

Credential Renewal Information 2015

November 3, 2014

Dear Pastor, Minister:

May the blessing of our Lord Jesus Christ be upon your life and your family's life!

Once again, the Secretary Treasurer's office is ready to begin the credential renewal processing for the year. We ask that you to please carefully review this packet to **RENEW YOUR CREDENTIALS**.

You will receive two renewal forms: One of the forms is titled **CREDENTIAL RENEWAL 2015**, which is attached. Please take the time to fill out this information form completely, and return to our office. This form will also be available on our website at www.southernpacificdistrict.org

You should have already received the General Council renewal form by mail. You may fill it out and mail it with the District form to our offices, or you can renew "**ONLINE**" with the General Council, which we encourage you to do. If you have not received your renewal form, you can go to www.ag.org -select General Secretary section and download your form in PDF format. You will need your ag-passport to log in. This year, electronic renewal is available from the General Council. There is a link on our website that directs you to the the General Council website.

The deadline to mail your District and General Council renewal forms to our office is **December 31, 2014**. The envelope must be postmarked by the post office before December 31, 2014 to be considered on time. If you decide to renew online with the General Council, you will need to mail us a note indicating that you renewed on line; and keep in mind that you must still mail your **District Renewal Form** to our office by the deadline. For your consideration, **The District Office will be closed from December 24, 2014 and will open once again on January 2, 2015.**

Attached is the financial report ending October 31, 2014 for your personal contributions as well as the church's, if you are a pastor. If there is any discrepancy with your records, please call our office as soon as possible so that we may resolve it. We have also enclosed the *Housing Allowance* for your records. Do not mail it back to our office.

Our office team is ready to serve you during this time of renewal. Call us at 626-968-5088 ext. 401 (Mary Ann Hernandez) – ext. 423 (Business Office) or email us at mhernandezspd@gamil.com or scarrizospd@gmail.com.

I want to thank you for your support to our District. May the blessings of our Lord be with you and your ministry.

In Christ,

Rev. Silvia Carrizo

**IMPORTANT INFORMATION
CREDENTIAL RENEWAL 2014**

REMEMBER THAT WE CAN'T PROCESS YOUR RENEWAL UNTIL IT IS COMPLETE.

Please check the following before sending your renewal form.

1. All questions are answered and no blank spaces are left.
2. Remember to mail your District and General Council renewal form to our office by the deadline.
3. Remember to mail your **DISTRICT** and **GENERAL COUNCIL** dues. Please send **TWO SEPERATE** checks. One for Southern Pacific District and the other for General Council.
4. If you are a pastor, please do not forget to include your church dues.

Please mail your renewal forms on time. If not renewed before December 31, credentials can be suspended and the renovation cost will be higher.

Annual Dues for General Council

Do not forget to include your check made out to the General Council according to your credential level. Ordained **\$300.00**; Licensed **\$240.00**; Certified **\$ 120.00**.

MINISTER DUES

Please remember that your Minister Dues must be up-to-date in order for your credentials to be renewed. The following table shows the amount per month and year you have to pay.

<i>TYPE OF CREDENTIAL</i>	<i>MONTHLY DUES</i>	<i>TOTAL A YEAR</i>
Ordained Minister	\$162	\$ 1,944
Licensed Minister	\$152	\$ 1,824
Certified Minister	\$147	\$1,764
Ministers Spouse	\$75	\$ 900
Pastor Encargado	\$110	\$1,320
District Pastors	\$50 (1st year)	\$600
Missionaries	\$25	\$300

ANNUAL CHURCH DUES

Pastors: Remember that Church Dues need to be up-to-date in order for your credentials to be renewed.

<i>TYPE OF CHURCH</i>	<i>MONTHLY DUES</i>	<i>TOTAL A YEAR</i>
Sovereign and District Churches	\$120	\$1,440
New Affiliated churches- First 5 years	\$ 60	\$720
New Affiliated churches After 5 years	\$120	
New Works	1st year - \$0	\$0.00
	2nd year - \$25	\$300
	3rd year - \$50	\$600
	4th year - \$75	\$900
	5th year - \$120	\$1,440

IMPORTANT DATES FOR RENEWALS

A. FEES FOR CREDENTIAL RENEWALS

- 1- **ON TIME RENEWAL \$ 25.00** If sent by **December 31, 2014** (Please make your check payable to Southern Pacific District.)
- 2- **LATE RENEWAL \$75.00** If sent between **January 1-15, 2015**. All late renewals will be subject to penalty fees. (Please make two separate checks one for \$25 payable to Southern Pacific District and other for \$25 Payable to General Council.)
- 3- **LAPSED RENEWAL \$175.00** If sent after **January 15, 2015** your credentials will have **Lapsed** and you must call the office to reinstate your credentials. Avoid lapsing your credentials now that reinstating would require a background report as well as a new credit report. (You would have to make two separate checks, one of \$125 for **Southern Pacific District** and the other of \$50 for **General Council**.)

B. DEADLINE DATES

1. Your **General Council** and District applications must be in our District office with the date postmarked ON or before **December 31, 2014**.
2. All applications received after December 31, 2014 that are **NOT** postmarked on or before December 31, 2014 **will be subject to the \$75.00 late fee.**

Any forms received after January 16, 2015, not postmarked by January 15, 2015, must pay \$175.00 and apply for credential reinstatement.

C. REINSTATEMENT:

1. All applications received after ***January 15, 2015*** **WILL NOT BE ACCEPTED**. You must then call our office to request a reinstatement application.
2. If you do not request to renew your credentials before the deadline, your credential will lapse; therefore, forfeiting your status as minister of the Assemblies of God. If you are pastoring, please refer to Article VI Section 4 of the Constitution.

D. "ACMR" FORM (Only for Pastors):

1. General Council will mail the "ACMR" directly to your Church. You must complete and return one copy to General Council and another copy to our District Office by **January 31, 2015**.
2. If you do not receive an ACMR form in the mail, you have the option to fill one out online on the General Council's web page: www.Gensec.ag.org. If you do not have access to the Internet, please call Yanina at our office and she will help you to obtain this form.
3. It is very important that you return this form! **If after 3 years** you have not answered this annual questionnaire, the General Council office will contact our office to inquire about your failure to respond.
4. PASTOR, it is very important that you take your time when filling out this form now that all of your church history is recorded on it.

E. HOUSING ALLOWANCE FORM

Attached you will find the 2015 Housing Allowance form. This Form is for your records and tax purposes. **DO NOT MAIL THIS FORM TO THE DISTRICT.**

F. DISTRICT RENEWAL FORM

Please return the attached Minister Information Form. This form helps us to update your personal and church information, which is entered into our directory. It furthermore, reflects your voluntary cooperation to the General Council and our District.

Thank you for your faithfulness in maintaining your records! May the Lord bless your life and your ministry. If you have any questions pertaining to the CREDENTIAL RENEWAL PROCESS, please contact my office and we will be glad to assist you. We are here to serve you.