



**The School of Theology  
of the Primitive Methodist Church**

[9-2016]

**Introductory Letter - Application Package  
(Local Preacher or Deaconess)**

Rev. Allan Rupert (President/Secretary)  
207 Whitmore Avenue  
Mayfield, PA 18433-1738  
Telephone - 570-876-2234  
e-mail - pmcjermyn@gmail.com

Dear Applicant,

This application package is designed for those applying for licensing as a Local Preacher or as a Deaconess.

Let me take this opportunity to express my pleasure that you are considering serving the Lord Jesus Christ through your local Primitive Methodist Church. The process is quite involved, allowing full examination of us, and of yourself, to assure complete satisfaction when we recommend you to be licensed as a Local Preacher in our denomination. The School of Theology is designed to encourage you, train you, and examine you in regard to this ministry. Thank you for your patience in this process; God, who called you, will also prepare the way.

Enclosed you will find the full application package for someone who has felt God's calling to become a Local Preacher. This is a checklist of the things that you should do;

- \* Review the information about becoming a Local Preacher in the Discipline under Chapter 310.
- \* Since a Local Preacher is amenable to the local P.M. Church, please have your pastor fill out the "Quarterly Conference Approval Statement". This approval is needed before we can complete the application process, and should be done as soon as possible. Your pastor will mail this form to the secretary. Providing a stamped, addressed envelope is suggested.
- \* Completely answer all the questions on the "Application Questionnaire".
- \* Fill out and sign the "Confirmation Statements", the "Criminal Record Search Permission Form", and the "Permission to Contact References Form."
- \* Mail to the secretary the completed Application Form, Confirmation Statements, Criminal Record Search Permission Form, and a check for the application fee of \$25.00 made out to "P.M. School of Theology". This fee pays for the Criminal Record Search, telephone calls to References, etc.
- \* Distribute your "Reference Evaluation Forms" to those you select as references; one is to be a church-related reference, one a work-related reference, and one a community-related reference. Please do not use a relative as a reference.
- \* Forward a transcript of any college credits to the secretary of the School of Theology.

If you have any questions, please seek help from the secretary of the School of Theology. It is his job to make the application process as smooth as possible for you.

On behalf of the faculty of the School of Theology,     Rev. Allan Rupert



**The School of Theology  
of the Primitive Methodist Church**

[9-2016]

**Application Questionnaire ~ ~ ~ Local Preacher's License**

**Please use a separate sheet of paper to answer all these questions. For most of the questions, a brief paragraph is all that is needed, but please do not leave out any details that may be important to the faculty as we consider your application. Please identify the answers given by the topic and number of each question as listed below.**

**I. Personal**

\* Please attach your complete Résumé or Curriculum vitae; including your full name, birthdate, address, telephone number, e-mail address, education, employment, experience, and honors.

\* A transcript of all courses taken at a school of higher education should be sent to the Secretary.

A. The names of your spouse and dependents

B. Are you currently enrolled in any degree program? Please specify what Bible Courses you are taking, or will take in the near future.

**II. Spiritual**

A. Please give your testimony about your experience of salvation and regeneration.

B. What "internal" assurances have you concerning your salvation?

C. What evidence do you have of the presence and power of the Holy Spirit in your life?

D. Write a brief paragraph about how prayer enriches your life.

E. What is your understanding of the New Birth with respect to how it is obtained and its effect.

**III. Service**

A. Where do you presently hold membership in a local church?

B. Please detail your involvement and activities in your local church over the past three years.

C. Please write about how you have been instrumental in leading others to accept Christ as their personal Savior.

D. Please list any spiritual gifts you may have, and give examples of how you have used them.

**IV. Calling**

A. Please describe your calling to the work of a Local Preacher, noting the details of the calling.

B. What is your specific desire as it relates to serving the Lord through the Primitive Methodist Church?

**V. Doctrinal**

A. Have you studied the General Principles and Doctrines of the Primitive Methodist Church as they are explained in Chapter 1 and the Means of Grace in Chapter 7 of the "Discipline"?

B. Do you accept, and are willing to defend, the teachings of the Primitive Methodist Church as they are explained in the "Discipline"?

C. Please list and briefly explain any questions, hesitations, or concerns you may have concerning any of these teachings.

