

APPENDIX C

PENTECOSTAL ASSEMBLIES OF THE WEST INDIES INTERNATIONAL

CREDENTIAL APPLICATION FORM

SECTION 1 To be completed by all applicants

A. CREDENTIAL DATA

1. District in which application is made _____

2. Type of Application (Circle as appropriate)

First Time application Renewal Reinstatement Transfer Upgrade

FIRST TIME APPLICANTS	
What credential type are you applying? <i>(Circle as appropriate)</i>	
Ordination	License to Minister
Certificate of Recognition	Lay Worker's Certificate
TRANSFER	If applying for credential transfer
What credential do you currently hold?	
Transfer from District to District	
UPGRADE	If applying for applying for credential upgrade
Upgrade from to	
RENEWAL	If applying for renewal Current Credential
Issue date: ____/____/____	Expiry date: ____/____/____
<i>Day Month Year</i>	<i>Day Month Year</i> _
REINSTATEMENT	If applying for reinstatement
Date last credential issued ____/____/____ Credential Type _____	
<i>Day Month Year</i>	
State on a separate sheet the reason for lapse or revocation of credential and for requesting reinstatement.	

11. Have you ever been victim of any alleged offense or convicted of any crime? Yes No
If yes, please give details on a separate sheet of paper and include any current litigation.

12. What personal development sessions have you attended in the last conference term? If Yes, please describe _____

C. MINISTRY

13. What is your authorized ministerial designation? (*Circle as appropriate.*)

Apostle Prophet Evangelist Pastor Teacher Missionary Bishop

If pastoral, complete Section 2

If non pastoral, please describe your ministry involvement. (Include church, district, and national and international ministry involvement). _____

14. Name of Home Church _____

15. Address of Church _____

Street

City

Country

16. Church Phone (_____) _____ (Fax)

Email _____

17. State classification of assembly:

Pioneer Branch Dependent Autonomous Affiliate

18. If staff member, state position _____

D. WORKER SUPPORT

19. How are you supported?

- a) the Church b) Mission c) Other

20. Are you secularly employed? Yes No

a) If Yes, state employer's name & address _____

b) Hours worked per week _____ Job Title _____

21. To which of the following are contributions made on your behalf

		Yes or No	Contribution Made by				Secular Employer
			Self	Church	District	Fellowship	
1	Life Insurance						
2	Pension Fund						
3	Health Plan						
4	National Insurance						
5	Other retirement benefits						

Please give further information on any of points 1–5 if deemed necessary: _____

E. FELLOWSHIP RELATIONS

22. Have you attended the last two District Conferences?

- (Not applicable for first time applicants). Yes No

23. Have you attended the last PAWI General Conference?

- (Not applicable for first time applicants). Yes No

24. Do you fully subscribe to PAWI's Doctrinal Statement of Faith? Yes No

25. Do you publicly proclaim these Doctrinal Statement of Faith? Yes No

26. If the answer to question 24 is NO, then indicate by putting an X in the box next to the area where your viewpoint DIFFERS from that of the General Conference.

(Refer to PAWI's Constitution, Article V and a – g.)

- a. Inerrancy of the Word of God:
- b. Speaking in other tongues as the initial physical evidence of the baptism in the Holy Spirit:
- c. Water baptism by immersion in accordance with Matthew 28:19:
- d. Premillennial return of our Lord Jesus Christ:
- e. Divine healing:
- f. Eternal Security:
- g. Regeneration:

B) Where you differ from the viewpoint of the General Conference in any of the above areas, or in any other area of doctrinal belief, please explain your viewpoint on a separate sheet of paper and attach it to this application.

