CREDENTIAL PROCEDURES MANUAL

Obtaining Ministerial Credentials with the

Northern Missouri District Council

OF THE ASSEMBLIES OF GOD



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Updated: 8/25/20

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Please read each section of this booklet carefully.

If you have questions that are not adequately addressed in this booklet, please contact the NOMOAG District Office by phone (573) 445-3611 or by e-mail: info@nomoag.org

BASIC QUALIFICATIONS & GENERAL INFORMATION

The purpose of a ministry credential is to recognize those who have a genuine call to **full-time** Christian ministry and to properly certify that ministry. Certification does not precede ministry, but is rather an acknowledgment of what God has already begun to do through an individual.

The granting of credentials is a serious responsibility. The District Presbytery will refrain from haste and act with deliberation in recommending ministerial recognition.

Many individuals in our churches have an ability to preach but would find themselves out of harmony with the will of God should they attempt to enter the ministry on a full-time basis.

Only the General Council Credentials Committee, upon recommendation of the District Presbytery acting as the District Credentials Committee, grants credentials. Credentials are granted on the basis of a person's involvement in ministry (not what an applicant plans to do, but ministry in which they are already involved), as well as on his/her qualifications and the evidence of a divine call. After reading this information about the credential process, candidates may feel they qualify for a certain credential. However, the District Presbytery is not obligated to grant a credential, to grant the desired level of credential, or to upgrade credentials simply because an applicant has satisfied the educational requirements and completed the application process.

1. Basic Qualifications for Credentials

Qualifications for credentials are outlined in the New Testament in 1 Timothy 3:1-7 and Titus 1:7-9. The following qualifications pertain to all applicants for ministerial recognition:

a. Salvation

Testimony as to having experienced the new birth (John 3:5).

b. Baptism in the Holy Spirit

Testimony as to having received the baptism in the Holy Spirit with the initial physical evidence of speaking in other tongues, according to Acts 2:4. The Spirit-filled life will enable the applicant to fulfill the fourfold mission of the church—Evangelism, Worship, Discipleship, and Compassion. (Article V, paragraph 10 of the General Council constitution).

c. Evidence of Call

Clear evidence of a divine call to the ministry, evidenced by a personal conviction, confirmed by the work of the Spirit and the testimony of fellow ministers. Applicants are expected to demonstrate a love for and firm knowledge of the Scriptures.

d. Christian Character

A blameless Christian life, reflected by a good reputation with believers and non-believers. (Titus 1:7; I Timothy 3:7). Applicants must refrain from addictive behaviors and substances such as gambling, alcohol, tobacco, and recreational drugs.

e. Doctrinal Position

A thorough understanding of and agreement with the doctrinal position of the Assemblies of God as contained in the Statement of Fundamental Truths.

f. Assemblies of God Polity

A satisfactory working knowledge of the principles, practices, and purposes of the Fellowship through a study of the General Council and District Council constitution and bylaws.

g. Commitment to the Fellowship

An active loyalty to our constitutional agreements, a cooperative spirit, and a readiness to seek and receive the counsel of older brethren and those in positions of authority.

h. Basic Education Requirements

A credential applicant shall complete courses required by the General Council through the Missouri School of Ministry, Global University's Berean School of the Bible, at an Assemblies of God College/University or their equivalent, at an approved educational institute, or qualify through life experience. All educational requirements must be satisfied prior to submitting the official application. The pace at which the required courses are completed is at the discretion of the applicant. Please see pages 3-6 for the specific requirements for each credential level.

i. Marriage status

In recent years the General Council has made limited exceptions for applicants with living former spouses. These situations require personal interviews with the District Executives and special forms to be completed prior to obtaining an official application for credential. Please contact the office of the Superintendent for additional information or clarification.

j. Ministers from other organizations

If a minister from another reputable body desires to affiliate with the Assemblies of God, the credentials committees of the General Council and the District Council are under no obligation to accept the applicant's previous ministerial status, but will judge each candidate on his or her own merits as to the level of credentials to be granted. Such applicants shall be required to:

