



CALIFORNIA SOUTHERN **M**ETROPOLITAN **E**CCLESIASTICAL **J**URISDICTION
Women's Department
Mother Rosemary Ransom, Supervisor

OUR NEXT SCHOOL OF MISSIONARY LICENSING COURSE BEGINS THE 2ND SATURDAY OF FEBRUARY 2027

Evangelist Mary H. Magee, Dean of School of Missionary Licensing
Supervisor Rosemary Ransom, Deaconess Class Facilitator
Evangelist Mary Magee, Evangelist Class Facilitator
Coordinator of the Board of Examiners, Pastor, Administrative Assistant Addie Heard

Dear Pastor,

The School of Licensing for Missionaries in the Metropolitan Ecclesiastical Jurisdiction is scheduled to begin on the 2nd Saturday of February at 9:00am. Candidates should arrive by 8:50 a.m. A Letter of Recommendation from you as her leader along with the stewardship checklist LICENSING and CREDENTIALING RECOMMENDATION REQUIREMENT CHECKLIST, NATIONAL APPLICATION FOR LICENSURE MISSIONARY LICENSURE, and MEJ registration form must be submitted for each candidate (reproduce as needed). These signed documents are to be received by the Women Department Executive Secretary (PO Box 111606, Los Angeles, CA 90011) no later than the Saturday preceding the MEJ Workers' Meeting in January or given to the Executive Secretary on Tuesday of the MEJ Workers' Meeting in January for a seat in the class.

Because of the need to purchase curriculum and minimal space availability, it's imperative that you comply with dates.

There are two categories for which you may recommend the Candidate:

1. **Deaconess Missionaries** are women whose ministry involvement is within her local church. However, with the permission of her pastor, her ministry may be extended beyond the local church, in which case, her Church Mother or an Evangelist Missionary should accompany her. She must study the Word of God, and she should seek training through Institute classes, Bible Studies, schools and college, etc. This level of preparation will equip her for effective ministry. After a minimum of two years of dedicated service, she may become a Candidate for the Evangelist Missionary License with the recommendation of her pastor. The role of a Deaconess Missionary is not to be confused with that of a Deaconess in the local church.
2. **Evangelist Missionaries** are women who are qualified and available to minister beyond the local church. Her experience and knowledge should enable her to effectively and accurately proclaim the Word of God in revivals, soul-winning crusades, and wherever a door of opportunity is opened. **Please note that the Evangelist Missionary License is deferred for those candidates with children age nine (9) and under; however, they do qualify for Deaconess License.**

The International Department of Women Licensing Procedure for Missionaries is now internationally standardized and nothing can be omitted or changed as these licenses are through the International not the Jurisdictional church. Pastor, it is crucial that the character of those you are recommending for any license be in compliance with the efforts of our International Church and this Jurisdiction in particular.

Candidates Requirements:

1. **The Deaconess Missionary Candidate** will attend The Department of Women's School of Training and Licensing to complete the full mandated Course of Study (9 classes plus dates of written and oral examinations). Candidates must complete the prerequisite Background Check and on-line Sexual Misconduct Awareness & Prevention Training before proceeding to the written and oral examinations.

2. **The Evangelist Missionary Candidate** will attend The Department of Women's School of Training and Licensing to complete the full mandated course of Study (9 classes plus dates of written and oral examinations). Candidates must complete the prerequisite Background check and on-line Sexual Misconduct Awareness & Prevention Training before proceeding to the written and oral examinations. No candidates with children age nine (9) and under. .

Classes are scheduled for the 2nd Saturday of February, March, April, May, June, July, August, September, October and the final Oral Examination is given in December. Candidates must successfully pass both the written and oral examinations.