27. Having read the current Issue of the Constitution and Bylaws of the Pentecostal Assemblies of the West Indies are you willing to abide by it? Yes No
If no, please answer question 28

28. If the answer to question 27 is NO, then please explain your viewpoint on a separate sheet of paper and attach to this application

29. If 65 years or older, indicate your status

Senior-Active Senior-Semiretired Senior-Retired

SECTION 2 THIS SECTION IS TO BE COMPLETED BY PASTORS

CHURCH INFORMATION

30. Give a breakdown of the ministries of the church you pastor during the past year, Indicate frequency OR number of times

Services	Sunday Worship Services	Bible Study	Prayer & Deliverance Ministry	Evangelistic Outreach	Mission Rallies/ Convention	Seminars/ Conferences	Discipleship & Training
a) Frequency e.g. once per month							
b) # of times e.g. 12							

31. If applicable, in addition to #30 above, what other types of ministry is the church you pastor actively engaged in? Please describe ministry and frequency or number of times the activity/ministry event was held _____

32. What outreach ministry have the assembly been engaged in over the past two years?

a) Started a new work or outstation? Yes No

Sunday school? Yes No If yes Enrollment _____

Bible Club? Yes No If yes Enrollment _____

Other (indicate the type of ministry) _____

33. Please fill in membership data of the assembly in the table below:

KEY DATA ELEMENTS	30 November 2015	30 November 2016	30 November 2017
NUMBER AT START OF PERIOD			
¹ Adult Active Members			
² Junior Active Members			
Total Active members			
³ Adult Adherents			
⁴ Junior Adherents			
Total Attendance (Members + Adherents)			
ACTIVITY FOR THE YEAR			
Number of Decisions to accept Christ			
Number of Persons Baptised in Water			
Number of Persons received into Membership			
Number of Persons Baptised in the Holy Spirit			
Number of Marriages			
Number of Baby Dedications			
Total Addition (Membership + Dedications)			
MEMBERSHIP REDUCTIONS:			
Members transferred out			
Members deceased			
Members who stopped attending			
Members who immigrated			
Total Members Out			
NET NUMBER AT END OF PERIOD (Start +Activity – Reductions)			
Adult Members			
Junior Members			
Total Members			
Adult Adherents			
Junior Adherents			
Total Attendance as at Year end			
PERCENTAGE GROWTH/ REDUCTION			

B. ADMINISTRATION

34. Do you have a functioning Church Board in accordance with PAWI Bylaws 9.8?
Yes No

If no, give reason/s why: _____

35. Do you hold an annual business meeting in accordance with PAWI Bylaws 9.3?
Yes No

If no, give reason why _____

36. Are departments and ministries functioning in accordance with Fellowship guidelines?
(Bylaw 10)? Yes No

(If no, use a separate sheet of paper to explain.)

37. A) Please state, in your currency, the average monthly offering for last year:

B) State, in your currency, the average monthly offering for the previous year

38. What is the current value of the church property?
Current value of property (Land and building) _____

State currency _____

Current value of furniture, fixtures and fittings _____

State currency _____

Any other property, please state location, description and value _____

39. Date of last valuation of lands and property? ____/____/____
Day Month Year

40. Are all properties covered by insurance? Yes No

41. Are all properties held in trust in the name of PAWI? Yes No

If No please provide details and supporting documentation on a separate sheet.

42. A) Has the assembly you are pastoring, fulfilled financial support requirements in accord with PAWI Constitution (Article XI, #2) and Bylaws 5, during the last two years?

a) **Tithes** Yes No

b) **Designated Missions** Yes No

c) **Undesignated Missions** Yes No

d) **West Indies School of Theology** Yes No

b) If no for any of the above, please state why. _____

B) Has the assembly submitted audited financial statements for the last financial year?

Yes No

If no, please explain _____

43. On separate sheet of paper, state your assembly's goals and projections for the next two years.

If a strategic plan has been developed, please provide a copy and the current completion status.

APPLICANT'S WAIVER

Recognizing that the information on Credentials Recommendation/Reference Forms remains confidential between the recommender/referee and the Credentials Committees of PAWI, I, the undersigned, hereby voluntarily waive any right or privilege and that of my spouse, to inspect or challenge the content expressed in the recommendations submitted and by those whose names I provide.

Further, I hereby give my consent to PAWI to use and retain all personal information contained in the credential application, reference letters or forms completed on my behalf, and any other information necessary to obtain credentials.

I agree to accept the outcome of the application process, once the reasons for denial are stated.

I agree that, if my application is successful, all personal information provided as part of the credential process will become part of the permanent records of PAWI (It is our practice to destroy incomplete or unsuccessful applications after two years).

