

## SECTION 2 – THE PROCESS FOR LICENSING

1. Expectation of the sponsoring Pastor
  - a. Age of Applicant
    - i. Local License must be 17 years old.
    - ii. General License must be 19 years old.
    - iii. Ordination must be 21 years old.
  - b. Download and complete the license application, background check, and confidential pastors report from [iowadistrictupci.com](http://iowadistrictupci.com).
  - c. Send the application, background check and confidential pastor's report to the Presbyter, requesting an initial meeting at least (60) days prior to the Spring Board meeting or Fall planning meeting. The district secretary should be copied on this correspondence.
  - d. If Presbyter, Pastor, and applicant decide to proceed in the initial meeting, the pastor will ensure applicant and spouse, if applicable, attend the meeting with the Iowa District Board.
  
2. Expectation of the Presbyter
  - a. The Presbyter shall schedule the initial meeting with the Pastor, applicant and applicant's spouse, if applicable.
  - b. If the Presbyter, Pastor, and applicant decide to proceed in the initial meeting, the Presbyter will schedule with the district secretary at least (50) days prior to meeting the District Board.
  - c. In the initial meeting, the Presbyter will question the applicant and spouse in preparation to lead district board discussion concerning the applicant.
  
3. Expectation of the applicant
  - a. Fully cooperate with Pastor to complete the application.
  - b. Complete the initial meeting with Presbyter and Pastor.
  - c. If Presbyter, Pastor, and the applicant decide to proceed in the initial meeting, follow the district secretary's instruction in preparation for the meeting with the Iowa District Board.
  - d. Read the UPCI Manual and the Iowa District guide.
  
4. Expectation of the District Secretary
  - a. The District Secretary schedules an appointment for applicant with District Board and notifies applicant of the same, with notification copies being sent to the Presbyter and the Pastor. If the District Secretary receives the application without notification from the Presbyter the application will be immediately returned to the Presbyter for review.
  - b. This notification should be given at least forty (40) days before the scheduled Board meeting. If the applicant does not receive notification, they should contact the District Secretary.

- c. Interviews shall be at the Fall Planning Board Meeting and the Spring Board Meeting, except in emergency situations.
5. All ministers who are approved to receive or upgrade their license must do the following:
- a. Send two photos of applicant and spouse with the application.
  - b. Pay a \$25.00 application fee to the UPCI.
  - c. Complete insurance form provided by UPCI.
  - d. Ministers approved to receive local license must send a check in the amount of 1/4 of their budget fees to UPCI. This will be requested at the time of approval and not at the time of submission of your application.

### SECTION 3 – LOCAL LICENSE

1. First Interview (This will take place at Fall Planning or Spring Board Meetings.)
- a. Purposes:
    - i. To get acquainted with the applicant and spouse.
    - ii. Allow Presbyterian to lead a discussion regarding the applicant with the information from the initial meeting.
    - iii. Determine if the applicant is qualified to proceed into the local license process.
    - iv. If more information is needed the District Board will question the applicant and spouse.
  - b. Procedures:
    - i. Presbyterian will lead the discussion concerning the applicant.
    - ii. The District Board will ask clarifying questions and will review the application, background check, and pastors confidential report.
  - c. Lines of Questioning:
    - i. Applicant's morals.
    - ii. Applicant's positions and beliefs in regard to fundamental Bible Doctrines.
    - iii. Applicant's financial state and background.
    - iv. To endeavor to understand the nature of the applicant's call and reason for wanting a license.
    - v. The applicant's spouse is to be interviewed also as to his/her spiritual qualifications and support of his/her ministry
  - d. Board Response:
    - i. The Board shall have the authority to permit applicant to continue the licensing process, turn down an applicant, or delay their return for a second interview for a length of time, if deemed appropriate.
  - e. Expectations of the applicant to be fulfilled before the second meeting:
    - i. A typed description of his/her calling
    - ii. Completion of Ministry Central with transcript or endorsed equivalent.
    - iii. Preparation for a five (5) minute oral interview on the following subjects:
      - a) Jesus Name Baptism
      - b) Oneness of God
      - c) Salvation

