

# **Your Guide to Ministry Credentials in the Allegheny District**

We are pleased that you are pursuing ministry credentials in the Allegheny District of the EFCA!

Credentials serve many important purposes:

- affirming God's call upon your life
- verifying that you meet the qualifications and standards for ministry in the EFCA
- approving you for ministerial service under the auspices of the EFCA
- providing legal status in the exercise of your ministry

This guide is intended to give you a simple road map through a process that can sometimes seem overly complicated.

## **GET STARTED!**

### ***1 Identify the Appropriate Credential for You.***

The first step is [visit the EFCA credentialing portal \[credentialing.efca.org\]](https://credentialing.efca.org) and determine which credential is the right one for you to pursue at this time. We offer several credentials with different qualifications and requirements. Please note that each of our credentials are intended for Christian leaders already serving in qualifying ministries.

If you need help discerning which credential is the appropriate one for you, any member of our Allegheny District Constitutions and Credentials Board would be happy to assist you.

### ***2 Apply for Your Credential.***

The next step is [create a credentialing account](#) and request permission to begin pursuit of the credential you have chosen. After a member of our team approves your request, you can begin to work through the steps online. You will be contacted by leaders from our Constitutions and Credentials Board to help guide you through your process.

If you have technical questions about using the credentialing portal, both [Jason Drapeau](#) (district credentialing technology point person) and [Dani Richards](#) (national office credentialing coordinator, [credentialing@efca.org](mailto:credentialing@efca.org)) will be glad to answer them.

**Policy on Spiritual and Character Qualifications (PSCQ).** Those seeking their very first credential with the EFCA will need to either complete a PSCQ questionnaire or participate in optional personal PSCQ interview(s).

In the Allegheny District, our superintendent is tasked with handling these confidential matters. Any written PSCQ questionnaires should be mailed or emailed directly to:

Kerry Doyal  
Allegheny District – EFCA  
2695 Elaine Dr.  
Lower Burrell, PA 15068  
[kerry.doyal@efca.org](mailto:kerry.doyal@efca.org)

Superintendent Doyal will communicate to the credentialing office that the PSCQ policy has been fulfilled when that process is complete.

### **3** *Write Your Paper.*

The next step for most credentials is to write a paper that demonstrates your level of theological proficiency and doctrinal alignment with the EFCA.

- \* Carefully read the paper requirements for the credential you are pursuing. They provide you with a comprehensive set of guidelines that must be closely adhered to.
- \* Set personal goals for completing this paper. We suggest that you divide up the work into achievable pieces and work at a predetermined pace. (Example: “I plan to have the biographical section done by March 1<sup>st</sup>. I want to have the section on Article 1 completed by May 1<sup>st</sup>.”) We also suggest that you ask a friend to hold you accountable and to encourage you through your writing phase.
- \* Matt Mitchell is the current contact person for papers and councils. [Contact Matt](#), and he will pair you with a “coach” to mentor you through the process of writing your paper.

### **4** *Prepare for Your Council.*

- \* When your coach determines that your paper is ready, they will work with you and the Constitutions and Credentials Board to schedule and convene your council.
- \* In the Allegheny District, a *licensing* council will be comprised of at least one member of the District Constitution and Credentials Board and at least two other EFCA ordained pastors. Participation of lay persons in this council is encouraged but not required. The CCB will supply a moderator and a secretary/scribe for your council.

- \* A *certificate* council will be made up of a minimum of five to seven EFCA credentialed individuals (three must be EFCA ordained) and three to five non-credentialed EFCA church members (three must be lay persons, two must be from your local church). At least three EFC churches must be represented by the members of the council, with no more than three voting council members from any single church, including your church. The CCB will supply a moderator and a secretary/scribe for your council. It is *your responsibility* to secure the attendance of other council members. Your coach and moderator will assist you in finding credentialed pastors to serve.
- \* The approximate length of a licensing council examination will be 90 minutes. A Certificate of Christian Ministry council will be around 2.5-3 hours. An Ordination council will take approximately 4 hours. You will be asked questions about your paper and your theology to assess your theological competency and alignment with the EFCA, as well as, about current doctrinal issues and issues related to your lifestyle.
- \* To prepare, we recommend that you attend at least one other candidate's credentialing council, if possible. This provides an orientation to the process, gives you a sense of what kinds of questions will be asked, and builds confidence in your ability to pass the council yourself.
- \* After your examination, all of the information about your council will be sent to the EFCA Board of Ministerial Standing (BOMS) for their review.

## **Help Is Available!**

- Please contact a member of the District Constitutions and Credentials Board to answer any questions, to encourage you throughout the process, or to solve any problems that arise as you progress towards your ministry credential.

We want you to succeed in this process and are ready to help you in whatever way we can!

## **Allegheny District Constitutions and Credentials Board (CCB)**

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Rev. Jake Buss  
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