



**Process for Credentialing in the EFCA:  
License (three-year) and Certificate (Christian Ministry and Ordination)**

1. Contact District office for a packet of materials pertaining to credentialing.
2. Write a doctrinal thesis for a three-year license (temporary). Make sure you follow the License Expectations.
3. Complete application forms and obtain required recommendation letters.
4. Work with District Board of Ministerial Standing (DBOMS) Chair or designated mentor to prepare for Council.
5. Schedule the Council through the DBOMS chair or the appropriate district representative.
6. Hold the Council. Make any changes and corrections per recommendations from the Council. If appropriate, assign a mentor.
7. After approved for licensing by the DBOMS Council, packet (application, recommendations, paper and council minutes) sent to the National Office for approval by the Board of Ministerial Standing (BOMS).
8. Attend EFCA History and Polity Class or complete the required reading in an independent study format. (This must be completed before the permanent Certificate is granted; it may be completed before the licensing council, which is the preferred option.)
9. At the beginning of the third year of licensure, write doctrinal thesis for either the Certificate of Christian Ministry (CCM) or the Certificate of Ordination (COO). (There are different qualifications and expectations for these Certificates.) Make sure you follow the CCM Expectations or the COO Expectations.
10. Complete application forms and obtain required recommendation letters.
11. Submit to DBOMS Chair or designated mentor, and work with him to prepare for Council.
12. Schedule the Council through the DBOMS chair or the appropriate District representative.
13. Hold the Council. Make any changes and corrections per recommendation from the Council.
14. Certificate (either CCM or COO) packet (application, recommendations, paper and council minutes) sent to National Office to be read by BOMS members for approval or follow-up questions.
15. When approved by BOMS, schedule ordination service. (The ordination will not be complete until a service has been held, with the laying on of hands and the presentation of the certificate. It is not mandated to have a service for the TOO or the CCM, but it is encouraged.)

N.B.: This is an attempt to list what is contained in *Steps Toward Credentialing*. *Steps* is the officially approved guideline for credentialing; this list is simply a helpful “checklist” with no formal authority.