



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

[6-2006]

**Introductory Letter ~ ~ ~ Application Package (Elder)**

Rev. William Brendley Jr., Ph.D.; Th.D (President)  
2450 Exton Road  
Hatboro, PA 19040-2507  
Telephone - 215-672-0845  
e-mail - brendleyw@comcast.net

Rev. Allan Rupert (Secretary/Treasurer)  
763 Jefferson Avenue  
Jermyn, PA 18433  
Telephone - 570-876-2234  
e-mail - jermynpmc@msn.com

Dear Applicant,

Let me take this opportunity to express my pleasure that you are considering serving the Lord Jesus Christ through the Primitive Methodist Church. The process is quite involved, allowing full examination of us, and of yourself, to assure complete satisfaction when we recommend your ordination and availability to serve in any of our churches. The School of Theology is designed to encourage you, train you, and examine you in regard to ministry. We must be sure that you are a fit candidate, and that God is guiding you into our 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 an Ordained Elder. This is a checklist of the things that you should do;

\* If you are currently a member of a local P.M. church, please have your pastor fill out the "Quarterly Conference Approval Statement", and your District Superintendent fill out the "District Examining Committee Report". These approvals are needed before we can complete the application process, and should be done as soon as possible. Your pastor and District Superintendent will mail these to the secretary. Providing a stamped, addressed envelope is suggested. If you are not a member of a local P.M. Church, you will need the recommendation of the Conference President, Rev. Kerry Ritts. (You can contact the Conference President at 723 Preston Lane, Hatboro, PA 19040-2321, e-mail: revkrr@aol.com)

\* Completely answer all the questions on the "Application Questionnaire".

\* We ask that your wife answer the questions on the "Spouse Questionnaire", but this is not required.

We would like to know if your wife is in full agreement with your calling.

\* Fill out and sign the "Confirmation Statements", the "Criminal Record Search Permission Form", and the "Permission to Contact Reference Form." These are required.

\* Mail all the completed forms to the secretary along with a check for the application fee of \$25.00 made out to "P.M. School of Theology". To be invited to the August Classes, your application must be in our hands by July 31st. To be invited to the Annual Conference, your application must be in our hands by March 15th.

\* Distribute your "Reference Evaluation Forms" to those you select as references. Please do not use a relative as a reference. Upon receiving the completed reference forms, the secretary will call to confirm them, and ask for secondary references to call. We will also confirm previous employment.

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**

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**Application Questionnaire ~ ~ ~ Ordination as an Elder**

**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, 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. Do you fulfill the requirement of having a degree from an approved school of higher education, with at least thirty hours in Theological or Biblical studies? Please specify.

C. Are you currently enrolled in a degree program? Please specify.

**II. Spiritual**

A. Please write out 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 ministry, noting the details of the calling.

B. What qualifications and training do you have that would aid you in this chosen field of service?

C. 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. Understanding that these General Principles, Doctrines and policies come from our interpretation of Scripture, 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

Date



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

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**Spouse Questionnaire ~ ~ ~ Application Package(Elder)**

**This form is for the spouse of the applicant. While it is the husband that is being hired, we view the pastor and his wife as a team or unit of ministry. A wife in agreement with her husband's calling can enrich his ministry in many ways. Thus we ask that you use a separate sheet of paper to answer all these questions. For most of the questions, a brief paragraph is all that is needed. Thank you for your consideration of these questions. As a rule we generally do not interview or examine the wives.**

To the wife of the prospective P.M. Pastor,

Realizing the important effect you will have on your husband's ministry and on the church that he will serve, we request the following information. Thank you in advance for your efforts to help us prepare your husband for the ministry of our Lord Jesus Christ.

**I. Please write several paragraphs stating how you feel that your spiritual gifts and assistance will be a benefit to your husband's ministry.**

**II. Stationing Needs or Requests.**

Please explain any issues that the P.M. Conference should note when stationing you at a church; health, size of family, inability to climb stairs, children with special needs, desire for continuing education, etc. The Primitive Methodist Church in the USA practices non-discriminatory policies, and this information is sought only that we might recommend appropriate stationing recommendations. You need not answer this unless you wish to have us consider it.

