

Lay Minister Renewal Information

1. Lay Ministers are expected to report to the Local Business Conference each quarter. Speak with your pastor for details. The Quarterly Reporting Schedule is as follows:
 - o 1st quarter - (January-March): due by April 5th
 - o 2nd quarter- (April-June): due by July 5th
 - o 3rd quarter - (July-September): due by October 5th
 - o 4th quarter - (October-December): due by January 5th
2. The church clerk will forward your lay minister's report to the North Carolina Church of God of Prophecy State Office.
 - o Background checks are required for all current Lay Ministers every 2 years. *The next background check for **current** lay ministers is due by February 28, 2021 to receive a renewal certificate.*
 - "**New**" Lay Ministers are required to have a background check processed including the \$10.00 fee; which must be received with the original Lay Minister's Application before the certificate can be issued. This form is located at: www.nccogop.org under "Forms".
3. To process the background check, your pastor will mail your current lay minister's certificate with their endorsement, a completed criminal background check form and a \$10.00 processing fee to the North Carolina Church of God of Prophecy State Office. *Just a reminder - your ministry reports must be up to date for the state office to process your renewal certificate. The Non-Pastoral Minister's Monthly Report Form to the State Overseer is located at: www.nccogop.org under "Forms".*
4. The annual lay minister renewal deadline is February 28th. If not received by the deadline, your Lay Minister's Certificate will become inactive and cannot be renewed until the following year.

Additional information:

- Lay Ministers tithe to the local church where you have your membership.