

STEPS TO CREDENTIALING

Complete the Pre-Credential Questionnaire



Under number 3 on the Pathway to Credentials page. On this page the interested applicant will submit a Pre-Credential Questionnaire. This questionnaire will help us to determine if you qualify for Certified, License or Ordained. An education audit will occur after receiving the questionnaire.

Receive Credential Packet



Once your questionnaire has been submitted you will receive an email with a credentialing packet, which includes the following items:

1. Letter of instructions
2. Official application form
3. Information Authorization/Release Forms
4. Background Check Disclosure form
5. Reference Forms
6. Exam Study Guides

Submit Credential Packet



Upon receiving the official credential application packet, the applicant is to complete and remit the following:

1. Official Application – Must be typed using the writable PDF. Please print completed PDF then sign (No Electronic Signature permitted)
2. \$150.00 Application Fee – This is a one-time, nonrefundable fee (Make check payable to RMMN).
3. Information Authorization/Release Form(s) – Must be completed by applicant (and spouse, if applicable) and notarized by a notary public.
4. Background Check Disclosure – Must be completed by the applicant.
5. Social Security Card – Applicant must submit a copy of their Social Security Card to verify their identity.
6. Transcript(s) – Must show successful completion of all required coursework needed to satisfy the education requirements for desired level.
7. Reference Forms – It is the responsibility of the applicant to see that all reference forms are delivered/mailed/emailed to their references. Then, the references are to complete and return the forms to the Network Office in an envelope the applicant provides or emailed to maragon@rmdc.org

Process Credential Packet



Upon receipt of the completed official application packet, it will be reviewed by the RMMN Secretary office. At this time a background check will be ran and all papers reviewed. If there are any follow up questions the Secretary office will contact you. **If you are seeking Ordination your application packet must be submitted no later than November 30th.

Exams



Once the application is complete and been reviewed you will be ready to take the required exams. Depending on the level you are seeking, you will be taking two – three exams. The General Council requires all exams to be proctored by a minister of the same level or above. **Ordination candidates are not required to take an exam.

Interview



Once the applicant seeking Certificate of Ministry or Ministry License has completed the required exams, they will be contacted by their sectional presbyter to set up an interview date, time, and location. **Ordination candidates are scheduled for interviews in January.

Presbytery Recommendation



Completed credential applications are presented to the Rocky Mountain Ministry Network at their regularly scheduled meetings once the file is complete. The Network Presbytery recommendation and the application file will be forwarded to the office of the General Secretary for final approval.

Approval from General Council



Once General Council notifies the RMMN Secretary office concerning the credential application, the applicant will be notified immediately. All credentials are sent to the Network Secretary office. The Secretary/Treasurer will contact the pastor of the applicant to make provisions of public recognition of receiving credential.