**III. Please write out your personal testimony.**

Include the specifics as to the date and circumstances, as well as effect it had on your life.

**IV. What experience do you have in Church Work? (Vacation Bible School, Music Ministry, teaching, office administration, etc.)**

**V. Do you have any major concerns in regards to your husband's calling and service as a pastor?**

**VI. Have you studied the teachings of the Primitive Methodist Church, and are you in full agreement with these Doctrines and Means of Grace?**

**VII. Signature**

Please print your name \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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

[6-2006]

**Confirmation Statements ~ ~ ~ Application Package(Elder)**

**Note:** The School of Theology believes that Pastors 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 or may not exclude the board from recommending your acceptance or your ordination. The information is simply to allow the board to explore these details to our satisfaction, that we may be thorough in the work entrusted to us by the Conference, and recommend your advancement without reservation. Please note that these statements are required by our P.M. Discipline and Conference.

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 being able to meet all current bills with my/our present salary, and/or with the expected salary to be received as a pastor in the P.M. Conference), that I have never declared bankruptcy, and that I have left no creditor unfairly unpaid of any debt that I may have incurred. (This question does not seek information about late payments, or other such credit information. We do not conduct a credit check. This statement seeks only to confirm that you fulfill the Biblical instruction on repayment of debts, and that you believe you can continue in solvency while receiving a P.M. Pastor's salary.)

\_\_\_\_\_  
Signature Date

**III. Marriage and Divorce**

I confirm the following information about my marriage;  
I am Single, Married and never divorced, 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 -

I note that my wife and I are required to complete a Conference-Approved "Marriage Enrichment" Course (or receive credit for one already taken) before being ordained. I note that this is at my own Expense, unless I receive one of the three scholarships presented by the Conference each year.

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Signature

Date



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

[6-2006]

**Permission Form ~ ~ ~ Application Package (Elder)**

**Note:** Your signature on this form grants the School of Theology permission to check all states for any criminal record charge or conviction. The information asked is required for inquiry into criminal records.

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, either a misdemeanor or a felony? \_\_\_\_\_

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 the pastoral ministry 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

Date



**The School of Theology  
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[6-2006]

**Basic Information ~ ~ ~ Application Package (Elder)**

These are the answers to some of the most frequently asked questions.

(1) You may obtain a copy of the Discipline by contacting Rev. Allan Rupert, 763 Jefferson Avenue, Jermyn, PA 18433 or by telephone at 570-876-2234.

The examination for the Discipline can be ordered from Rev. Frank Hrabak, 1122 Frosty Hollow Road, Langhorne, PA 18047-5719 or by telephone at 215-757-3049.

(2) All candidates for Elder Ordination must be enrolled as a student pastor in the School of Theology for a minimum of two years. You will receive a letter from the secretary noting your status when all the required application material has been received.

(3) Before Ordination, all candidates for Elder Ordination must give evidence of having obtained a degree in an approved school of higher education with at least thirty credit hours of Theological or Biblical training. A ministerial supply status may be granted on a limited basis until such a degree is earned.

(4) All student pastors are required to attend the annual Summer School of Theology held in August at our Bible Camp in Gouldsboro, Pennsylvania. The School will pay for your room and board at the camp, as well as basic travel costs to the camp.

(5) Since pastors are a very visible example of the people of God, we hold our pastors to a higher level of accountability than for the members of our churches. Thus we will question and investigate several areas of concern; including solvency, alcohol and tobacco usage, and marriage and dependents.

(6) In order to strengthen the marriages of our pastors, knowing the stresses that accompany the work of ministry, we require every student pastor and wife to complete a Conference- approved "Marriage Enrichment" seminar before ordination. This is at the expense of the student pastor, unless he applies for and receives one of the three seminar scholarships made available by the Conference for its pastors and students each year.

(7) All student pastors may be considered for assignment at a Primitive Methodist Church. The Stationing Committee at the Conference (held in May) determines stationing of student pastors, with the contract extending from June 1st to May 31st. Pastors are expected to begin their labors on the first Sunday of June.

(8) All student pastors are under the supervision and instruction of the School of Theology, and may be removed from their charge at any time by the President of the Conference, upon the recommendation of the School of Theology.



