

**Church of God
Division of Education**



**LAY MINISTER CERTIFICATION
REQUEST FORM**

Name of Applicants _____

State/Region _____

Church _____

Instructions: Each section of this form must be completed in order for an individual to be certified by his/her local church as a lay minister in accordance with the Church of God *Minutes* of the International General Assembly (S61, 73rd International General Assembly).

Personal Information

[PLEASE PRINT OR TYPE]

Lay Minister’s Information

Lay Leader: Please complete this section, then give this form to your pastor.

Name _____ Social Security Number _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Home Phone Number _____ Cell Phone Number _____

Date of Birth _____ Male _____ Female _____

Email _____

Date of Completion of Mobilize—Level One _____

Local Church Where Completed _____

Date of Completion of Mobilize—Level Two _____

Local Church Where Completed _____

Please check your choice:

Subscription fee \$25.00 (includes, Certificate, Lay Ministry Laminated ID, Mobilize App, first to receive information on upcoming Lay Ministry products, newsletter or article, One Webinar yearly, and a discount to Mobilize Ministry events)

Method of payment Check Certified Check or Money Order, Creditcard

(Circle) Visa or MasterCard # _____ Exp. Date ____/____/____

Payment amount: (USA) \$ _____ Credit card code: _____

Signature/ _____

Note: There is a 4% service charge for credit cards. Please include a portrait pic with your application

Make subscription payment to: Church of God, Division of Education, Ministerial Development/School of Ministry, P.O. Box 2430, Cleveland TN 37320-2430

Pastor's Information

Pastor: Please complete this section then mail this form to your administrative bishop.

Pastor's Name _____

Name of Local Church _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Church's Email _____ Church Phone Number _____

I certify that the above mentioned lay leader meets the following requirements for certification as a lay minister:

1. Be a loyal member of the Church of God, adhering to its teachings.
2. Be baptized in the Holy Spirit.
3. Be faithful in tithing.
4. Be a regular church attendant.
5. Be one who works in harmony with the local, state, and international church's program and one who reflects a cooperative attitude toward the progress of the church.
6. Have completed the Church of God Mobilize Program (levels 1 and 2).
7. Have the approval of the local church governing body with a recommendation from the pastor and church council.

Pastor's Signature _____

State Office Use

Date form received _____ Name of State Office _____

Instructions: The above mentioned lay leader requests certification as a lay minister in the Church of God. Please review this form. If the applicant is approved to receive the Lay Minister Certificate, please sign below and send their application to:

Lay Minister Certification
Ministerial Development/School of Ministry
P. O. Box 2430
Cleveland, TN 37320-2430

Signature _____

Administrative Bishop

Ministerial Development/School of Ministry Use

Date form received at Ministerial Development/School of Ministry _____

Verified completion of Mobilize—Level One _____

Verified completion of Mobilize—Level Two _____

Lay Minister's Certification Issued:

Date _____ Certificate Number _____

Expiration Date _____

Lay Minister ID Photo Guideline

Submit one photo with the Lay Minister Certification application.

All our photo policies apply to adults.

Photo Basics

- Submit a color photo, taken in last 6 months
- Use a clear image of your face. Do not use filters commonly used on social media.
- Have someone else take your photo. No selfies.
- Take off your eyeglasses for your photo.
- Use a plain white or off-white background.

Resolution, Print Size, and Quality

- All photos must be in a digital format and should be either JPG or PNG.
- The file should not be larger than 5 MB each.
- Submit a high-resolution digital photo that is not blurry, grainy, or pixelated.
- Name each file with first and last name. (Ex. *john-doe.jpg*)
- The correct size of an ID photo is:
 - 2 x 2 inches (51 x 51 mm)
 - Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head
- Do not digitally change the photo
- You cannot submit a damaged photo with holes, creases, or smudges.

Pose and Expression

- Have a neutral facial expression or a natural smile, with both eyes open.
- Face the camera directly with full face in view.

Attire

- You cannot wear glasses.
- Taken in clothing normally worn daily.
- You cannot wear a uniform, clothing that looks like a uniform, or camouflage attire.
- You cannot wear a hat or head covering.
 - Approval will only be granted if the hat or head covering is for religious or medical purposes.
 - Your full face must be visible and your hat or head covering cannot block your hairline or cast shadows on your face.
- You cannot wear headphones or wireless hands-free devices.
- You can wear jewelry and keep on your facial piercings as long as they do not hide your face.