

CREDENTIAL RENEWAL 2017

August 8, 2016

Dear Pastor, Minister:

Blessings in the name of our Lord Jesus Christ to you and your family!

The time to renew your credentials with the Southern Pacific District is fast approaching. In 2015 the Executive and District Presbyters approved the motion to change the Credential renewal date, which had very positive results. Due to this, it is now time to renew your credentials for the year 2017 with Southern Pacific District. The deadline date is **OCTOBER 31, 2016**.

Once again, the Secretary Treasurer's office is ready to begin the credential renewal processing for the year. In light of the recent changes made, we ask that you to please carefully review this packet before you begin your **CREDENTIAL RENEWAL**.

You will receive **TWO RENEWAL FORMS**

- **One From SOUTHERN PACIFIC DISTRICT** (Included in this package.)
 - a. The deadline to mail your District Renewal Form to our office is **October 31, 2016**. The envelope must be postmarked no later than October 31, 2016 to be considered on time. Keep in mind that you must send the **District Renewal Form** to our office by the deadline.
 - b. One of the forms is titled **CREDENTIAL RENEWAL 2017**, 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
- **Second From GENERAL COUNCIL** (Sent from General Council at the end of October.)
 - a. When you receive the form from General Council, you may fill it out and mail it to the District or you can renew "**ONLINE**" with the General Council, which we encourage you to do.
 - b. If you do not receive your renewal form by early November, 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. If you need help with this, please fee free to contact our office.
 - c. An electronic renewal is also available from the General Council. There is a link on our website that directs you to the General Council website.
 - d. Even though there are two separate renewals, please make sure to send both Renewals to the District Office before the two deadlines.

Attached Forms

- Attached you will also find the financial report ending July 31, 2016 for your personal contributions as well as the church contributions, 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 2017* for your records. Do not mail it back to our office, however if you are a sovereign church, make sure to have that form signed by the secretary –treasure of your church and keep for records.

Our office team is ready to serve you during this time of renewal. Call us at 626-968-5088 ext. 401 (Juanita Cruz – ext. 423 (Business Office) or email us at juanitacruzspd@gmail.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 always.

In Christ,

Rev. Silvia Carrizo
Secretary - Treasurer

CREDENTIAL RENEWAL 2017

REMEMBER THAT WE CANNOT 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 forms to our office by the indicated deadlines.
3. Remember to mail your **DISTRICT** and **GENERAL COUNCIL** dues. Please remember to send **TWO SEPERATE** checks. One for SOUTHERN PACIFIC DISTRICT and the other for GENERAL COUNCIL.
4. If you are a pastor, your church dues have to be up to date. Do not forget to include your church dues if applicable.

PLEASE MAIL YOUR RENEWAL FORMS ON TIME BY OCTOBER 31, 2016, TO AVOID LATE FEES.

GENERAL COUNCIL DUES

When you send your General Council Renewal form, please include your check made out to the **General Council** according to your credential level.

Ordained **\$300.00** ---- Licensed **\$240.00** ---- Certified **\$ 180.00.**

SOUTHERN PACIFIC DISTRICT DUES

MINISTER DUES

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 the amount needs to be paid by the 2016 renewal time. If you would like to send the dues for the 12 months period, you may do so, and the November and December months will be applied for the 2016- 2017-year.

TYPE OF CREDENTIAL	MONTHLY DUES	TOTAL NOV. 2015 - OCT. 2016
Ordained Minister	\$162	\$1,944
Licensed Minister	\$151	\$1,812
Certified Minister	\$147	\$1,764
Ministers Spouse	\$75	\$900
Pastor Encargado	\$110	\$1,320
District Pastors	\$90	\$1,080
Foreign Missionaries	\$25	\$300
US & SPD Missionaries	\$50	\$600

CHURCH DUES

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

TYPE OF CHURCH	MONTHLY DUES	TOTAL NOVEMBER 2015 - OCTOBER 2016
Sovereign and District Churches	\$120	\$1,440
New Affiliated churches- First 5 years	\$ 60	\$720
New Affiliated churches After 5 years	\$120	\$1,440
New Works	1st year - \$0	\$0.00
	2nd year - \$25	\$300
	3rd year - \$50	\$600
	4th year - \$75	\$900
	5th year - \$120	\$1440