- (1) Conform to Assemblies of God criteria for recognition.
- (2) Complete an application for ministerial recognition.
- (3) Submit a letter of recommendation from a neighboring Assemblies of God minister or the sectional presbyter for the applicant's area.
- (4) Submit a recommendation from the body with which the minister was formerly affiliated. If such is not available, letters of recommendation should be sought from three reputable ordained ministers who are familiar with the applicant's ministry, two of whom should be with the applicant's former credentialing body.
- (5) Take the credential examination.
- (6) Complete such courses as may be prescribed by the General Presbytery for ministers transferring from other credentialing bodies.
- (7) Meet with the District credentials committee for an interview.
- (8) Be recommended by the District credentials committee for action by the General Council Credentials Committee.
- (9) If approved for ordination, receive recognition as ordained Assemblies of God ministers with the laying on of hands by the District presbytery.
- (10) Ministers who receive Assemblies of God recognition must relinquish their ministerial credentials with any other organization, unless the General Council Credentials Committee upon recommendation of the District Council Credentials Committee grants an exception. (Qualifying Example: A minister serving as a missionary in this country who holds a credential with a member body of the World Assemblies of God Fellowship.)

k. Residency Requirements

Certificate and License applicants must be United States citizens and residents of the Northern Missouri District. Ordination applicants must be United States citizens and residents of the Northern Missouri District for one year prior to the time a credential would be granted.

I. Church Membership

All applicants must be a member of an Assemblies of God Church.

m. Mandatory Background and Credit Checks

Background and credit checks are required for all applicants. Any past due or outstanding bills could have a negative effect on the application. Bankruptcy will be treated on a case-by-case basis. The applicant may be asked specific questions and asked to fill out special forms. Background checks are good for only two years, so individuals with credit issues or a living former spouse should consult with the Superintendent's office for recommendations as to when the application should be submitted.

2. Proper Motives

A candidate should be certain that his/her motives are pure when applying for ministerial recognition. He/she should not suppose that a ministerial credential would automatically open our assemblies to preaching and ministry opportunities. A ministry anointed by the Holy Spirit will prove to be the best credential and will provide opportunities for service.

3. Integrity

It is expected that those applying for credentials possess a good reputation among those outside as well as inside the church in matters of financial integrity, honesty, and morals that are above reproach (Titus 1:7; I Timothy 3:7).

4. Unity and Cooperation

The Assemblies of God is a cooperative fellowship based on mutual agreements voluntarily entered into by its members. All members holding credentials shall be amenable to both the Northern Missouri District and the General Council in matters of doctrine and conduct. They shall agree to be governed by the District and General Council bylaws and policies.

Each applicant for credentials should possess a conviction that God is directing him/her to become part of the Assemblies of God fellowship. He/she should purpose in his/her heart to be in harmony with the principles and practices of the fellowship, and should in no way allow himself/herself to come into conflict with or be a divisive force against the churches and ministers of the fellowship.

ADVANCEMENT (UPGRADE) OF CREDENTIAL

The District Credentials Committee is **not** obligated to advance or upgrade a Certificate of Ministry to a License until fitness and ministerial activity justifies the action. Neither shall a Licensed Minister be Ordained solely upon the basis of having completed the process and having held a License for two full consecutive years. Ordination is granted at such a time as the candidate has met all of the General and District Councils' requirements for Ordination **and** has demonstrated a mature, full-time ministry. The Credentials Committee will determine if the maturity of the applicant and his/her ministry are sufficient to warrant Ordination.

REINSTATEMENT OF CREDENTIAL

Applicants for reinstatement must complete a form for reinstatement provided by the District Office and pay the reinstatement fee of \$100. If the applicant was lapsed or dismissed while holding credentials in another district, a letter of clearance and good standing must be provided by that district for the application to be considered. A minister whose credential has not been active for two years must meet with the Credential Committee for an interview before a reinstatement application can be approved. A background and credit check will also be required. If a minister's credential has not been active for seven years, credential exams will also be required.

ANNUAL RENEWAL OF CREDENTIAL

All ministers are required to fill out a questionnaire at the end of each year in order to renew their credential with the General Council and the Northern Missouri District.

Expiration Date

Fellowship certificates are valid until December 31 of each year and **must be renewed annually.** The renewing of credentials is the responsibility of the individual minister. In the event a minister does not receive their renewal form by December 1, he/she should notify the District Office.

Grace period until January 15

All who have failed to renew their fellowship certificates on or before December 31, or who have failed to indicate their purpose to do so, shall be considered delinquent and shall be required to pay a late fee of \$50 up until January 15.

