



Church Of God In Christ, Inc.  
Kentucky First Ecclesiastical Jurisdiction  
Office of the Jurisdictional Secretary - Standard Operating Procedures

## New Credential Holders

<b>Procedure Number:</b> KY1-SOP-001	<b>Date Created:</b> June 1, 2016
<b>Revision:</b>	<b>Date Revised:</b>

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### Terms:

- OJS** – Office of the Jurisdictional Secretary
- OGS** – Office of the General Secretary

### 1. PURPOSE:

- The purpose of this document is to explain the process for New Credential Holders
  - New Minister or Aspirant Missionary from within Kentucky First Jurisdiction
  - New Minister, Missionary, Elder from another Denomination

### 2. PROCEDURE:

- Pastors
  - Complete and mail the attached form to the Office of the Jurisdictional Secretary (OJS)
- Office of the Jurisdictional Secretary
  - Once the completed form is received by the OJS, we will confirm that all Credential Prerequisites have been completed.
  - If all prerequisites are completed prior to March 1, the new Credential Holder will need to pay the required Annual report. They will be added to the current year's F1 report.
  - If all prerequisites are completed after March 1, the new Credential Holder will need to pay the required Annual report. An add-on F1 report will be prepared and mailed to the National Financial Office.
- National Finance Office
  - Once the F1 form and Credential Holder Report payment have been received by the Financial Office, they will forward the necessary information to the OGS.
- Office of the general Secretary
  - Once the new Credential Holders information has been received by the OGS, they will process and mail the Credential Card
- Once the OJS receives confirmation that the appropriate action has been taken by the OGS, the OJS will update their records and provide a status update to the requesting Pastor/Credential Holder.
- The OJS will also work with the Ordination Board and the Licensing Board for any new Ministers and/or Aspirant Missionaries

Please mail completed form to:

**Kentucky First Church of God in Christ  
Office of the Jurisdictional Secretary  
P O Box 728  
Radcliff, KY 40159  
Attn: Sonya Brown**

~OR~

Email completed form to:

[Ky1secretary@outlook.com](mailto:Ky1secretary@outlook.com)

Kentucky First Jurisdiction				
New Credential Holder Form				
<b>State</b>	Kentucky			
<b>Jurisdiction</b>	Kentucky First Ecclesiastical Jurisdiction			
<b>Jurisdictional Bishop</b>	Bishop John W. Fleming			
<b>Jurisdictional Secretary</b>	Missionary Sonya Brown			
<b>Effective Date</b>				
<b>Credential Holder Name</b>				
<b>Title</b>				
<b>Address</b>				
<b>City</b>		<b>State</b>		<b>Zip</b>
Credential Prerequisite				
ALL New Credential Holders MUST complete the following				
<b>Create an ARC Account (<a href="http://www.cogicarc.com">www.cogicarc.com</a>)</b>	<b>Date Completed</b>		___/___/___	
<b>Complete Sexual Misconduct Training</b> <i>(Access through the ARC Portal)</i>	<b>Date Completed</b>		___/___/___	
<b>Complete Background Check</b> <i>(Access through the ARC Portal)</i> <i>(If employed by School system, Military, or Public Service organization, please provide a letter stating that a background has been performed by your employer)</i>	<b>Date Completed</b>		___/___/___	
<b>Credential Holder Report</b>	<b>Date Paid</b>		<b>Amount Paid</b>	
	___/___/___		\$_____.	
Pastor Signature				
<b>Pastor</b>				<b>Date</b>

For OJS Use Only:			
<b>Date Received by OJS</b>		<b>Date Processed by OJS</b>	
<b>Date Mailed to OGS</b>		<b>Date Completed by OGS</b>	
<b>Date Sent to Chairman, Ordination Board (Male)</b>		<b>Date Sent to Dean, Licensing Board (Female)</b>	