



**NEW CREATIONS CHAPEL, INC**  
**P O Box 777**  
**Richmond, Indiana 47375**

**APPLICATION INSTRUCTION SHEET**

Dear Fellow Worker,

Enclosed you will find a "Ministers Credential Application Packet." This packet contains the necessary information to make application for Ministerial Credentials with New Creations Chapel, Inc. of Richmond, Indiana.

We thank the Lord for your desire to answer the "Call of God" on your life. God is looking for dedicated and committed people to share the Gospel of the Lord Jesus Christ with all of mankind.

It is not always easy for us individually to find our proper place in the body of Christ. But I know that if God has placed His hand upon you, He will make a way for that ministry to touch lives.

There are some requirements that must be met before consideration of credentials as Minister in Training; Licensing; or Ordaining will be taken. These requirements are:

1. Applicant must be a Born Again Believer in Jesus Christ, having received the Baptism of the Holy Ghost according to Acts 2:4.
2. Applicant must be under authority of a local church body, paying tithes to that local church, as well as ministering in said church. A letter of recommendation from said church is required.
3. Applicant must have a Good Report from without, and from within the church. Not a novice, but a mature Christian living an exemplary Christian life.
4. Applicant must adhere to the "Tenants of Faith" of New Creations Chapel, Inc. (Tenants of Faith enclosed)
5. Applicant must have carried a Certificate of Licensing for the period of at least one year before said applicant can be considered for a Certificate of Ordination.

There will be no exceptions to the above requirements unless a waiver is granted by the Executive Board of New Creations Chapel, Inc.

You may retain all the data in this packet for your personal information except:

- a. The APPLICATION FOR MINISTER IN TRAINING, LICENSING OR ORDINATION.
- b. The three (3) recommendation forms and envelopes.
- c. The Minister's statement of Commitment form.

## APPLICATION INSTRUCTION SHEET CONT.

These forms must be completed (printed or typed), signed, and returned to New Creations Chapel, Inc. in Richmond, Indiana.

The (3) recommendation forms are to be completed by those who are recommending you for Ministerial Credentials. Using the self-addressed envelopes provided, those individuals will then mail the completed recommendation forms directly to New Creations Chapel, Inc. in Richmond, Indiana.

All questions are to be answered and all blanks are to be filled in (use N/A if not applicable to your situation). Failure to do so will result in unnecessary delay in processing your application.

\*NOTE: All applications must include:

1. A recent photo.
2. The completed application form.
3. Three completed recommendation forms.
4. Signed Minister's Statement of Commitment form.
5. A letter from the church, its pastor, or another responsible individual attesting to the applicant's position and/or level of ministerial involvement.

Shortly after your application is received at New Creations Chapel, Inc., you will be contacted by the Board of Directors or President Timothy Cummings for an interview. It is very important that you attend this interview as your application cannot be processed until interview is conducted.

New Creations Chapel, Inc. Ministry in Training has been established that a person can prepare for licensing in the ministry. They must complete the prescribed program before consideration for licensing.

New Creations Chapel, Inc. Licensing qualifies a person to preach or teach, obtain ministerial entrance into hospitals and jails, and to perform most, if not all, of the ministerial functions of a church, including baptism and communion. As state laws pertaining to the solemnization of marriages vary, it is extremely important for licensed ministers to check with the proper authorities in their state of residence to determine if they may legally do so.

New Creations Chapel, Inc. Ordination entitles a person to all the privileges of an ordained minister. This ordination qualifies one to perform all the required ministerial duties of the church including solemnization of marriages and conducting baptisms, burials, and communion.

New Creations Chapel, Inc. Licensing and Ordination is recognized by the United States Government as a valid ministerial credential; however, each Licensed or Ordained minister must apply for his or her own individual tax-exempt status if desired.

Please allow a minimum of 30 days for processing.

When credentials have been issued it is a requirement that you renew your credentials with New Creations Chapel, Inc. on an annual basis at a fee of \$35.00. Renewal form will be sent to you and it is necessary that you submit your renewal annually to keep your Minister in Training; Licensing; or Ordination credentials active.