

LUMA

LOGOS UNIVERSITY MINISTERIAL ASSOCIATION

Credentialing Handbook

Revised 2026



Logos University

Ministerial Credentialing Department

Phone: 800-776-0127 • Email: luma@logos.edu • Website: www.logos.edu

Prepared by:

Logos University Ministerial Association (LUMA) Affirming, equipping, and credentialing Spirit-empowered ministers worldwide.

Table of Contents

1. Welcome & Vision	3
2. Mission & Purpose of LUMA	3
3. Statement of Faith (Doctrinal Affirmation)	3
We Believe:	3
4. Credential Levels & Eligibility	4
Ministerial License	4
Ordination	4
5. Application Process	4
6. Required Documentation	5
7. Background Check & Ethical Standards	5
8. Annual Renewal Policy	5
Key Points:	5
9. Fee Schedule	6
10. Inactive, Lapsed, and Reinstatement Policies	6
Inactive Status	6
Lapsed Status	7
Reinstatement Requirements	7
11. Late Renewal & Late-Fee Policy	7
12. Ministerial Expectations & Code of Conduct	8
13. Benefits of Credentialing Through LUMA	8
14. Contact Information	9

1. Welcome & Vision

The Logos University Ministerial Association (LUMA) exists to affirm, equip, and credential ministers who demonstrate a clear call to Christian service. Our vision is to empower leaders who serve with integrity, biblical conviction, and Spirit-led excellence in every sphere of ministry.

2. Mission & Purpose of LUMA

LUMA provides ministerial credentials for individuals who desire to serve Christ through preaching, teaching, pastoral care, evangelism, counseling, and other ministry expressions. Our purpose is to:

- Recognize and affirm God's call on an individual's life
- Provide accountability, covering, and ministerial identity
- Support ministers through training, fellowship, and ongoing development
- Maintain high standards of biblical integrity and ethical conduct

3. Statement of Faith (Doctrinal Affirmation)

All credential applicants must affirm the following core doctrines, consistent with Logos University's theologically conservative Pentecostal/Charismatic identity:

We Believe:

- **The Bible** is the inspired, infallible, authoritative Word of God.
- **The Trinity:** One God eternally existing in three Persons—Father, Son, and Holy Spirit.
- **Jesus Christ** is fully God and fully man, born of a virgin, sinless, crucified, risen, and returning again.
- **Salvation** comes by grace through faith in Jesus Christ alone.
- **The Holy Spirit** indwells believers, empowering them for holy living and ministry.
- **The Baptism in the Holy Spirit**, with accompanying spiritual gifts, is available to all believers.
- **The Church** is the Body of Christ, called to fulfill the Great Commission.
- **The Second Coming** of Christ is literal and imminent.
- **The Resurrection** of the saved and the lost—one to eternal life, the other to eternal separation from God.

Applicants must affirm agreement with this doctrinal statement as part of the credentialing process.

4. Credential Levels & Eligibility

Ministerial License

For individuals beginning ministry or serving in supportive ministry roles. This credential is typically held for two years and may advance to Ordination. Licensed Ministers are encouraged to pursue undergraduate ministry training.

For individuals actively serving in ministry who demonstrate:

- A clear call to ministry
- Foundational biblical knowledge
- Good moral character
- Active involvement in a local church

Ordination

For ministers who have:

- Held a ministerial license for at least two years
- Demonstrated maturity, leadership, and doctrinal stability
- Completed advanced ministry training or equivalent experience
- Received pastoral or supervisory endorsement

5. Application Process

Applicants must:

1. Complete the online application
2. Submit required documentation (see Section 6)
3. Affirm the Statement of Faith
4. Provide pastoral and personal character references
5. Complete the required background check screening through LUMA's designated third-party provider
6. Pay the application fee
7. Participate in an interview if requested

6. Required Documentation

- Government-issued ID
- Ministry résumé
- Pastoral reference
- Personal character references
- Doctrinal affirmation
- Background check authorization (initiates third-party screening)
- Personal Ministry Calling Statement
- Current color headshot (2" x 2" preferred)
- Relevant transcripts (if applying for ordination)
- Copies of ministry certificates (if applicable)

7. Background Check & Ethical Standards

All applicants must complete a background check through LUMA's designated screening provider to ensure the integrity of the credentialing process.

