

EVANGELICAL CHURCH ALLIANCE
INSTRUCTIONS TO COMPLETE AN APPLICATION FOR MEMBERSHIP
Please carefully read this entire page in before beginning your application process.

In order to apply for membership with the ECA as an Ordained or Licensed Minister, a candidate must complete an *Application for Membership*, including a required signature acknowledging the applicant's agreement with the ECA's Tenets of Faith, Ministerial Ethics, and Disciplinary Procedure; and submit the application along with the following support documents:

1. A non-refundable Application Fee in the amount of \$50 (Foreign applicants and Canadian members must submit the fee by a U.S. Money Order.)
2. A clearly written testimony of the candidate's salvation, having the candidate's name at the top and limited to one page in length.
3. A clearly written description of the candidate's personal calling to ministry, having the candidate's name at the top and limited to one page in length.
4. A Resume of the candidate's ministry career, experience, training, activities, and Biblical education. History of experience is to include the name and address of the organization, supervisor's name, and tenure of ministry. (A downloadable Sample Resume is available on the *Apply Today* page of the ECA website or you may request one by phone or email.
5. Official Educational Transcript(s) sent directly to the ECA by the institution. (In the absence of official transcripts, other support documents may be considered for acceptance with prior approval.) A candidate for application must meet the minimal educational requirements for License or Ordination as defined by the ECA Standards and Credentials Committee.
6. A Passport-quality, color photo.
7. Proof of Ordination from an approved, ecclesiastical body. (For applicants who have been previously ordained, and desire a transfer of their ordination.) The ECA will allow a member to hold credentials with other approved organizations.
8. Two Ministerial Reference Forms and two Personal Reference Forms completed and sent directly to the ECA from the references. These forms may be obtained from the *Apply Today* page of the ECA website or you may request them by phone or email. The applicant is responsible to print and distribute the Reference forms and instruct each reference to send them directly to the ECA, or instruct each reference to download the form from the *Apply Today* page of our website and email it directly to the ECA by clicking on the "Submit By Email" button in the upper right hand corner of the document. The Reference Form must not be altered in any way. (References must have known the candidate for a minimum of one year and not be directly related to the applicant. Ministerial References must be Licensed, Ordained or Commissioned.)
9. Provide additional information as determined by the ECA staff. (For example: ECA staff may request information on a prior divorce.)

An application will not be considered for approval until all of the above support documents have been received and approved. At this time an approval notification will be made by email, (by postal mail if the candidate does not have email.) Once approved, the candidate must submit their first Annual Membership Dues Payment. This amount is normally \$125.00, however, from August through December the amount is prorated at the cost of \$12.00 per month. (Example: A candidate which has been approved in August would pay \$60.00 for their first Annual Membership Dues Payment.)

Once payment is received, arrangements will be made for an Examination Interview to be conducted by an ECA Examination Interview Committee which convenes at the Annual Conference and each Regional Conference. If a candidate for application is not able to attend a recommended conference, the candidate must state in writing the hardship which prevents their participation and a Chairperson will be secured to form a committee which will serve at a time and location which may be more suitable. Locations and dates of the conferences will be provided upon notification of approval, or may be obtained on the ECA website or by contacting the ECA office. If the Examination Interview Committee approves the applicant for membership, they will make arrangements for an Ordination Service. If the candidate is approved by the Committee for License, no Ordination Ceremony is required. (Since the steps of forming a committee may often take up to a couple of months, a candidate will be required to be patient with the application process.)

The Examination Interview Committee Chairperson will submit a completed *Examination Interview Form*, having been signed by each member of the committee, and (for those being Ordained) a completed and signed *Ordination Report Form* to the ECA office.

The candidate will be accepted into ECA Membership, granting all rights and privileges according to the ECA Constitution and By-laws upon receipt of the forms from the committee. At that time the Evangelical Church Alliance will send the candidate's Ministerial Credentials. For those who were Ordained, they will include: *Certificate of Ordination*, current *Ordination Credentials*, *Minister's ID Card* and a *Ministers Manual*. Those who've had a Transfer of Ordination or were Licensed, will receive their current credentials, *Ministers ID Card* and a *Ministers Manual*.

Each new member must keep in mind that in order to remain in good standing with the Evangelical Church Alliance, they must adhere to the ECA Tenets of Faith, abide by the ECA Ministerial Ethics and Disciplinary Procedure. Members must also inform the ECA within forty-five days of any ministry or marital changes, and when there is a change of the member's contact information, including: mail address, phone numbers, and email address. ECA members are required to submit an Annual Ministerial Report Form by April 1 of each year and submit payment of their Annual Membership Dues which are invoiced and payable on the first of each year. A \$35.00 late fee will be applied to a member's account if the dues payment is not paid by July 1, fee unless a previously approved partial payment has been received.

Members may submit payment of their Annual Membership dues by check, payable to the Evangelical Church Alliance, PO Box 9 Bradley, IL 60915 or by electronic payment at the ECA website *Giving* page, (utilizing a routing number and account number of a U.S. Bank). Canadian and Foreign members must send payment by U.S. Postal Money Order by mail.