

# Church of God Division of Education



## LAY MINISTER CERTIFICATION RENEWAL 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 (S27, 77<sup>th</sup> International General Assembly).

**Personal Information**

[PLEASE PRINT OR TYPE]

**Lay Minister’s Renewal Information**

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

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code/ZIP \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Date of Birth \_\_\_\_\_ Certificate Number \_\_\_\_\_

Local Church Where Lay Ministry Was Completed \_\_\_\_\_

**Please check your choice:**

**Certificate 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 recertify that the above-mentioned lay leader meets the following requirements for renewal of 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 re-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 renewal form received at Ministerial Development/School of Ministry \_\_\_\_\_

Lay Minister's Re-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.