

SENIOR PASTOR

- The Senior Pastor (or nominating representative) contacts the State Office stating they wish to nominate a candidate to receive an ACC credential (SMC, PMC or OMC)
- The State Office will then email the Senior Pastor (or nominating representative) with the '**Senior Pastor Pre-Application Form link**', ACC documentation and policies for the candidate (and if the applicant is a SMC or PMC, the Orientation to Ministry course link)
- The Senior Pastor is to schedule a time to conduct an interview with the candidate, and forwards the ACC documentation and policies (and if the applicant is a SMC or PMC, the Orientation to Ministry course link) to the candidate

CANDIDATE

- The Candidate **must read the ACC documents AND complete the 'Orientation to Ministry' or 'Ministry Essentials' course prior** to proceeding with the 'Senior Pastor Pre-Application interview'
 - (SMC & PMC candidates) Complete the Orientation to Ministry course
 - (OMC candidates) Attend the Ministry Essentials Course
 - Read the ACC United Constitution
 - Read the ACC Child Protection Policy
 - Read the ACC Ministerial Code of Conduct
 - Read the ACC Safer Churches Guidelines
 - Read the ACC Statement on Marriage and Divorce

CANDIDATE & SENIOR PASTOR

- Senior Pastor (**or nominating representative**) interviews the candidate via the ACC Credential Portal, using the questionnaire link provided in the email from the State Office.
- The candidate is required to **nominate three (3) referees** who can write a ministry report reference for them. Candidate must provide *current* contact details, i.e. mobile number, email address.
- Referees - who:
 - Senior/Supervising Pastor or Regional Leader (if candidate is a Senior Pastor)
 - Two referees who can comment on their suitability for ministry (preferably one is a pastor from a different church)
 - If above referees are known for less than 3 years or related to the candidate or the other nominated referees, a fourth referee is required
- Senior Pastor SUBMITS pre-application form
- **An automated email notification is sent to the 3 referees to complete an online reference (It is the candidate's responsibility to confirm with their referees their completion of reference)**

REGIONAL INTERVIEW

- **A regional interview will be arranged by the local region once all 3 references have been received**
 - If applicable, the candidate's spouse is to attend the regional interview

ACC CREDENTIAL APPLICATION

- After a successful interview the candidate will receive an email with a link to complete their online '**ACC Credential Application**'
- The applicant will be required to upload all requested evidence/documents in this section as per the checklist
- It is at this stage that the candidate will **pay the \$150 application fee**

THEOLOGICAL QUESTIONNAIRE

- After completing and submitting the '**ACC Credential Application**' the candidate will receive two emails:
 - an email with a link to login to the ACC online portal, (*instructions of how to do so are part of this email*)
 - an email with a link to complete the ACC Theological Questionnaire (OMC candidates are not required to redo this Questionnaire-however they will be required to state they still are in agreement with their previous answers submitted with their SMC or PMC)
- An online Theology Coach will interact with the candidate in helping them to complete the Theological Questionnaire.

CREDENTIAL COMMITTEE REVIEW

- This final stage sees the completed credential application sent to the Credential Committee, ACC State & National Executives for final approval (NB: this can take a number of months as meetings are only held four times a year)

SMC/PMC Credential Application Checklist

SMC: Specialised Ministry Credential

This **Credential** is issued to successful candidates who are involved in specific ministries within a local church. The credential is only valid for the designated ministry and church. Should the holder leave that ministry and/or church the Credential lapses. There is no pathway to ordination (OMC); they will need to re-apply for a PMC after the satisfactory completion of at least one year as a specialised ministry. SMC holders have full voting rights at Conferences.

PMC: Provisional Ministers Credential

This **Credential** is issued to successful candidates who have clear signs of an evident call of God upon their life and are committed to fulfil that call. This Credential is valid for the State in which it is issued as long as the applicant remains active in ministry and fulfils the requirements as per article 11 of the United Constitution under the covering of their Senior Pastor. This Credential can lead to ordination (OMC). PMC holders have full voting rights at Conferences.

SMC/PMC APPLICATION – INFORMATION/EVIDENCE REQUIRED	
ACC Documents	ACC Online Credential Process & Checklist ACC United Constitution ACC Child Protection Policy ACC Ministerial Code of Conduct ACC Statement on Marriage and Divorce (Please click here to read ACC Documents)
ACC Child Protection Training	Evidence of completion of the ACC QLD/NT Safer Churches Induction/Refresher Course for ACC Credential Holders - (Please click here to complete the required course) <ol style="list-style-type: none"> 1. Homepage - scroll down to "ONLINE COURSES AVAILABLE" 'COURSES FOR ACC CREDENTIAL HOLDERS' 2. Click on 'QLD/NT' Credential Holders State 3. Click on 'ACC QLD/NT Safer Churches Induction Course 2nd Ed' if you have not completed this course before. Click on ACC QLD/NT Safer Churches Refresher Course 2nd Ed if your Induction course has expired (completed more than 3 years ago) 4. Click on 'REGISTER NOW' 5. Continue study till completion
Working with Children Check	Queensland: Blue Card/Northern Territory: Ochre Card
Police Check	National Police Check - (Please click here to obtain a National Police Check)
ACC Orientation to Ministry Course	Evidence of completion of the ACC Orientation to Ministry course (Please click here to complete this course if not completed) <ol style="list-style-type: none"> 1. Homepage - scroll down to "Courses Currently Available" 2. Click the Category = "Australian Christian Churches" 3. Click on the applicable course 4. Create new account (if they do not have one already) 5. Enrol with key ACCOTM23 (for Orientation to Ministry) 6. Continue study till completion
Divorce Documents	If candidate or spouse have previously been divorced/remarried, a copy of the Decree Absolute is required
Bankruptcy	If candidate or spouse have previously been bankrupt, a copy of the Bankruptcy Discharge is required
Permanent Residency	Evidence of citizenship/permanent residency, *temporary/conditional visa/passport if not born in Australia. *Temporary and conditional visas will be assessed case by case
Photo	Headshop photo in Jpeg format for credential card
Identification	Driver's License or Passport
Theological Questionnaire (12 doctrinal questions)	Submitted via member's portal login after completion of online application. (Please click here to watch the doctrinal videos) <ol style="list-style-type: none"> 1. Questions to be answered fully & in your own words. Some questions have 2 parts 2. Support must be shown for each answer/part with at least 3 scriptural references 3. Answers are to be a maximum of 200 words (however, if question in 2 parts, each part to be 200 words, along with at least 3 scriptural references for each part)
Application Fee	\$200.00 will be required at completion of application