I declare that to the best of my knowledge all of the foregoing information is correct and true, and further agree to abide by the commitments made in this application.

Signature of Applicant _____ **Date** _____

TO BE COMPLETED BY DISTRICT OFFICE ONLY

Date of interview by District Credentials Committee _____

The _____ District has approved /did not approve the application for the granting/renewal of credential of _____. Request is hereby made to the General Executive for final approval for the granting/renewing of credential to this candidate.

Signed

_____ Dated: _____

DISTRICT PRESIDING BISHOP

DISTRICT STAMP

THIS SECTION IS TO BE COMPLETED BY GENERAL EXECUTIVE OFFICE ONLY

I hereby endorse granting the credential _____ to the applicant as recommended by the District Conference and Executive of _____ District, and approved by the General Executive of the Pentecostal Assemblies of the West Indies on this ____ day of _____ 20 _____.

Signed: _____

GENERAL BISHOP

INT'L STAMP

Instruction Page for completion of Credential application form

1. This form is to be used by persons who are applying for
 - ✓ credentials for the first time
 - ✓ renewal of credentials
 - ✓ reinstatement of credentials
 - ✓ transfer credentials from one district to another
 - ✓ upgrade of credentials

2. Applicants should refer to the Credential Manual of PAWI for detailed guidance on the credential application process.

3. After all questions have been fully considered and answered this application should be returned to the District Secretary's office. This and any other requirements must be completed prior to an interview being scheduled with the district credentials committee

4. The following fees shall apply
 - ✓ First-time Application:
 - 20 USD, non-refundable application fee;
 - 110 USD, credential fee.
 - ✓ Upgrade and Renewal: 50 USD
 - ✓ Reinstatement:
 - Two-year lapse- 75 USD;
 - Six years or more – 100 USD.
 - ✓ Ordination: 100 USD
 - ✓ Holders of credential from other organizations: 120 USDExemptions:

Credential holders who are sixty-six (66) years and over are exempted from paying renewal fees.

Credential holders who were sixty (60) years and over before year 2016 are also exempted from paying renewal fees.

5. Each application shall be accompanied by the application fee, two (2) passport size photographs and the relevant recommendations.

6. If the District's Credentials Committee finds cause not to recommend the applicant, the District's Presiding Bishop shall so advise the applicant in writing with reason(s) for NOT recommending the granting of credential. A copy shall be sent with the application form to the General Administrator.

GLOSSARY OF TERMS

- ✓ Applicants- Persons who submitted applications for credentials.
- ✓ Candidates – Persons whose applications were approved/accepted by the respective district and they are now eligible to undergo the preparation for credentials.
- ✓ Credential holders – Persons who were granted credentials and are the credentials are currently valid.
- ✓ District Credential committee (DCC) – Committee convened by the district to conduct interviews, communicate with candidates, supervise tests, etc. this may consist of members of the District Executive
- ✓ Districts Executives – duly elected officers of the district authorized by the Constitution and Bylaws to conduct the business of the District.
- ✓ Intervention- An action recommended by the District to help strengthen an area of weakness in a candidate.
- ✓ Membership Form Definitions
 - Adult Active Members: persons over 15 years who have been baptized, received into membership and are attending services over the last three months
 - Junior Active Members: persons under the age of 15 who have been baptized in water and received into the membership of the Assembly and attending services over the last three months
 - Adult Adherents: Persons 18 years or over who attend services regularly but have not yet taken membership in the Assembly, but have been attending services over the last three months
 - Junior Adherents: persons under the age of 18 who attend services and/or Sunday school regularly but have not been baptized nor received into membership. They include, but are not limited to, children of parents/families who are members of the Assembly and or children who were dedicated at the church
- ✓ PAWI – Pentecostal Assemblies of the West Indies International
- ✓ PAWI International Office – The main administration office which serves the entire PAWI Fellowship and hosts the Office of the General Administrator.
- ✓ PAWI TT Pentecostal Assemblies of the West Indies Trinidad and Tobago
- ✓ Personal Development Sessions refers to conferences, workshops etc. aimed at development of the individual in academic, spiritual and technical capability.