FLOWCHART FOR MINISTER ORDINATION PROCEDURES

NOTE: For guidance on licensing Ministers, please see: **"PASTORAL GUIDELINES FOR LICENSING AND ORDAINING MINISTERS, ELDERS, REVERENDS, DEACONS, AND DEACONESSES OF CHRIST HOLY SANCTIFIED CHURCH OF AMERICA, INC".** *Section V. Guidance for Licensing Ministers; bullets points A. Qualifications of a Candidate for Minister's License and B. The Flow Chart Process for Licensing Ministers*

STEPS	ROLE	RESPONSIBILITY
1.	**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 required fees, recommending this person to the District Superintendent for elevation to Elder.
2.	**District Superintendent**	With the District Superintendent's approval, the application will therefore be processed and forwarded to the Jurisdiction Bishop for his/her approval.
3.	**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 Jurisdiction Bishop, along with the required application fee to the National Credentials & Compliance Chairman. The required application fee may be paid online 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 forwarded to the National Credentials and Compliance Chairman.
4.	**National Credentials and Compliance Chairman**	The National Credentials and Compliance Chairman will accept the approved application and start the testing process. The National Credentials and Compliance Chairman will forward the candidate's approved application to the National Test Administrator.
5.	**National Test Administrator**	The National Test Administrator will contact the applicant's Jurisdiction Bishop and will forward him/her the written parts of the tests. The Jurisdiction Bishop will forward the tests to his/her appropriate subordinate for distribution to the candidate. Within two (2) weeks of the material exchange, the National Test Administrator will contact the Jurisdiction Bishop for scheduling the testing. (*dates and times*) (*revised 2-12-25*)
6.	**Jurisdiction Bishop** **Please See Note Below*	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.

7.	**Candidate and Pastor** *Please See Note Below*	The Written Tests 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 tests 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 the testing.
8.	**National Test Administrator and National Secretary**	The Oral Tests will be scored and verified with the National Secretary and the National Test Administrator. After the scoring, the tests 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 for less, the candidate fails that examination and will have to retake that examination and score at least 3.0 points to pass.
9.	**National Credentials and Compliance Chairman**	If all requirements are met, the National Credentials and Compliance Chairman will proceed with printing of the ordination certificate, which will include securing the appropriate signatures of *'Board 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.
10.	**Jurisdiction Bishop**	The Jurisdiction Bishop will schedule a date and time to Ordain the Candidate or Candidates within his/her State Jurisdiction.

***Note:** The Candidate's Pastor, Superintendent, and Jurisdiction Bishop are welcome to observe the testing procedures and may ask additional questions to the candidate pertaining to the examination 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.*