**The School of Theology  
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**Student Ministry Courses (As of June 1, 2006)**

**Elder's Ordination Application Package**

This is a listing of the English language courses. The Hispanic Extension coordinator, Rev. Luis Estevez may be contacted for those who must have Spanish language courses. Rev. Estevez' contact information is included at the end of this section.

Before beginning any course, contact the instructor who is presenting the course. The instructor may have specific instructions to follow or directions for mastering the contents of the book used for that course, in addition, the instructor may have changed the text used for the course. Do not assume you can just read the book and send for the test, if you do, you may have to do unnecessary extra work.

When you contact the instructor be sure to make arrangements to secure the correct book. Books are available on loan from the instructor to be returned upon completion of the course. You may wish to purchase the correct edition of the book for your personal library, this is your personal expense and will not be borne by the School. Now, following the instructor's guidelines begin study.

When you have mastered the required material, contact the instructor to make arrangements for the administration of the test or essays. Upon satisfactory completion of the course material, and test or essays, **and return of any borrowed books**, you will receive a grade and given additional instruction if re-testing is warranted. This information will be forwarded to the secretary of the school to be recorded in the file the secretary maintains of all your progress and achievement in this school.

**Department of Theology - Dr. William Brendley Jr., Ph.D; Th.D.**

**2450 Exton Road, Hatboro, PA 19040-2507**

**215-672-0845 e-mail: Brendleyw@comcast.net**

Theology I-*God the Father*

Theology II-*Christology*

Theology III-*Holy Spirit*

Theology IV-*Eschatology*

Biblical Hermeneutics

Thesis (confer with Dr. Brendley for instructions and subject approval prior to beginning work on this project.

Your project must be approved before you begin).

**Department of Homiletics - Rev. Frank Hrabak (Vice-President)**

**1122 Frosty Hollow Road, Langhorn, PA 19047-5719**

**215-757-3049 e-mail: nrr1925@aol.com**

P.M. Discipline- *Discipline of the Primitive Methodist Church, USA*

Homiletics- *On the Preparation & Delivery of Sermons, Broadus*

Worship- *The Fine Art of Public Worship, Blackwood*

Sermon on Doctrine - Chosen by the student and the teacher

**Department of Church History - Rev. James G. Johnson**  
**516 Jackson Street, Dickson City, PA 18519-1435**  
**570-489-3452**

Church History I, II, III- *Williston Walker*  
Primitive Methodist Church History I, II  
Life of John Wesley  
Missions- *From Jerusalem to Irian Jaya*

**Department of Pastoral Theology - Rev. Reginald Thomas**  
**110 Pittston Blvd., Wilkes-Barre, PA 18702-9620**  
**570-823-3425 e-mail: revreg@att.net**

Pastoral Theology I, II- *The Pastor, His Life & Work, H. Kent*  
Christian Ministry- *The Christian Ministry, Bridges*  
Church Management- *Leading & Managing Your Church, Carl George*  
Vision for Ministry- *Developing a Vision for Your Ministry, Aubrey Malphurs*  
Biblical Counseling- *Short-Term Counseling, David Dillon*

**Department of Biblical Studies - Rev. David Allen (President)**  
**1199 Lawrence Street, Lowell, MA 01852-5526**  
**978-453-2052 e-mail: pahson@earthlink.net**

Introduction to the New Testament- *New Testament Survey, Tenney*  
Old Testament Survey- *Survey of the Bible, Hendrickson*  
New Testament Survey- *Survey of the Bible, Hendrickson*  
Bible Manners and Customs- *Manners & Customs of the Bible, Victor Matthews*  
Bible Atlas- *Bakers Bible Atlas, Pfeiffer*

**Department of Evangelism - Rev. Allan Rupert (Secretary/Treasurer)**  
**763 Jefferson Avenue, Jermyn, PA 18433**  
**570-876-4511 e-mail: jermynpmc@msn.com**

Introduction to Evangelism- *The Master Plan of Evangelism, Robert Coleman*  
Evangelism & Mobilization- *Building a Contagious Church, Mark Mittelberg*  
Christian Education- *The Courage to Teach, Parker J. Palmer*  
Developing A Team Ministry- *The 17 Indisputable Laws of Teamwork, John Maxwell*  
The Christian Home- All married students are required to attend with their wife an approved marriage enrichment seminar and produce certification of attendance or completion.