D. Please explain your conviction concerning Infant Baptism.

E. Please explain your conviction concerning the Charismatic Movement and the use of sign-gifts.

**VI. Signature**

I declare that all the information contained in this application is truthful and is in no way intended to mislead or hide anything that may be considered important to the faculty of the School of Theology of the Primitive Methodist Church in the USA

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Signature

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Date



**The School of Theology  
of the Primitive Methodist Church  
Confirmation Statements ~ ~ ~ Application Package (Local Preacher)**

[9-2016]

**Note:** The School of Theology believes that Pastors and Local Preachers should be held to a higher level of accountability since they are the most visible example of believers in the church. The following information may exclude the board from recommending your acceptance or licensing, but is meant to allow the board to explore such details to our satisfaction, that we may be thorough in the work entrusted to us by the Conference, and recommend your advancement without reservation.

To the Conference of the Primitive Methodist Church in the USA

**I. Abstinence**

I confirm that I abstain from the use of intoxicating beverages in any form, the use of tobacco in any form, and the use of narcotics or any illegal drugs of any kind.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**II. Solvency**

I confirm that I and my family are financially solvent (defined as able to meet all current bills with my/our present salary, and/or with any expected salary to be received if you accept work as a pastor in the P.M. Conference), that I have never declared bankruptcy, and that I have left no creditor unpaid for any debt that I may have incurred.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**III. Marriage and Divorce**

I confirm the following information about my marriage;  
I am Single, Married, Divorced, Re-married, Widowed -

The following details are true about any previous marriages or relationships (specifically dates in regard to salvation, current responsibilities, and circumstances that led to divorce or separation).

The names of all dependents and their ages -

The names of any dependents from previous marriages or relationships -

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



**The School of Theology  
of the Primitive Methodist Church**

[9-2016]

**Permission Form ~ ~ ~ Application Package (Local Preacher)**

**Note:** Your signature on this form grants the School of Theology permission to check all states for any criminal record charge or conviction.

Print clearly your full name \_\_\_\_\_

Print any alias names used:

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_

Place of Birth \_\_\_\_\_

Please list any state you have lived in during the past twenty years (we do not check juvenile records)

State _____	City _____	Dates _____
State _____	City _____	Dates _____
State _____	City _____	Dates _____
State _____	City _____	Dates _____
State _____	City _____	Dates _____
State _____	City _____	Dates _____
State _____	City _____	Dates _____

Have you ever been convicted or pled guilty of any crime? \_\_\_\_\_

If so, please give the details:

Is there any information that the faculty of this School of Theology might find pertinent when making a decision on whether or not to recommend you as a candidate for ordination? \_\_\_\_\_

If so, please give a brief summary of the details:

**Signature:** I acknowledge the right of the Primitive Methodist Church in the USA to fully examine and check any pertinent information about those applying for recognition and licensing within their Conference, including previous criminal records. I hereby give permission to the School of Theology of the Primitive Methodist Church in the USA to conduct a criminal background check about myself, in any state in which I have lived during the past twenty years. I hereby confirm that all the information I have recorded on this page is complete and true.

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Signature

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Date



**The School of Theology  
of the Primitive Methodist Church**

[9-2016]

**Permission to Contact References**

**Application Package (Local Preacher)**

**Signature:** I acknowledge the right of, and grant permission to, the Primitive Methodist Church in the USA to fully examine and check any pertinent information about those applying for a Local Preacher's License or a Deaconess License within their Conference. I hereby grant permission to the School of Theology to gather and confirm references for and about myself. I further grant them permission to ask any references that I supply to suggest secondary references, and to contact these secondary references in regard to a recommendation about my qualifications, temperament and abilities to serve as a pastor in this denomination. I hereby authorize the references and secondary references to disclose whatever information they may have regarding my character and fitness for the position for which I have applied. Thus, I waive any rights of confidentiality, am fully aware of the contents of this application, and freely consent and sign it under no duress or coercion.

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Signature

Date

I have asked the following to act as a reference:

**Church-Related**

Name, address and telephone number:

**Work-Related**

Name, address and telephone number:

**Community-Related**

Name, address and telephone number:



**The School of Theology  
of the Primitive Methodist Church**

[9-2016]

**Reference Evaluation: Church-Related (Local Preacher)**

(Name of Applicant) \_\_\_\_\_

is submitting an application to the Primitive Methodist Church in the USA to become a licensed Lay Leader to assist in the pastoral ministry. Would you please help us in our appraisal of this individual by answering the following questions?

(1) How long have you known the applicant, and in what capacity?

(2) Please comment on the applicant's ability to get along with, and work with others.

