the Licensing & Credentials committee request another certificate for me?

**Answer:** No. This committee will only process new applications. You need to contact your district elder for further directions.

**Question #16:** If I fail the ordination test by not getting a 70% or above, can I retake the test and when?

**Answer:** Yes, the test can be retaken again. You can only test once during the council, so at the next council you can take the test again.

**Question #17:** If I've taken Aenon's 6-month course for ordination and passed by completing all the assignments and passing the final exam, why do I have to be tested again?

**Answer:** In order for the Licensing & Credential Committee to process the application for ordination with the P.A.W. Inc., you must be tested with questions that have been put together by this organization. The 6-month course only prepares you to take the (ordination test).