**Hispanic Extension Coordinator: Rev. Luis Estevez**  
**151 Stevenson Street, New Bedford, MA 02745-3514**  
**508-995-4680 email: ljestevez@comcast.net**



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

[6-2006]

**Permission to Contact References ~ ~ ~ Application Package (Elder)**

**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 the pastoral ministry within their Conference. I hereby grant permission to this 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 further understand that they will attempt to verify previous employment and the circumstances of separation. I hereby authorize the references, secondary references and employers listed in this application to disclose whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights to confidentiality. I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

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Signature

Date

---

Signature of Witness

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  
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[6-2006]

**Reference Evaluation: Church-Related (Elder)**

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

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

(1) What is your relationship with the applicant? How long have you known him? How well do you know him?

(2) Please describe the applicant's ability to get along with, and work with others, with church boards, and with those in authority.

(3) Are you aware of any outstanding abilities or leadership skills 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 pastor?

(6) Do you believe that the applicant has attained a sufficient maturity level that would enable him to serve effectively as a pastor? How would you feel about him being the pastor of your church?

(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** \_\_\_\_\_

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

**Phone** \_\_\_\_\_

**Please return this form to: Rev. Allan Rupert, 763 Jefferson Avenue, Jermyn, PA 18433**



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

[6-2006]

**Reference Evaluation: Work-Related (Elder)**

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

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

(1) What is your relationship with the applicant? How long have you known him? How well do you know him?

(2) Please describe the applicant's ability to get along with, and work with others, with church boards, and with those in authority.

(3) Are you aware of any outstanding abilities or leadership skills 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 pastor?

(6) Do you believe that the applicant has attained a sufficient maturity level that would enable him to serve effectively as a pastor? How would you feel about him being the pastor of your church?

(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** \_\_\_\_\_

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

**Phone** \_\_\_\_\_

**Please return this form to: Rev. Allan Rupert, 763 Jefferson Avenue, Jermyn, Pennsylvania 18433**



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

[6-2006]

**Reference Evaluation: Community-Related (Elder)**

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

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

(1) What is your relationship with the applicant? How long have you known him? How well do you know him?

(2) Please describe the applicant's ability to get along with, and work with others, with church boards, and with those in authority.

(3) Are you aware of any outstanding abilities or leadership skills 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 pastor?

(6) Do you believe that the applicant has attained a sufficient maturity level that would enable him to serve effectively as a pastor? How would you feel about him being the pastor of your church?

(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** \_\_\_\_\_

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

**Phone** \_\_\_\_\_

**Please return this form to: Rev. Allan Rupert, 763 Jefferson Avenue, Jermyn, Pennsylvania 18433**



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

[6-2006]

**Local Church Recommendation ~ ~ ~ Application Package (Elder)**

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

We have examined \_\_\_\_\_ and believe that he/she is a suitable candidate for the ministry of the 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

\_\_\_ being ordained as a Pastor

This recommendation was made and received a favorable vote at a Quarterly Conference meeting of our church, held on \_\_\_\_\_, 200\_\_.

Special Notations or Considerations:

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

Signed by the President of the Quarterly Conference

**Please return this form to:**  
Rev. Allan Rupert, secretary  
763 Jefferson Avenue  
Jermyn, Pennsylvania 18433



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

[6-2006]

**District Recommendation ~ ~ ~ Application Package (Elder)**

From the \_\_\_\_\_ District of the Primitive Methodist Church in the USA

We have examined \_\_\_\_\_ and believe that he is a suitable candidate for the ministry of the Primitive Methodist Church.

We recommend that he be enrolled in the School of Theology and begin working toward ordination as an Elder.

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 his pastor and church

The members of the District Examining Committee that made this recommendation are;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This District recommendation was made and received a favorable vote at a Regular meeting of the District pastors and delegates held on \_\_\_\_\_, 200\_\_, at \_\_\_\_\_

\* Special Notations or Considerations:

\_\_\_\_\_  
Signed by the District Superintendent Date \_\_\_\_\_

**Please return this form to:** Rev. Allan Rupert, secretary 763 Jefferson Avenue Jermyn, Pennsylvania 18433