Reinstatement required after January 15

Ministers who have not renewed by January 15 shall be recorded as lapsed as of the expiration date of December 31. They must make application for reinstatement and pay a \$100 fee.

Inactive

Any minister who does not engage in an active viable ministry shall have his/her name placed upon the inactive list for one year. If such inactivity shall continue for a second year, his/her name shall be taken from the ministerial list. Should he/she later resume active ministry, application for reinstatement may be made on forms furnished by the District Secretary.

TRANSFER OF CREDENTIAL

When a minister takes up residence in another District, he/she shall contact the Northern Missouri District Office immediately to request a Certificate of Transfer. This shall be issued within 60 days, unless there are definite charges pending or unpaid tithes/dues.

Exceptions may be made for ministers moving to serve at the National Office in Springfield, for those who are retired from active ministry, for those who are in the Armed Forces currently on active duty, for those who are serving on the faculties of Assemblies of God Schools, for those who are appointed home missionaries retaining membership in their home District, and for students in school outside their home Districts.

Any minister moving into the Northern Missouri District from another District shall request a transfer from the Secretary of the former District.

SPECIFIC QUALIFICATIONS

Christ's gifts to the Church include apostles, prophets, evangelists, pastors and teachers (Ephesians 4:11), exhorters, administrators, leaders, and helpers (Romans 12:7, 8). We understand that God's call to these ministry gifts is totally within His sovereign discretion without regard to sex, race, disability, or national origin. In terms of maturity of ministry, three classifications of credentials are recognized: Certified, Licensed, and Ordained.

All ministers holding ministerial credentials are authorized to perform the ordinances and ceremonies (sacerdotal functions) of the church in accordance with applicable federal and state laws.

CERTIFICATE OF MINISTRY

General Requirements

Candidates shall show promise of usefulness in the gospel work. They shall devote full or part time to Christian ministry and, at the discretion of the District Credentials Committee, may remain under the supervision of a pastor or a ministry coach or mentor. They shall show evidence of a divine call and be actively engaged in some aspect of ministry and proclamation of the gospel, except in case of ill health or advanced age.

Pastoral Requirements

In the event a Certified minister is serving in a position as the pastor, he or she shall be expected to advance to the License level within 2 years of acceptance of the pastorate. This shall not apply to any minister who has reached the age of 65 or older, or whose certificate has been issued on a provisional basis. Any exceptions shall be at the discretion of the District Credentials Committee.

Exception for Provisional Issuance

A Certificate of Ministry may be issued on a provisional basis to a person who has not yet met all the credentialing requirements but whom the District Credentials Committee deems to be essential to the continuity of a church or a ministry. Limitations of provisional certificate:

- 1. The reason for such a provisional issuance must be ministry driven, and the justification for its use is terminated when the minister ceases to be involved in the ministry for which it was initially granted unless the minister accepts another qualifying assignment.
- 2. The Provisional Certificate will be issued for 1 year and shall not be renewed more than two times.
- 3. A person who has been granted a Provisional Certificate of Ministry must complete the qualifications for certificate of ministry within a 3-year period.

LICENSE

General Requirements

Qualifications for License shall include clear evidence of a divine call, character and preparation suitable for that calling, practical ministry experience, and an evident purpose to devote one's life in service to the proclamation of the gospel.

ORDINATION

General Requirements

- (1) Applicants must be 23 years of age or older.
- (2) They must have met all the requirements in making application and in completing the prescribed application form.
- (3) No person may be ordained to the ministry until he or she has shown evidence of a divine call and has held a Ministry License and has been actively engaged in ministry and proclamation of the gospel for at least 2 full consecutive years immediately prior.
- (4) Residency requirements of applicants. Applicants must be residents of or hold credentials in the District where they make application and appear before its credentials committee. Ordination applicants must be residents of the Northern Missouri District for one year prior to the time a credential would be granted. Applicants who have not been a member of the Northern Missouri District for 2 full consecutive years must meet the requirements and secure the endorsement of the officers of the District in which they were previously licensed.
- (5) In order to maintain active status, Ordained ministers shall be engaged in viable ministry and proclamation of the gospel except for cases of disability, retirement, or other valid circumstances as determined by the general secretary.

ALL LEVELS

Educational Requirements

See pages 9-10. All required courses must be completed **before** submitting the official application!

