Persons may be certified and called to service within congregations, councils, and church-related entities, serving in staff positions. These individuals endeavor to reflect their faith through their work and to strengthen the church through their dedication. They should be encouraged by their session and presbytery to meet, or be prepared to meet, the certification requirements in a handbook provided by a national certifying body approved by the General Assembly. Names of those who have earned certification through a national certifying body shall be transmitted to the appropriate body of the General Assembly, which will forward them to the stated clerk of the presbyteries in which those persons labor. G-2.1101

The Presbyterian Church (U.S.A.)'s Book of Order calls for the General Assembly to approve national certifying bodies in order for those individuals achieving certification to be recognized in the church. The Office of the General Assembly has developed this application process for organizations wishing to be recognized as national certifying bodies.

Approved National Certifying Bodies are approved for the period of time starting at the close of the General Assembly where the approving action was taken to the close of the next General Assembly. These organizations must apply every two years (for consideration at the biennial General Assemblies) to maintain their status as an Approved National Certifying Body.

Applications are due to the Office of the General Assembly by January 15, 2020. Please provide both a paper copy and an electronic copy of the full application. The Committee on the Office of the General Assembly will review the applications and transmit appropriate applications to the General Assembly for action.

Please address any questions to: Ordered Ministries and Certification
Office of the General Assembly
Presbyterian Church (U.S.A.)
100 Witherspoon Street
Louisville KY 40202-1396
Diane.Minter@pcusa.org
502.569.5421 or 888.728.7228 x5421

1. Organization Information:
   a. Organization’s name
   b. Organization’s address
   c. Organizational status (check all that apply):
      □ not-for-profit organization □ membership organization
      □ committee/group/unincorporated association
   d. Presbyterian Church (U.S.A.) only or ecumenical association?

2. Organization’s Primary Contact/Information:
   a. Name of primary contact
   b. Organizational role of primary contact
Application to be Recognized

National Certifying Body

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c. Term of office (if appropriate)
d. Mailing address of primary contact
e. E-mail address of primary contact
f. Phone numbers of primary contact

3. Narrative:
   a. What certification(s) does your organization oversee? What church workers benefit most from your certification program(s)?
   b. How does your organization’s certification process support the life and mission of the Presbyterian Church (U.S.A.)? If your organization is ecumenical, how does the certification specifically prepare those seeking certification for service in the PC(USA)?
   c. Brief History of Organization and Certification Process
   d. To what “appropriate General Assembly body” do you propose transmitting “names of those who have earned certification,” so that the body may “forward them to the stated clerk of the presbyteries in which those persons labor?” (G-2.1101) Why do you propose the body that you do?

4. Required Attachments:
   a. Certification Standards/Manual
   b. Report on those within the PC(USA) certified in 2018 and 2019 (the last two full calendar years prior to the next General Assembly of the Presbyterian Church (U.S.A.)). Please list each person by name and presbytery, certification achieved, as well as the aggregated numbers for each of the following categories*:
      i. racial ethnic status: (Asian, African, African American/Black, Hispanic, Middle Eastern, Native American, White, Other)
      ii. Age Distribution: (25 and under, 26-45, 46-55, 56-65, 65 and over)
      iii. Persons with a Disability: (Hearing Impairment, Mobility Impairment, Sight Impairment, Other)
      iv. Gender
   c. Six year numerical history of those seeking certification and achieving certification (if applicable)
   d. Organization leadership roster, with contact information, including roles and denominational membership
   e. Key organizational documents, including by-laws (if applicable), articles of incorporation (if applicable), and annual budget

* -- Please note – categories for racial ethnic status, age distribution, and persons with disabilities are based upon categories approved by the General Assembly for congregational statistical reporting