

Form Usage Guide

Ministers' forms:

New Minister's Profile: Use only for the first time a minister is commissioned, licensed or ordained. Send in with a copy of the minister's credentialing certificate.

Minister's Change Form: Use for any kind of change to be made to the minister's record

Inter-Assembly Transfer: Use when a minister moves to a different state and requests in writing that credentials be transferred to another state assembly

Have you Moved? This can be used by a minister who is requesting a transfer of credentials.

Official Notification: Use to report the action taken in the discipline of a minister

Notice of Restoration: Use when a minister has completed a restoration process

Church/organization forms:

New Church Profile: Use only for the first time a church is established and granted approval or provisional status

Church Change Form: Use for any kind of change to be made to the church's record

New Freestanding Org Profile: Use only for the first time a freestanding organization is established and granted approval or provisional status

Miscellaneous forms:

Form Usage Guide: Brief explanation of all forms and when to use

State I.D. Sheet: List of all state/regional assemblies and state I.D. numbers

Church Position Code: List of position codes used in the yearbook

Certificate Order Form: Use to order blank certificates – no charge for these