

LIFE CHURCH, INC.
Licensing and Certification
Policy and Procedure Manual

Offices Holding Credentials

For those who are called of God and led by the Holy Spirit into a life of ministry and service, Life Church, Inc. offers the following credentials:

OFFICE OF MINISTER. “‘I am Jesus, whom you are persecuting,’ the Lord replied. ‘Now get up and stand on your feet. I have appeared to you to appoint you as a servant and as a witness of what you have seen of me and what I will show you. I will rescue you from your own people and from the Gentiles. I am sending you to them to open their eyes and turn them from darkness to light and from the power of Satan to God, so that they may receive forgiveness of sins and a place among those who are sanctified by faith in me.’”
Acts 26:16-18

Some Licenses may be limited to areas of special emphasis, including Music, Youth, Christian Education, and Senior Citizens.

General Qualifications for Office at Life Church, Inc.

Before taking office as a Minister, each candidate must apply to Life Church, Inc. for Licensing. Upon approval of the application, the candidate must acknowledge that he or she is born again and baptized in the Holy Spirit. Upon the candidate's declaration, Life Church, Inc. charges each to:

- Maintain a willingness to always acknowledge Jesus Christ of Nazareth as God manifested in the flesh;
- Make a firm commitment to always be led by the Spirit of God as befitting sons and daughters of God;
- Always assume the responsibility of declaring God's Holy Word, uncompromisingly to people of all nations as God provides the opportunity;
- Always love as Christ has loved him or her, regardless of race, creed, color or national origin;
- Walk worthy of his or her vocation, lovingly without coercion or manipulation;
- Obligate himself or herself to a life of holiness and moral purity, as one invited, chosen, and appointed by Jesus Christ to a ministry office; and,
- Adapt his or her schedule to include a life of regular prayer and Bible study essential to his or her personal growth and power to minister.

Upon the ministry's acceptance of the candidate and the candidate's acceptance of this charge from Life Church, Inc., a Minister's License shall be issued to the candidate.

Office of Minister Qualifications

OFFICE OF MINISTER. Life Church, Inc. further charges a candidate for Office of Minister to:

- Always maintain God's priority regarding family and ministry;
- Be a faithful steward over the finances that God provides, honestly, accurately, and with integrity;
- Responsibly do his or her part as a member of the Body of Christ to build up the Body at large; and
- Assist and encourage every person he or she shares with to become actively involved in a local church.

Significance of the Office of Minister

OFFICE OF MINISTER. To receive a Minister's License from Life Church, Inc., means that the Minister has proved his or her divine gift and calling to the ministry of the Gospel of Christ, and has consecrated himself or herself to said calling according to the Word of God and has met the standard prescribed by the Board of Directors of Life Church, Inc.; that by the imposition of hands and the prayers of the Officers at Life Church, Inc., he or she has been set apart and ordained to the ministry of the Gospel.

With the Minister's License, the Officers of the Board of Directors recognize his or her Divine Ordination to the Ministry of the Gospel and confer upon him or her the right to Preach the Word, administer the ordinances of the Church, perform the rite of marriage, bury the dead, and feed the flock of God, so long as his or her spirit and practice are such as become the Word of God and he or she continues to hold fast the form of sound words, according to the established doctrines of the Gospel and the policies of this ministry.

In addition to receiving a Minister's License, all accepted candidates of the Office of Minister may receive wallet credentials.

Licensing or Certification Application Procedure

Candidates who seek Licensing must apply to the Board of Directors of Life Church, Inc. The application shall include a statement concerning the candidate's Christian experience, calling from God, and knowledge upon matters of the Word. The Board of Directors is empowered by Life Church, Inc. to ascertain on its behalf that all individuals seeking Licensing are truly called of God and have had the proper preparation for such a calling and ministry. An application fee may be required. The Board of Directors shall review the application for Licensing and may ask for supplementary materials from the candidate or require an interview.

The Board of Directors shall then call for a vote; upon a majority vote of approval, the Minister's License shall be issued and the Office of Minister conferred.

If the candidate knows of an impediment to his or her service as a Minister, he or she has an obligation to reveal that to the Board of Directors before Licensing.

Policies of Licensing and Certification

Duties of Officers. Each Minister owes the duty of loyalty in that (1) he or she should not disclose any confidential information that he or she discovers as a result of his or her relationship with Life Church, Inc. at any time during and after the relationship; (2) he or she should always reveal and avoid a conflict of interest; and (3) he or she has a duty to disclose and/or submit all monies given to him or her as a result of his or her Minister's License.

Each Minister owes the duty of propriety. Everyone whom Life Church, Inc. has licensed or certificated is subject to a duty not to conduct himself or herself with such impropriety that he brings disrepute upon the ministry or upon the service and ministry in which he or she is engaged. Unless otherwise agreed, a holder of a Minister's License is subject to a duty to obey all reasonable directions from Life Church, Inc. in regard to the manner of performing a service or activity authorized by his or her credentials. Unless he or she is privileged to protect his or her own or another's interests, a holder of a Minister's License is subject to a duty not to act in matters entrusted to him or her on account of Life Church, Inc. contrary to the directions of the Board of Directors.

Revocation. Licensing from Life Church, Inc. is a covenant between the ministry and approved candidates for office. Minister's Licenses are evidence of the support and recognition of and holy orders from Life Church, Inc.; however, that support may be withdrawn upon a showing of a departure from the Word of God, a demonstration of a heart unrepentant as of a reprobate, and/or failure to abide by the policies of this ministry.