OMC Credential Application Checklist

OMC: Ordained Ministers Credential

It is not possible to be nominated for an OMC directly without fulfilling a probationary period (PMC) or to be nominated before the probationary period has been completed. It is the Senior Pastor/Supervising Pastor who determines when it is appropriate for a PMC holder to be nominated for full Ordination. OMC holders may apply for a Marriage Celebrant License and have full voting rights at Conferences.

OMC APPLICATION – INFORMATION/EVIDENCE REQUIRED	
ACC Documents	ACC Online Credential Process & Checklist ACC United Constitution ACC Child Protection Policy ACC Ministerial Code of Conduct ACC Statement on Marriage and Divorce (Please click here to read ACC Documents)
ACC Child Protection Training	Evidence of completion of the ACC QLD/NT Safer Churches Induction/Refresher Course for ACC Credential Holders - (Please click here to complete the required course) <ol style="list-style-type: none"> 6. Homepage - scroll down to "ONLINE COURSES AVAILABLE" 'COURSES FOR ACC CREDENTIAL HOLDERS' 7. Click on 'QLD/NT' Credential Holders State 8. Click on 'ACC QLD/NT Safer Churches Induction Course 2nd Ed' if you have not completed this course before. Click on ACC QLD/NT Safer Churches Refresher Course 2nd Ed if your Induction course has expired (completed more than 3 years ago) 9. Click on 'REGISTER NOW' 10. Continue study till completion
Working with Children Check	Queensland: Blue Card/Northern Territory: Ochre Card
Police Check	National Police Check - (Please click here to obtain a National Police Check)
ACC Ministry Essentials Intensive	Evidence of completion of the ACC Ministry Essentials Intensive (Please click here to register to attend the intensive if not completed)
PMC	Must have held a PMC for at least 2 years
Theological Qualifier	Minimum qualification of a Cert IV in Christian Ministry or its equivalent
Divorce Documents	Candidate or spouse are only required to give details of divorces and/or remarriages since receiving current credential
Bankruptcy	If candidate or spouse have previously been bankrupt, a copy of the Bankruptcy Discharge is required
Photo	Headshot photo in Jpeg format for credential card
Identification	Driver's License or Passport
Permanent Residency	Evidence of citizenship/permanent residency, *temporary/conditional visa/passport if not born in Australia. *Temporary and conditional visas will be assessed case by case
Application Fee	\$150.00 will be required at completion of application
Dues: National & State	PMC pastors dues must be paid up to date for current year

THEOLOGICAL QUESTIONNAIRE FOR PMC/SMC APPLICATIONS

As per the ACC Online Credential Process information on page 1, after a successful Regional Interview, you will receive a link to complete your online 'ACC Credential Application'. After completing and submitting the 'ACC Credential Application' the candidate will receive two emails:

- an email with a link to login to the ACC online portal
- an email with a link to complete the ACC Theological Questionnaire

To prepare for your online Theological Questionnaire submission, please see below an 'expanded' version of the questions to assist you in completing your online Theological Questionnaire correctly. Also, in preparation to complete your online Theological Questionnaire submission, please watch the Theological Questionnaire Videos - please [click here](#).

It may be conducive to start answering these questions in a word document as soon as possible so by the time you get access to the submit your Theological Questionnaire, you can just copy and paste your answers in to the portal 😊

Theological Questionnaire Instructions:

- Please answer all questions fully and in your own words
- Support each answer with three scriptural references.
- Some questions have 2 parts.
- Please keep answers to a maximum of 200 words (however, if a question is in 2 parts, each part to be 200 words, along with at least 3 scriptural references for each part).

1. Explain your views on the Deity and Humanity of Jesus Christ.
 - 1A. The Deity of Jesus Christ?
 - 1B. The Humanity of Jesus Christ?
2. Outline your beliefs on the Godhead.
3. Explain your views on the Person of the Holy Spirit, and Deity of the Holy Spirit.
 - 3A. The Person of the Holy Spirit?
 - 3B. The Deity of the Holy Spirit?
4. How do you view the redemptive work of Christ and the salvation of man?
5. What are your views regarding the inspiration and authority of the Bible?
6. Explain both the Physical and Spiritual aspects of Water Baptism.
 - 6A. The Physical Aspect of Water Baptism?
 - 6B. The Spiritual Aspect of Water Baptism?
7. Outline your beliefs about the Gifts of the Spirit and the Baptism of the Holy Spirit.
 - 7A. The Gifts of the Holy Spirit?
 - 7B. The Baptism of the Holy Spirit?
8. Explain your views on divine healing.
9. Explain your views on the Second Coming of Christ.
10. What are your views on eternal judgment?
11. What are your views on the essential connection between "speaking in other tongues" (Acts 2:4) and the baptism in the Holy Spirit?
12. Explain your beliefs on the Nature and Origin of Satan.
 - 12A. The Nature of Satan?
 - 12B. The Origin of Satan?