

**ABCOPAD COMMISSION ON MINISTERIAL LEADERSHIP  
REQUIREMENTS FOR RECOGNITION OF LICENSURE  
LEADING TO ORDINATION**

NOTES: Licensure must occur at least six months prior to the date of a requested service of Licensure. Only those persons meeting ABCOPAD standards should be Licensed. The Licensure of persons not meeting those standards will not be recognized by ABCOPAD.

**CHECKLIST FOR THE EXAMINING ASSOCIATION**

Name of Candidate \_\_\_\_\_

Licensing Church \_\_\_\_\_

1. At the request of the local church, the Association Moderator will appoint a Mentor for the candidate from the current list of ABCOPAD Commission on Ministerial Leadership approved Mentors.
2. At the request of the local church, the Association Moderator or appropriate Association leader will call a meeting of the Association Credentials Committee (the Association committee responsible to assist the candidate in preparation for Licensure). The Committee will meet with the candidate to affirm his/her progress and preparedness, and to offer any necessary advice, suggestions or recommendations. The Committee will ascertain that:
  - a. the educational requirements have been met
  - b. the Licensure paper accurately represents the candidate's views
  - c. the church membership requirements have been met
  - d. the candidate has affirmed and signed a current copy of "The Covenant and Code of Ethics for Ministerial Leaders of American Baptist Churches"
3. When the Association Credentials Committee is satisfied the candidate is prepared for Licensure, it shall notify the local church that it may grant a License and set a date for a Service of Licensure.
4. At the invitation of the local church, Association churches will meet for a Service of Licensure.
5. Two weeks after the Service of Licensure, the Association Moderator will check with the local church to make certain the ABCOPAD office has been notified that the Service of Licensure has been held, using the current ABCOPAD report form (COM-R1) available from the ABCOPAD Region website ([www.abcopad.org](http://www.abcopad.org)).
6. Monitor the candidate's review process according to current ABCOPAD guidelines.

If you have any questions about any part of this process, please call the ABCOPAD office (1-888-687-0883).