CREDENTIAL APPLICATION PROCESS CHART

The Credential Application Process chart will give you an idea of the overall process in obtaining credentials with the Northern Missouri District of the Assemblies of God. The process may be lengthy, taking from 6 months to over a year, depending upon the applicant.

It is expected that all applicants will discuss their credential intent with their pastor prior to contacting the District.

Applicants with marital or financial entanglements will need to make an appointment with the District Superintendent for a pre-credential screening.

Applicants need to be aware of the specific educational requirements for each credential. Preliminary evaluation of transcripts, applications for life-experience equivalency, and evaluations for provisional certification may be obtained from the District Office prior to beginning the application process.

Applicant submits Credential Inquiry Request through NOMOAG website Applicant receives access to application packet by email or mailed packet Applicant completes and mails Cred. App. packet to NOMO AG District office District evaluates **Application forms** Applicant schedules the appropriate Credential Exams Applicant informed of date/ time of Presbytery Interview Presbytery recommendation forwarded to General Council Secretary's Office General Council informs NOMOAG of final action: Applicant is notified **NOMOAG District issues** ministerial credential

CREDENTIAL APPLICATION PROCEDURE

Step 1 · Preliminary Inquiry

An applicant (first time and upgrade) must apprise his/ her pastor of the desire to be credentialed or to upgrade their credentials with The Northern Missouri District.

To obtain an Official Application Packet, the applicant should submit a request through our website at: www.nomoag.org. Click on the "Credentials" tab to "Apply for or Upgrade Credentials". (Applicants without Internet access may submit a written request for the packet.)

Once we receive your request, we will either e-mail or mail you a packet which includes the following:

- 1. Letter of Instructions
- 2. Official Application Form
- 3. Information Authorization/Release Forms
- 4. Background Check Disclosure
- 5. Financial Responsibilities
- 6. Reference Forms
- 7. Exam Study Guides

Step 2 · Application Packet

Upon receiving the Official Application Packet, the applicant is to complete and remit the following:

- Official Application Must be filled out completely and signed. (No blank spaces; use "N/A" if question does not apply)
- Photo Wallet or Passport sized photo attached to Official Application.
- Copy of Social Security Card Photocopy of Social Security Card must be submitted.
- 4. \$100.00 Application Fee This is a one-time, non-refundable fee. (Make check payable to NOMOAG.)
- Transcript(s) Must show successful completion of all required coursework needed to satisfy the education requirements for desired level. (See pages 9-10 for educational requirements.)
- 6. Reference Forms It is the responsibility of the applicant to see that all **reference forms** are delivered/mailed to their references. Reference forms must be completed and mailed or e-mailed to the District Office by the individual giving the reference. (No reference forms may be submitted by way of the applicant.)
- Information Authorization/Release Form(s) Must be completed by applicant (and spouse or fiancé/ fiancée if applicable) and notarized.

Mail all of the specified items from Step 2 to:

NOMOAG Attn: Credentialing 2600 I-70 Drive NW Columbia, MO 65202

Step 3 · NOMOAG District Review

Upon receipt of the completed Official Application Packet (*Step 2*), it will be reviewed by the District office.

Note Regarding Ordination Credential: The completed packet (including all references) should be received in the District Office on or before October 15th to qualify for recognition at the following year's District Council.

Step 4 · Exams & Credential Interview

Applicants must complete **written exams**, which the General Council requires to be proctored. Upon completion of Official Application materials, applicants will be notified of the time and place for their scheduled exam(s).

Certified level - Bible Knowledge & Doctrine exams

License level - Polity/AG History exam

Ordained level - no exams required

Once the exam(s) has/have been graded, an interview will be scheduled and the applicant will be notified of the interview date, time and location. The applicant's spouse or fiancé/fiancée is required to attend this interview.

Step 5 · General Council Credentials Committee

Completed credential applications are presented to the District Presbytery. Their recommendation & the application file will be forwarded to the office of the General Secretary for final approval. If approved, a fellowship card and certificate are sent to the Northern Missouri District Office for issuing.

Applicants will not receive any additional correspondence from the District Secretary's office concerning their credential application until notification is received from the General Secretary's office.

Step 6 · Issuance of Credential

Certificate and License credentials may be granted at any time during the year, although formal recognition of credentials will be held at the annual Northern Missouri District Council. Those credentialed are expected to attend the District Council.

Ordination Credentials are only granted through the laying on of hands at the annual Northern Missouri District Council. Candidates must attend the District Council to receive their ordination.