Credential holders must maintain:

- Moral purity
- Financial integrity
- Healthy relationships
- Respect for civil law
- Accountability to spiritual leadership

Failure to uphold ethical standards may result in suspension or revocation of credentials.

8. Annual Renewal Policy

LUMA credentials follow a **calendar-year cycle** (January 1–December 31). Renewal billing for the upcoming credential year begins on October 1.

Key Points:

- **Credential Year:** January 1–December 31
- **Billing Window:** October 1–December 31

- **Renewal Deadline:** December 31
- **Grace Period:** January 1–January 31 (late fee applies)
- **Lapsed Status:** Credentials not renewed by February 1 will be considered lapsed
- **Renewal Fees:** Renewal fees are not prorated
- **Initial Year Proration:** Initial credential fees may be prorated from the approval month through December (first year only)

9. Fee Schedule

- **Application Fee:** Due at submission. \$125 nonrefundable.
- **Initial Credential Fee (Prorated First Year Only):**
 - Applicants approved between January and November will pay a prorated credential fee covering the period from their approval month through December of the current credential year.
 - Applicants approved in December will receive immediate active credentials and will pay the full credential fee for the upcoming credential year. Proration does not apply to December approvals.
- **Annual Renewal Fee:** Due by January 1. Renewal fees are not prorated.
- **Ministerial Credential Fee:**
 - Licensed Minister: \$225
 - For individuals beginning ministry or serving in supportive ministry roles. This credential is typically held for two years and may advance to Ordination. Licensed Ministers are encouraged to pursue undergraduate ministry training.
 - Ordained Minister: \$250
 - For individuals serving in senior ministry roles or those with established ministry experience, leadership maturity, and doctrinal stability.

10. Inactive, Lapsed, and Reinstatement Policies

Inactive Status

A credential becomes inactive when renewal requirements are not completed by the renewal deadline. A credential may be placed in inactive status if:

- Required renewal documentation is not submitted.
- Renewal is not completed by the end of the grace period (January 31)

Inactive status indicates the credential is temporarily not in good standing but may still be renewed during the grace period with a late fee.

Lapsed Status

A credential is considered lapsed when renewal has not been completed by February 1. Lapsed credentials are no longer active and require formal reinstatement.

Reinstatement Requirements

To reinstate a lapsed credential, the minister must:

- Submit reinstatement request.
- Pay the annual renewal fee.
- Pay the \$50 late fee.
- Provide updated references or documentation if requested.

Reinstatement restores the credential to active status for the current credential year.

11. Late Renewal & Late-Fee Policy

All LUMA ministerial credentials follow a calendar-year cycle (January 1–December 31). Renewal billing for the upcoming credential year begins on **October 1**. To maintain active status, credential holders must submit their renewal form and payment by **December 31**.

Late Renewals

Renewals submitted **after December 31** are considered late and will incur a **\$50 late fee** in addition to the standard renewal fee.

Grace Period

A brief grace period is provided through **January 31**. During this time:

- Credentials remain active.
- A **\$50 late fee** applies.
- All renewal requirements must be completed.

Lapsed Status

Credentials not renewed by **February 1** will be moved to **Lapsed** status. To reinstate a lapsed credential, the minister must:

- Submit a reinstatement request.
- Pay the renewal fee.
- Pay the **\$50 late fee**.
- Provide updated references or documentation if requested.

Purpose of the Late Fee

The late fee helps offset administrative costs associated with:

- Additional follow-up
- Manual processing
- Updating credential records outside the standard renewal cycle

LUMA encourages all ministers to renew promptly each fall to maintain uninterrupted credential status.

12. Ministerial Expectations & Code of Conduct

Credential holders are expected to:

- Live a life consistent with biblical holiness
- Maintain doctrinal alignment with LUMA
- Demonstrate integrity in ministry and personal life
- Uphold confidentiality and ethical counseling practices
- Avoid divisive behavior or false teaching
- Maintain active involvement in a local church

13. Benefits of Credentialing Through LUMA

Credential holders receive:

- Official Ministerial Recognition
- Accountability and covering
- Access to Logos University resources
- Eligibility for weddings, funerals, and pastoral functions (as permitted by state law)
- Opportunities for continuing education
- Fellowship with a global network of ministers

14. Contact Information

Logos University Ministerial Association (LUMA)

Phone: 800-776-0127

Email: luma@logos.edu

Website: www.logos.edu