

**Bishop Robert C. Burrell, Sr.**  
Chairman, National Credentials and Compliance

**Dr. Andrew J. Pouncey, Jr.**  
Executive Asst., National Credentials and Compliance

**Bishop Craig E. Brown**  
Presiding Prelate/Chief Apostle



## FLOW CHART ORDINATION PROCEDURES

**PASTORS**

**After one year of observation the local Pastor will determine if the candidate meets the necessary qualifications to be ordained as an Elder. The Pastor will submit the application with fees, recommending this person to the District Superintendent for elevation to Elder.**

**DISTRICT SUPERINTENDENT**

**With the District Superintendent approval, the application will therefore be processed and forward to the Jurisdiction Bishop for his/her approval.**

**JURISDICTION BISHOP**

**If the Jurisdiction Bishop approves the candidate's application, the Jurisdiction Bishop will then forward the completed application signed by the Pastor, Superintendent, and Bishop, along with the appropriate application fee to the National Credentials & Compliance Chairman. The application fee may be paid on-line via the CHSC "Giving Portal", or the fee may be paid by check and mailed to "CHSC", 4859 W. Slauson Ave, Los Angeles, CA. 90056, then forward to the National Credentials and Compliance Chairman.**

## FLOW CHART ORDINATION PROCEDURES

**NATIONAL CREDENTIALS AND COMPLIANCE CHAIRMAN**



**The National Credentials and Compliance Chairman will accept the approved application and start the testing procedures. The National Credentials and Compliance Chairman will forward the candidate's approved application to the National Test Administrator.**



**NATIONAL TEST ADMINISTRATOR**



**The National Test Administrator will contact the applicant's Jurisdiction Bishop and forward him/her both Oral and Written part A and B of the test. The Jurisdiction Bishop will forward the test to his/her appropriate subordinate for distribution to the candidate.**



**JURISDICTION BISHOP**



**The Jurisdiction Bishop will Coordinate with the applicant's Superintendent and Pastor to schedule a date and time the candidate will be ready for testing.**



**During this period the National Test Administrator will contact and inform the National Secretary of the date and time of the Oral Examination. During the examination the National Secretary, the Test Administrator, the Candidate, and his/her Pastor or designated representative must be present while the test is being administered.**



**Note: The Candidate's Pastor, Superintendent, and Jurisdiction Bishop are welcome to observe the testing procedure and may ask additional questions to the candidate pertaining to the examinations but will not be able to interfere in the process whatsoever. All concerns will be forwarded to the National Credentials and Compliance Chairman for Resolution.**

## FLOW CHART ORDINATION PROCEDURES

CANDIDATE AND PASTOR

```
graph TD; A[CANDIDATE AND PASTOR] --> B[The Written Test will be completed first and forwarded to the candidates' local Pastor, the Pastor will forward it to the District Superintendent, and he/she will forward it to the Jurisdiction Bishop. The Jurisdiction Bishop will forward the test to the National Test Administrator for Scoring.]; B --> C[The Oral Test will follow shortly afterwards. The date and time will be set and approved by the National Test Administrator, in cooperation with the National Secretary, and in conjunction with the Jurisdiction Bishop or his/her designated representative. The candidate's Pastor, Superintendent and/or Jurisdiction Bishop may be present for testing.]; C --> D[Note: Again, the Candidates local Pastor, Superintendent or Jurisdiction Bishop may ask additional questions to the candidate pertaining to the examinations but will not be able to interfere in the process whatsoever. As before any concerns must be forward to the National Credentials and Compliance Chairman for resolutions.]; D --> E[NATIONAL TEST ADMINISTRATOR AND NATIONAL SECRETARY]; E --> F[The Oral Test will be scored and verified with the National Secretary and the National Test Administrator. Afterward the scoring will be forwarded to the National Credentials and Compliance Chairman for review and compliance.]; F --> G[The scoring points will be on a 1 to 5 point sliding scale, with 1 point being the minimum and 5 points being the maximum assigned per question. The passing score for each examination will be 3.0 points, meaning each candidate must score at least 3.0 points to pass each examination. If the scored points are 2.99 points or less, the candidate fails that examination and will have to retake that examination and score at least 3.0 points to pass.];
```

**The Written Test will be completed first and forwarded to the candidates' local Pastor, the Pastor will forward it to the District Superintendent, and he/she will forward it to the Jurisdiction Bishop. The Jurisdiction Bishop will forward the test to the National Test Administrator for Scoring.**

**The Oral Test will follow shortly afterwards. The date and time will be set and approved by the National Test Administrator, in cooperation with the National Secretary, and in conjunction with the Jurisdiction Bishop or his/her designated representative. The candidate's Pastor, Superintendent and/or Jurisdiction Bishop may be present for testing.**

**Note: Again, the Candidates local Pastor, Superintendent or Jurisdiction Bishop may ask additional questions to the candidate pertaining to the examinations but will not be able to interfere in the process whatsoever. As before any concerns must be forward to the National Credentials and Compliance Chairman for resolutions.**

NATIONAL TEST ADMINISTRATOR AND NATIONAL SECRETARY

**The Oral Test will be scored and verified with the National Secretary and the National Test Administrator. Afterward the scoring will be forwarded to the National Credentials and Compliance Chairman for review and compliance.**

**The scoring points will be on a 1 to 5 point sliding scale, with 1 point being the minimum and 5 points being the maximum assigned per question. The passing score for each examination will be 3.0 points, meaning each candidate must score at least 3.0 points to pass each examination. If the scored points are 2.99 points or less, the candidate fails that examination and will have to retake that examination and score at least 3.0 points to pass.**

## FLOW CHART ORDINATION PROCEDURES

**NATIONAL CREDENTIALS AND COMPLIANCE**



**If all requirements are met, the National Credentials and Compliance Chairman will proceed with printing of the ordination certificate, which include securing the appropriate signatures of “Broad One”. After the certificate have been signed, the Credentials and Compliance Chairman will hand the certificate to the appropriate Jurisdiction Bishop for issuance to the candidate.**



**JURISDICTION BISHOP**



**The Jurisdiction Bishop will Schedule a date and time to Ordain the Candidate or Candidates within his/her State Jurisdiction.**