The Cost of Registration includes the Curriculum Guide, IDOW Missionary Training and MEJ Department of Women training/licensing paperwork process. The full fee must be submitted by the Candidate at the first class, without exception. The cost of other class books, background check, on-line Misconduct Training and IDOW Licensing Process Fees are an additional expense of the Candidate:

- Deaconess Missionary Candidate Registration Fee: \$125.00
- Evangelist Missionary Candidate Registration Fee: \$125.00

Pastor, if you have any questions or concerns, please do not hesitate to contact me, Supervisor Ransom (818) 271-7517 or Mo. Magee at (310) 850-0821.

Sincerely,

Mother Rosemary Ransom
Jurisdictional Supervisor of Women
CA Southern Metropolitan Ecclesiastical Jurisdiction, COGIC

LICENSING OF CREDENTIAL HOLDERS:

Missionaries **transferring** from another Jurisdiction

- Submit a formal (on letterhead) Letter of Recommendation from previous Supervisor along with a copy of her license **and current** credential card to:

Mother Rosemary Ransom
Supervisor of Women
CA So Metropolitan Ecclesiastical Jurisdiction, COGIC
PO Box 111606
Los Angeles, CA 90011

- After all 3 documents are received and information is verified by Supervisor's office, the Supervisor will authorize documentation of the Missionary onto the Metropolitan Ecclesiastical Jurisdiction Missionary Roster.

Credential Holder from another reformation

- Pastor submits in January a formal (on letterhead) Letter of Recommendation to Attend Course, Application, Checklist, Registration form for entrance into the class which begins the 2nd Saturday of February at 9:00 am, to:

Mother Rosemary Ransom
Supervisor of Women
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PO Box 111606
Los Angeles, CA 90011

- Required to attend the Missionary Training Class and submit the same paperwork as a Candidate of Deaconess Missionary Licensing.
- Upon completion the candidate will be recommended for examination.

MAINTAINING CREDENTIALS:

In order to maintain C.O.G.I.C credentials the Metropolitan Ecclesiastical Jurisdiction Licensed Missionary must pay her International Reports. The reports designated by this Jurisdiction's Department of Women are paid through the Department of Women Executive Secretary, who then submits the Reports to the International Department of Women. It is necessary for the Office of the Executive Secretary to have up-to-date contact information for the Licensed Missionary to forward to the International Church in order for the credentials to be received by the Licensed Missionary by mail.

NOTE: If a missionary's credentials expire without payment of the International Report, the credential holder ***will be required*** to go through a process, which includes a COGIC on-line training, a background clearance and possible other requirements in order to receive current credentials.



LICENSING and CREDENTIALING
International Department of Women
Church of God in Christ, Inc.

RECOMMENDATION REQUIREMENT STEWARDSHIP CHECKLIST

Candidate's Full Name: _____

Pastor: _____ Date: _____

Church: _____ Minimum 2-Year Observation: _____ to _____

Candidate's Address: _____

City/Zip: _____ District: _____

Candidate's Contact Phone #: _____ District Missionary: _____

LOCAL CHURCH REQUIREMENTS

Faithful Church Attendance (Two Year Observation) ☐

TRAINING UNITS (Check At Least Two)

Sunday School ☐; Prayer/Bible Band ☐; Pastoral Teaching ☐; Missionary Training ☐

OUTREACH MINISTRY (Check At Least One)

Sick & Shut-In ☐; Feeding/Homeless Ministry ☐; Jail Ministry ☐; Teen Pregnancy ☐; Nursing

Home ☐; Other _____ ☐

DISTRICT INVOLVEMENT (Check all she is actively involved in)

District Meetings ☐; District Fellowship Meetings ☐; District Reports ☐

JURISDICTION ACTIVITIES (Check all she is actively involved in)

Monthly 2nd Saturday Meeting/Workshops ☐; Leadership Conference ☐; Holy Convocation ☐; Women's Convention ☐

Comments:

Pastor's Signature

Date

To be enclosed with Pastor's Letter of Recommendation

Revised at Intl April Call Mtg: 6/14/2018