IMPORTANT INFORMATION FOR RENEWALS

A. CREDENTIAL RENEWALS FEES

- ❖ **Southern Pacific District ON TIME RENEWAL by OCTOBER 31, 2016: \$25.00** If sent by deadline (Please make your check payable to **Southern Pacific District**.)
- ❖ **Southern Pacific District LATE RENEWAL by November 1, 2016 through January 15, 2017: \$50.00** If the District Renewal Form is sent between those days.
- ❖ **General Council LATE RENEWAL if sent after December 31, 2016 and before January 15, 2017: \$25.00** If General Council Renewal is sent between those days.

NOTE: All late renewals will be subject to penalty fees. (Please make **two separate checks** one for \$50 payable to **Southern Pacific District** and the other for \$25 Payable to **General Council**.)

- ❖ **GENERAL COUNCIL LAPSED CREDENTIALS REINSTALATION from January 16, 2017: \$175.00** If sent after **this** day, your credentials are consider **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 for **\$125** for **Southern Pacific District** and the other for **\$50** to **General Council**.)

B. DEADLINE DATES

- ❖ **Southern Pacific District:** Renewal must be in our District office with the date postmarked **ON** or **before October 31, 2016**. **(All District Renewals received after October 31, 2016 that are NOT postmarked on or before October 31, 2016 will be subject to the \$75.00 District late fee.)**
- ❖ **General Council:** Renewal must be in our District office with the date postmarked **ON** or **before December 31, 2016**. **You can renew online with the General Council at any time after November 1, 2016. (All General Council Renewals received after December 31, 2016 that**

are **NOT** postmarked on or before December 31, 2016 **will be subject to the \$25.00 General Council late fee.**)

Any forms (District and General Council) received after January 16, 2017, not postmarked by January 15, 2017, must pay \$175.00 and apply for Credential Reinstatement.

C. REINSTATEMENT

- ❖ All applications received after **January 15, 2017 WILL NOT BE ACCEPTED**. You must then call our office to request a reinstatement application.
- ❖ 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):

- ❖ 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, 2017**.
- ❖ 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 Susie at our office and she will help you to obtain this form.
- ❖ 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 the existence of the church.
- ❖ PASTOR, it is very important for you to take time to fill out this form for your own benefit, the history of your church is recorded on it.

E. HOUSING ALLOWANCE FORM

Attached you will find the 2017 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.

HOUSING ALLOWANCE WORKSHEET 2017

Explanation of the housing or parsonage allowance: For federal income tax purposes, ministers are permitted to exclude from their church income a "parsonage allowance" designated by the church (Church Board), to the extent that the allowance is used to pay parsonage expenses **not otherwise paid by the church**. To assist the church board in designating the appropriate amount, please estimate on this form the parsonage expenses you expect to pay next year and present this form to the church board in advance of December 31 2015. We recommend that you check with a tax professional in your state for your state's treatment of parsonage allowances.

Estimated expenses for each category below in 2016:

Item Amount

- Down payment on a home \$ _____
- Mortgage payments on a loan to purchase or improve your home
(Include both principle and interest) \$ _____
- Rent payments \$ _____
- Real estate taxes \$ _____
- Property insurance for owners or personal property insurance for renters \$ _____
- Utilities (electricity, gas, water, sewer, trash pickup, local telephone charges) \$ _____
- Furnishings and appliances (purchase and repair) \$ _____
- Structural repairs and remodeling \$ _____
- Yard maintenance and improvements \$ _____
- Maintenance items (household cleaners, light bulbs, pest control, etc.) \$ _____
- Homeowners association dues \$ _____
- Miscellaneous \$ _____

Total Estimated Expenses \$ _____

This list of expenses represents a reasonable estimate of my housing expenses for next year. I understand and agree that:

- The church board will not designate a portion of my compensation as housing allowance until I complete and return this form.
- Retroactive designations of housing allowances are not legally effective.
- If a change in my housing allowance is necessary because these estimates are insufficient, it is my responsibility to notify the church board.
- **My housing allowance exclusion for income tax purposes is not the same as my estimated expenses.** The actual housing allowance exclusion is the lowest of three amounts: (1) my actual housing expenses for the year, (2) the fair market annual retail value of my home (furnished, including utilities), or (3) the church-designated housing allowance.
- My housing allowance exclusion is an exclusion for federal income taxes only. I must add my housing allowance as income in reporting my self-employment taxes on Schedule SE (unless I am exempt from self-employment taxes).

