



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

## Transfer Credential Holders

<b>Procedure Number:</b> KY1-SOP-003	<b>Date Created:</b> June 1, 2016
<b>Revision:</b>	<b>Date Revised:</b>

**Author:** Missionary Sonya D. Brown, Jurisdictional Secretary

### 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 accepting Transfer Credential Holders from other Jurisdictions

### 2. PROCEDURE:

1. Pastors
  - a. Complete and mail the attached form to the Office of the Jurisdictional Secretary (OJS)
2. Office of the Jurisdictional Secretary
  - a. Once the completed form is received by the OJS, we will confirm that all Credential Prerequisites have been completed. The OJS will process the form and forward it to the National Office of the General Secretary (OGS)
  - b. The OJS will determine if a Credential Holder Report needs to be paid in order for the Transfer to receive a Credential Card for the current year
3. Office of the General Secretary
  - a. Once the form has been received by the OGS, they will update the ARC Portal by transferring the Credential Holder from their previous Jurisdiction to Kentucky First Jurisdiction.
4. 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.
5. The OJS will also work with the Ordination Board and the Licensing Board for any transfer Ministers and/or Aspirant Missionaries
6. Any transfer Credential Holder who transfers to Kentucky First prior to March 1, and has completed the necessary credential prerequisites, will be added to the current year's F1 report. If after March 1, an add-on F1 report will be sent to the National Financial Office.

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					
Transfer Credential Holder Form					
State	Kentucky				
Jurisdiction	Kentucky First Ecclesiastical Jurisdiction				
Jurisdictional Bishop	Bishop John W. Fleming				
Jurisdictional Secretary	Missionary Sonya Brown				
Transfer Effective Date		Clergy ID#		Expiration Date	
Credential Holder Name					
Address					
City		State		Zip	
Transfer Information					
Please list the Jurisdiction they are transferring from					
Jurisdiction Name					
Jurisdictional Prelate					
Credential Prerequisite					
ALL Transfer Credential Holders MUST complete the following					
Create an ARC Account ( <a href="http://www.cogicarc.com">www.cogicarc.com</a> )	Date Completed		___/___/___		
Complete Sexual Misconduct Training <i>(Access through the ARC Portal)</i>	Date Completed		___/___/___		
Complete Background Check <i>(Access through the ARC Portal – (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>	Date Completed		___/___/___		
Date Last Credential Report Paid <i>(COGIC Transfer Only – Credential Holder Report must have been paid over the last four (4) years. If they have not made a credential report within the last four (4) years or more, they must complete a new background check)</i>	___/___/___				
Credential Holder Report	Date Paid		Amount Paid		
	___/___/___		\$_____.		
Pastor Signature					
Pastor				Date	

For OJS Use Only:			
Date Received by OJS		Date Processed by OJS	
Date Mailed to OGS		Date Completed by OGS	