



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

Removing Credential Holders

Procedure Number: KY1-SOP-002	Date Created: June 1, 2016
Revision:	Date Revised:

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Terms:

OJS – Office of the Jurisdictional Secretary

OGS – Office of the General Secretary

1. PURPOSE:

To keep the records of Jurisdictional Credential Holders up-to-date, please complete the attached form as soon as there is a status change. Credential holders will be removed upon

- Death
- Relocation to another State/Jurisdiction within Church Of God In Christ, Inc.
- Leaving the Church Of God In Christ, Inc.

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 process it and forward it the National Office of the General Secretary (OGS)
3. Office of the General Secretary
 - a. Once the form has been received by the OGS, they will update the ARC Portal as needed, either by removing the Credential Holder or transferring the Credential Holder to their new 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.

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

Once the completed form is received in our office, we will forward it to the National Office of the General Secretary for completion.

Kentucky First Jurisdiction					
Removal of Credential Holder Form					
State	Kentucky				
Jurisdiction	Kentucky First Ecclesiastical Jurisdiction				
Jurisdictional Bishop	Bishop John W. Fleming				
Jurisdictional Secretary	Missionary Sonya Brown				
Effective Date		Clergy ID Number			
Credential Holder Name					
Address					
City		State	Zip		
Reason for Removal					
Deceased: <input type="checkbox"/>	Moved to another State/Jurisdiction: <input type="checkbox"/>	Left the Organization: <input type="checkbox"/>			
Jurisdiction _____					
Other:					
Pastor Signature					
Pastor				Date	

For OJS Use Only:			
Jurisdictional Sec'y Signature			
Date			
Date Received by OJS		Date Processed by OJS	
Date Mailed to OGS		Date Completed by OGS	