Signature of Pastor

Date

I attest that I received this form from the above minister.

Signature of Secretary

Date



CREDENTIAL RENEWAL 2017

MINISTER INFORMATION

1. First Name: _____ Last Name: _____
2. Home Address: _____
3. City: _____ State: _____ Zip Code: _____
4. Mailing Address: _____
5. City: _____ State: _____ Zip Code: _____
6. Home Telephone: (_____) _____ / _____ Cell Number: (_____) _____ / _____
7. E-mail: _____
8. DOB: ____/____/____ Place of Birth: _____
9. Race: _____ Nationality: _____
10. Language Preferred: ☐ Spanish ☐ English
11. Marital Status: ☐ Married ☐ Single ☐ Widow ☐ Separated ☐ Divorced ☐ Annulled
12. Name of Spouse: _____
13. DOB of Spouse: ____/____/____
14. Wedding Anniversary: ____/____/____
15. If you are divorced, does your first spouse live? ☐ Yes ☐ No

CREDENTIAL CLASSIFICATION: ☐ Ordained ☐ Licensed ☐ Certified ☐ District Pastor
☐ US/ SPD Missionary ☐ Foreign Missionary ☐ Pastor Encargado



CHURCH INFORMATION

Name of Church: _____

City: _____

You are serving as: ☐ Sr. Pastor ☐ Associate Pastor ☐ Church Staff ☐ Youth Pastor
☐ Evangelist ☐ Missionary ☐ Christian Education ☐ Music-Ministry
☐ Other (specify): _____



FINANCIAL INFORMATION

Did you file bankruptcy this past year: ☐ Yes ☐ No

If "YES" on a separate sheet of paper, please give full details as to your outstanding debts and how you propose to pay these debts.

Did you send your monthly fee this past year according to the District Constitution? ☐ Yes ☐ No
(Article XI, Section 1-a page 82)

Ministers Dues paid in 2015 (Jan- Oct.) \$ _____ Balance due \$ _____

If you are a Pastor: Church Dues paid in 2015 (Jan – Oct) \$ _____ Balance due \$ _____

The principle of **voluntary cooperation** on which the General Council and the District base themselves as follows:

1. **Voluntary**, means after becoming aware of the principles, doctrines, and practices of the Assemblies of God, and recognizing the benefits available through the affiliation with said organization, the individual freely chooses all that said organization represents, supports, and promotes.
2. **Cooperation** means that to the best of his/her ability he/she will fulfill all decisions that outline and define the duties and responsibilities pertaining to members of the organization and will respect the majority's decision, expressed through a democratic process, as long as he/she is a member.
Therefore, **"Voluntary Cooperation"** means that an individual, according to his/her free will, decides to become a cooperative member of the Assemblies of God.

Do you promise yourself wholeheartedly to the above statement concerning:

"Voluntary Cooperation?" ☐ Yes ☐ No

Do you promise to honor through: Faithfulness, Purity, Diligence, Integrity, Courtesy, Ministerial Ethics, Dedication, and Evasion of Unseemly Appearance, desiring the unction of the Holy Spirit until death?

☐ Yes ☐ No

Signature: _____ Date: _____

Make plans to attend General Council 2017 in August 2017 in Anaheim, California.

WE THANK GOD FOR YOUR DEDICATION AND YOUR SERVICE TO THE LORD AND HIS KINGDOM.
MAY THE BLESSINGS OF THE LORD BE WITH YOU IN EVERYTHING YOU DO FOR HIM IN 2017