

CREDENTIALING PROCESS OVERVIEW

Prospective Credential Applicant:

Applying and receiving credentials involves the following steps:

1. **Credential Application Request**

Enclosed is a Credential Application Request from the North Carolina Assemblies of God Credentialing Specialist, Amy Connell. Please return the Credential Application Request and educational transcripts via USPS to: NCAG – Attn: Credentials – Amy Connell, 2660 Yonkers Rd, Suite 130, Raleigh, NC 27604 or by [email - aconnell@ncag.org](mailto:aconnell@ncag.org)

The Credential Application Request covers many of the basic requirements for credentials. The application is reviewed, and, **if needed**, additional information is obtained. Additional information such as a Divorce Recognition Application for an ecclesiastical annulment, pre-conversion divorce, spousal abuse, or desertion /or infidelity may be needed. These supplementary applications will be furnished to the applicant by Amy Connell. This is a completely separate application & process from the Credential processing. Approval by the NCAG Executive Board & the General Council is needed, prior to submitting/ completing the credential application. Divorce Recognition Applications are approved by the AG General Council Executive Presbytery upon the recommendation of the District.

2. **Credential Application Packet (Sent after Amy has received the Credential Application Request and transcripts)**

Each applicant that has successfully completed the Credential Application Request and returned a current transcript will receive a Credential Application Packet via USPS. The packet contains:

- Credential Processing Instructions
- Credential Application
- 2 Authorization and Release Forms (1 for the applicant and 1 for the spouse)
- 1 Background Check Disclosure
- Reference Forms & Return Envelops for your pastor, AG ministers, friends, and employers
- NC Assemblies of God and General Council Bylaws
- NC Assemblies of God Tithe Policy and Covenant
- Study Guide(s) for exam(s) preparation

3. **Exam**

An exam is required by General Council for each level of credentials. The exams are given online prior to the credential interview at the District Office in Raleigh. You will be notified of the date.

4. **References**

Please forward the reference forms to each individual listed on the application. Please be sure the credential application has been received at NCAG, before the reference forms begin arriving at the district office. All contact information for the reference must be included on the application.

5. **Interview**

Each applicant and their spouse will be interviewed as part of the application process. ALL interviews are now being conducted at the District Office. (for interview dates, contact Amy)

The interview covers the following items: Evidence of a clear Calling, Agreement with Assemblies of God Doctrine, Agreement and Knowledge of AG Bylaws and Policies - District and General Council, discussion of, if any, credit issues or questionable responses (i.e. addictions or destructive habits)

6. **Issuance of Credentials**

Completed applications are referred to the NCAG Board for approval. If the applicant is approved by the NCAG Board, the application packet is then sent to the AG General Council with NCAG's recommendation. Credentials are issued by the AG General Council. The General Council approval may take up to 90 days.

Amy Connell, Credential Specialist

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