All revocations by the Board of Directors shall set forth the reason or reasons for such revocation.

The individual whose License is being revoked shall have the right to appeal their revocation if application is made in triplicate to any Director of the Corporation and delivered within thirty (30) days' notice of revocation. A properly applied for appeal shall be heard within 30 days of delivery to the Corporation. All appeals shall be at the cost of the individual whose License is being revoked.

At such an appeal, the individual whose License is being revoked may be accompanied by their spouse and shall not have the prerogative to bring any attorney or other person.

One whose Minister's License has been revoked can no longer function with the support of this ministry or act on behalf of Life Church, Inc. in any capacity and agrees not to present himself or herself as a representative of this ministry.

Resignation. The terms "resignation" and "resigned" mean that a Minister indicates, formally or informally, that he or she no longer wishes to engage in an office of this ministry.

An officer of this ministry does not simply abandon the commitments made at the time of Licensing as if resigning from a job but shall notify the Board of Directors of his or her decision with a letter of resignation. One whose resignation has been accepted can no longer function with the support of this ministry or act on behalf of Life Church, Inc. in any capacity and agrees not to present himself or herself as a representative of this ministry.

Expiration. Minister's Licenses shall expire on December 31st of each year. All Licenses and Certificates of Ordination must be renewed yearly by submitting a Renewal Form to the Board of Directors. A renewal fee may be required. The Renewal Form shall be due by November 31st or, if November 31st is a Saturday or Sunday, the first Monday thereafter.

Housing Allowance for Licensed Ministers. Under Section 107 of the Internal Revenue Code, all Full-time Licensed Ministers are allowed to exclude from gross income a Housing Allowance paid to them as part of their compensation. The amount that can be excluded from gross income is the lesser of:

- (a) the amount designated as the Housing Allowance,
- (b) the amount of actual housing expenses, or
- (c) the fair rental value of the property (furnished, plus utilities).

Each year, all Licensed Ministers who are employed by Life Church, Inc. and are eligible for a Housing Allowance shall inform the Board of Directors of their desired Housing Allowance on their Renewal Form. If the Licensed Minister does not expend the designated Housing Allowance, they must recapture that amount as income for tax purposes. However, if they have exceeded the Housing Allowance, they may not increase their allowance for tax purposes.

Each Licensed Minister shall keep an accurate record of their expenditures to rent or provide a home in order to be able to substantiate any amounts excluded from gross income when filing their federal and state income tax returns. In the event of an audit, clergy receiving a housing allowance will have the responsibility of substantiating the use of such funds.

Addresses and Notices. Each Minister shall put their current mailing address on the Acknowledgement form and notify the Board of Directors of any changes to their address. All notices shall be sent to the most recently updated address on file and shall be considered received and effective upon being mailed, whether the notice is actually received by the Minister or not.

Alcohol or Drug Dependency. Every candidate who applies for Licensing or Certification who has experienced alcohol or drug dependency, except for that which is prescribed by legitimate qualified professionals for treatment of an existing malady or the maintenance of his or her health, should not be accepted as a candidate until such time as he has been totally free from the use of such drugs for a period of one (1) year.

Criminal History. Every candidate who applies for Licensing or Certification is under a moral duty to disclose his or her criminal history, including both misdemeanor and felony convictions, whether by plea negotiation or by trial. This obligation is ongoing and continues so

long as the Minister holds a License from Life Church, Inc. A candidate who is on probation or parole should not be accepted for Licensing.

Any holder of a Minister's License accused of any impropriety or criminal conduct by a Church member or by a person to whom the Minister has ministered, must report it immediately to the Board of Directors and, in doing so, provide a full written statement.

Prohibited Conduct

The following conduct is prohibited and is grounds for the revocation of a Minister's License:

- Entering into a contract or holding one's self out to have the authority to sign a contract for the ministry. The holder of a Minister's License has no authority to enter into a contract, whether written or verbal, on behalf of Life Church, Inc. unless the Board of Directors provides that authorization in advance and in writing;
- Meeting with a member of the opposite sex alone, without a third party, or in a private setting that would have the potential to harm the good reputation of Life Church, Inc.;
- Using the Minister's License as an instrument to solicit funds, or any other thing of value, from anyone in the Church or anyone who would make a donation, without the approval of the Board of Directors. The holder of the Minister's License does not have the authority to solicit funds for Life Church, Inc. and he or she should not give the impression that he or she has that authority. If the holder of the License would like to use Life Church, Inc. as an incentive for someone to make a gift or donation, he or she must get written approval from the Board of Directors in advance;
- Committing a criminal act;
- Any other conduct that is prohibited in any other section of this document; and
- Any other conduct that gives the appearance of moral impropriety or un-Godlike behavior.

Disputes

Any claim or dispute, other than a License revocation proceeding, arising from or related to this Licensing and Certification Policy and Procedure Manual shall be settled by mediation and, if necessary, legally binding Christian arbitration. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. These methods shall be the sole remedy for any controversy or claim, other than a License revocation proceeding, arising out of this Licensing and Certification Policy and Procedure Manual and right to file a lawsuit in any civil court for such disputes, except to enforce an arbitration decision is expressly waived by any applicant for Licensing.