- iv. One sermon each week for six months (A six-month Home Bible Study can fulfill this criteria)
  - v. Attend Aspiring Ministers Meeting
  - vi. Watch the District Vision Video [iowadistrictupci.com](http://iowadistrictupci.com)
  - vii. Watch Ministerial Ethics Video [iowadistrictupci.com](http://iowadistrictupci.com)
  - viii. Watch the Ministers District Financial Obligations video [iowadistrictupci.com](http://iowadistrictupci.com)
2. Second Interview: (This will take place at Fall Planning or Spring Board Meetings.)
- a. Purpose: To determine if the candidate has qualified themselves for local license.
  - b. Procedures:
    - i. Submit a typed description of his/her calling.
    - ii. Submit Ministry Central transcript or endorsed equivalent.
    - iii. Present orally (5) minutes per topic on the following subjects:
      - a) Jesus Name Baptism
      - b) Oneness of God
      - c) Salvation
    - iv. Should have preached one sermon each week for six months or completed a six-month Home Bible Study.
    - v. Should have attended Aspiring Minister's Meeting.
    - vi. Should have viewed "District Vision" video.
    - vii. Should have viewed "Ministerial Ethics" video.
    - viii. Should have viewed "District Financial Obligations" video.
  - c. Lines of Questioning for Applicant:
    - i. Fruitfulness – results of personal soul winning efforts.
    - ii. Positions on matters of holiness and standards of the UPCI.
    - iii. Convictions pertinent to issues of Ministerial ethics.
    - iv. Anticipated future course of ministry.
  - d. Board Response:
    - i. The District Board has the authority to approve, disapprove or to delay an application.
    - ii. Applicants receiving approval for license will be admonished to be faithful in their local church and supportive of their Pastor.
    - iii. Applicant does not hold a license until approved by Headquarters of UPCI.

#### SECTION 4 – GENERAL LICENSE

Applicant shall follow all the steps under "The Process for Licensing" outlined at the beginning of this licensing procedure.

It is also understood that an applicant must attend Aspiring Minister's Meeting before they can be granted an interview with the District Board. The meeting should have been attended no more than 18 months prior to the interview.

The applicant, upon completion of ministry central or endorsed equivalent, and filing his/her application with the Sectional Presbyter, will then be notified by the District Secretary as to his/her scheduled appointment to meet the District Board. This notification should be given at least forty (40) days before scheduled board meeting.

1. The Interview
  - a. Purpose:
    - i. To question applicant and spouse.
    - ii. To determine if candidate is qualified for General license.
  - b. Procedures:
    - i. Submit Ministry Central transcript or endorsed equivalent.
    - ii. Should have attended Aspiring Minister's Meeting.
    - iii. If candidate is new to the district, they will submit a background report.
    - iv. The applicant's spouse will be questioned as to the support of his/her spouse's ministry.
  - c. Lines of Questioning:
    - i. Applicant's morals.
    - ii. Applicant's positions on fundamental Bible Doctrines.
    - iii. Applicant's financial state and background.
    - iv. Fruitfulness – results of personal soul winning efforts.
    - v. Positions on matters of holiness and standards of the UPCI.
    - vi. Convictions pertinent to issues of ministerial ethics and conditions of relationships to pastor or neighboring pastors.
    - vii. Anticipated future course of ministry.
    - viii. To endeavor to understand the validity of applicant's request for General License.
    - ix. Review applicant's cooperation and fellowship in his Section and District.
    - x. Review applicant's cooperation with the district financial plan.
  - d. Board Response:
    1. The District Board has authority to approve, disapprove or to delay an application.
    2. Applicants receiving approval for license should be instructed to be a participant in the activities of their Section and District and to help promote unity.
    3. Applicant does not hold a license until approved by Headquarters of UPCI.

## SECTION 5 – ORDINATION

Applicant shall follow all the steps under "The process for licensing" outlined at the beginning of this licensing procedure.

The applicant must be a cooperating member of the Iowa District.

The applicant, upon completion of the training and filing his/her application with the Sectional Presbyter, will then be notified by the District Secretary as to his/her scheduled appointment to meet the District Board. This notification should be given at least forty (40) days before scheduled board meeting.

Ordination will be granted upon approval of Iowa District Board, Headquarters of UPCI, and completion of an ordination service at the Iowa District Convention.

## The Interview

- a. Purpose:
  - i. To question applicant and spouse.
  - ii. To determine if candidate is qualified for Ordination.
- b. Procedures:
  - i. Submit Ministry Central transcript or endorsed equivalent.
  - ii. If candidate is new to the district, they will submit a background report.
  - iii. The applicant's spouse will be questioned as to the support of his/her spouse's ministry.
- c. Lines of Questioning:
  - i. Applicant's morals
  - ii. Applicant's positions on fundamental Bible Doctrines.
  - iii. Applicant's financial state and background.
  - iv. Fruitfulness – results of personal soul winning efforts.
  - v. Positions on matters of holiness and standards of the UPCI.
  - vi. Convictions pertinent to issues of ministerial ethics and conditions of relationships with Pastor or neighboring Pastors.
  - vii. Anticipated future course of ministry.
  - viii. To endeavor to understand the validity of applicant's request for Ordination License.
  - ix. Review applicant's cooperation and fellowship in his Section and District.
  - x. Review applicant's cooperation with the district financial plan.
- d. Board Response:
  - i. The District Board has authority to approve, disapprove or to delay an application.
  - ii. If approved, instructions will be given concerning ordination service to be held at the Iowa District Convention