(3) Are you aware of any outstanding abilities the applicant possesses? (Organizational skills, teaching ability, speaking, music, counseling, soul-winning, etc.)

(4) To your knowledge, does the applicant use any intoxicating beverages, tobacco or narcotics in any form?

(5) To your knowledge, are there any tendencies or traits, or lack of abilities and skills, which you feel might reduce the effectiveness of the applicant for work as a Local Preacher / Deaconess?

(6) Do you believe that the applicant has attained a sufficient maturity level that would enable him to serve effectively as a Local Preacher / Deaconess?

(7) Do you know anything about the character, life, faith, and doctrines of this applicant, that our School of Theology should take into consideration?

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Please return this form to: Rev. Allan Rupert, 207 Whitmore Avenue, Mayfield, PA 18433-1738**



**The School of Theology  
of the Primitive Methodist Church**

[9-2016]

**Reference Evaluation: Work-Related (Local Preacher)**

(Name of Applicant) \_\_\_\_\_

is submitting an application to the Primitive Methodist Church in the USA to become a licensed Lay Leader to assist in the pastoral ministry. Would you please help us in our appraisal of this individual by answering the following questions?

(1) How long have you known the applicant, and in what capacity?

(2) Please comment on the applicant's ability to get along with, and work with others.

(3) Are you aware of any outstanding abilities the applicant possesses? (Organizational skills, teaching ability, speaking, music, counseling, soul-winning, etc.)

(4) To your knowledge, does the applicant use any intoxicating beverages, tobacco or narcotics in any form?

(5) To your knowledge, are there any tendencies or traits, or lack of abilities and skills, which you feel might reduce the effectiveness of the applicant for work as a Local Preacher / Deaconess?

(6) Do you believe that the applicant has attained a sufficient maturity level that would enable him to serve effectively as a Local Preacher / Deaconess?

(7) Do you know anything about the character, life, faith, and doctrines of this applicant, that our School of Theology should take into consideration?

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Please return this form to: Rev. Allan Rupert, 207 Whitmore Avenue, Mayfield, PA 18433-1738**





**The School of Theology  
of the Primitive Methodist Church**

[9-2016]

**Reference Evaluation: Community-Related (Local Preacher)**

(Name of Applicant) \_\_\_\_\_

is submitting an application to the Primitive Methodist Church in the USA to become a licensed Lay Leader to assist in the pastoral ministry. Would you please help us in our appraisal of this individual by answering the following questions?

(1) How long have you known the applicant, and in what capacity?

(2) Please comment on the applicant's ability to get along with, and work with others.

(3) Are you aware of any outstanding abilities the applicant possesses? (Organizational skills, teaching ability, speaking, music, counseling, soul-winning, etc.)

(4) To your knowledge, does the applicant use any intoxicating beverages, tobacco or narcotics in any form?

(5) To your knowledge, are there any tendencies or traits, or lack of abilities and skills, which you feel might reduce the effectiveness of the applicant for work as a Local Preacher / Deaconess?

(6) Do you believe that the applicant has attained a sufficient maturity level that would enable him to serve effectively as a Local Preacher / Deaconess?

(7) Do you know anything about the character, life, faith, and doctrines of this applicant, that our School of Theology should take into consideration?

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Please return this form to: Rev. Allan Rupert, 207 Whitmore Avenue, Mayfield, PA 18433-1738**



**The School of Theology  
of the Primitive Methodist Church**

[9-2016]

**Local Church Recommendation  
Application Package (Local Preacher)**

From the Quarterly Conference of the \_\_\_\_\_ Primitive Methodist Church

We have examined \_\_\_\_\_  
and believe that he/she is a suitable candidate for special ministry in our Primitive Methodist Church. We  
recommend that he/she be enrolled in the School of Theology and begin working toward;

\_\_\_ being licensed as a Local Preacher

\_\_\_ being licensed as a Deaconess

Our examination was in the areas of;

Salvation and Calling

Personal Qualifications

Education

Doctrine and Beliefs

Suitability and Maturity

Agreement of his wife and family

Recommendation of pastor and church

This recommendation was made and received a favorable vote at a Quarterly Conference meeting of our church,  
held on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ Date \_\_\_\_\_

Signed by the President of the Quarterly Conference, the Station Steward or the Church Secretary

**Please return this form to:**

Rev. Allan Rupert, secretary  
702 Whitmore Avenue  
Mayfield, PA 18433-1738