



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

[6-2006]

**Introductory Letter**

**Application Package (Transfer of Credentials)**

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Rev. Allan Rupert (Secretary)  
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 that Conference receive your credentials as an Ordained Elder among us. 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 a Primitive Methodist Ordained Elder. This is a checklist of the things that you should do;

\* You should have an interview with a member of the P.M. School of Theology and/or the President of our Conference. This initial approval is needed before we can complete the application process, and should be done as soon as possible so that we can invite you to our Conference in May, where you will meet with the Examining Committee and possibly be stationed to a local P.M. Church. To contact our Conference President: Rev. Kerry Ritts, at 723 Preston Lane, Hatboro, PA 19040, telephone 215-675-2639 or e-mail at revkrr@aol.com.

\* 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".

\* 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. Upon receiving the completed reference forms, the secretary will call to confirm them, and ask for secondary references to call.

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



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**Application Questionnaire ~ ~ ~ Transfer of Credentials**

**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.

\* Proof of Ordination - a photocopy of your certificate is all that is necessary.

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.

**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. When were you ordained, and by what organization?

C. What experience do you have as the pastor of a local congregation?

D Please detail your current Church position, office or duties.

**IV. Calling**

A. Please describe what led you to apply to the Primitive Methodist Church. Do you intend this to be a permanent transfer to the Primitive Methodist Church.

B. What special qualifications and training do you have that would aid you in as a pastor, church planter, or church revitalizer among us.

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 “P.M. 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 \_\_\_\_\_ Date \_\_\_\_\_



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of the Primitive Methodist Church**

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**Confirmation Statements**

**Application Package (Transfer of Credentials)**

**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 exclude the board from recommending your acceptance or your ordination. The following information may be used simply to allow the board to explore the 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 (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 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 precious 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



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**Permission Form ~ ~ ~ Application Package (Transfer of Credentials)**

**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 \_\_\_\_\_

Have you ever been arrested, charged or convicted 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 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.

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



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

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**Basic Information**

**Application Package (Transfer of Credentials)**

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 Transfer of Elder's Ordination must be enrolled as a student pastor in the School of Theology for a minimum of one year. You will receive a letter from the secretary noting your status when all the required application material has been received.

(3) All candidates for Transfer of Elder's Ordination are required to attend the annual 7-day 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. No application to become an Ordained Elder in the Primitive Methodist Church will be accepted if a divorce has occurred following one's conversion to Christ.

(6) All candidates for the Transfer of Elder's Ordination will be considered for assignment at a Primitive Methodist Church. The Stationing Committee at the Conference (held in May) determines the stationing of pastors, with the contract extending each year from June 1st to May 31st. Pastors are expected to begin their labors on the first Sunday of June. After completion of the transfer process, and after the first year of service, you will be eligible to receive invitations from Churches for future years of service.

(7) 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.



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**Permission to Contact References**

**Application Package (Transfer of Credentials)**

I hereby grant permission to the School of Theology of the Primitive Methodist Church

**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. 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.

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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:



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**Reference Evaluation: Church-Related  
(Transfer of Credentials)**

(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) 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 skill, 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?

(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, 763 Jefferson Avenue, Jermyn, PA 18433**



**The School of Theology  
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**Reference Evaluation: Work-Related  
(Transfer of Credentials)**

(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) 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 pastor?

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

(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, 763 Jefferson Avenue, Jermyn, PA 18433**



**The School of Theology  
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[6-2006]

**Reference Evaluation: Community-Related  
(Transfer of Credentials)**

(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) 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 pastor?

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

(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, 763 Jefferson Avenue, Jermyn, PA 18433**



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**Initial Interview Recommendation ~ ~ ~ Application Package  
(Transfer of Credentials)**

Since the applicant does not belong to the Primitive Methodist Church, nor is he able to attend one of our local congregations, the Conference President or a member of the P.M. School of Theology Board shall act as the initial examining and recommending body.

I have examined \_\_\_\_\_  
and believe that he is a suitable candidate for the ministry of the Primitive Methodist Church. I recommend that he be enrolled in the School of Theology and begin the process of Transferring his credentials.

My examination was in the areas of;

Salvation and Calling

Personal Qualifications

Education

Doctrine and Beliefs

Suitability and Maturity

Agreement of his wife and family

Personal desire to unite with the Primitive Methodist Church

Members of this Initial Examining Committee that made this recommendation are;

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I met with the candidate and his wife on \_\_\_\_\_, 20\_\_\_\_,

at \_\_\_\_\_

(Transfer of Credentials)

\* Special Notations or Considerations:

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

Signed by one member of the Initial Examining Committee

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

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

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

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