EDUCATION REQUIREMENTS

Please Note: If you did not meet your educational requirements through an AG college or university you must complete the Global University/Berean School of the Bible courses *Assemblies of God History, Missions, and Governance* and *A Spirit-Empowered Church* or their equivalents before you finish the credential process. This requirement can also be met through Pathway (www.PATHWAY.TRAINING/), a subscription-based institute approved by the AG General Council.

There are several ways to satisfy education requirements for credentials with the Assemblies of God:

- 1. Attend an Assemblies of God college as a Biblical Studies or Ministerial Studies major.
 - Under this option, the requirements are as follows:
 - **Certified –** Successfully complete 2 full years (48hrs) of A/G college course work as a *Biblical Studies* or *Ministerial Studies* major with sufficient ministry involvement.
 - **Licensed –** Successfully complete 3 full years (72hrs) of A/G college course work as a *Biblical Studies* or *Ministerial Studies* major with sufficient ministry involvement.
 - **Ordained** Successfully graduate from an A/G college as a *Biblical Studies* or *Ministerial Studies* major with sufficient ministry involvement.
- 2. Successfully complete the courses prescribed by the General Presbytery through Global University at either the Berean School of the Bible or through Pathway (www.PATHWAY.TRAINING/).

See page 10 for the GU-Berean course requirements. (Note: Berean courses are not college credit courses.) The courses may be ordered directly at 1-800-443-1083 option 4 or by visiting their website at www.globaluniversity.edu. Global University undergraduate students (see website for the GU-undergraduate course requirements) who are either A/G ministerial credential candidates or who currently hold credentials with the A/G may receive a 20% tuition discount. Verification of status is required. For further information you may call Global University at the number above and speak with a U.S. Student Services Representative. Pathway is a subscription-based institute approved by the AG General Council. You can enroll in Pathway classes at: www.PATHWAY.TRAINING/.

- 3. Attend the Missouri School of Ministry (MSOM).
 - The Missouri School of Ministry is a non-accredited Bible Training Institute that assists applicants in taking the Berean courses to meet the education requirements for credentials. There is one course offered almost every month for the Certified, License, and Ordination tracks. Please go to www.nomoag.org, the Credentials tab, for more information.
- 4. Attend a recognized Bible College other than Assemblies of God. Under this option, the transcript must reflect successful completion of courses equivalent to current General Presbytery requirements. The District Office will evaluate completed Bible and ministry-related courses with current General Presbytery requirements. Credit will be given for similar courses, provided the extensiveness of study is equivalent to Global/Berean courses. In addition to sufficient courses on the transcript, the candidate will be required to take the following Global/Berean correspondence courses: THE 142-AG History; Missions & Governance; and MIN 171-A Spirit-Empowered Church: an Acts 2 Ministry Model.
- 5. Attend an Assemblies of God College as a non-Biblical Studies or non-Ministerial Studies Major.

An applicant who has attended an A/G college as a non-Biblical Studies or non-Ministerial Studies major will be considered for credentials on a case-by-case basis. The District Office will evaluate completed Bible and ministry-related courses with current General Presbytery requirements. Credit will be given for similar courses, provided the extent of study is equivalent to Global/Berean courses. Once evaluation has been done, remaining courses must be successfully completed to satisfy the education requirements. If the District Office is unfamiliar with the institution from which your transcript is received, you will need to supply a catalog with course descriptions from the institution so an accurate evaluation can be made.

6. Life-Experience Credit

Applicants who have had a proven and fruitful ministry of a substantial duration (10 years or more) may apply for life-experience credit to fulfill some of the course requirements waived. The District Office will provide a form where the applicant shall make a written request for life-experience. The form requires a short personal essay regarding their call to ministry, and an explanation as to how they have met the requirements for each course that the waiver is requested. *NOTE: Must be at least 30 years of age, must complete the Global/Berean correspondence courses AG History; Missions & Governance and A Spirit-Empowered Church: an Acts 2 Ministry Model, and must have a proven and fruitful ministry for at least 10 years.

GLOBAL UNIVERSITY BEREAN School of The Bible COURSE REQUIREMENTS

Certificate of Ministry

Course Title	Course Number	
Christ in the Synoptic Gospels Introduction to Hermeneutics: How to Interpret the Bible. New Testament Survey Old Testament Survey A Spirit-Empowered Church: an Acts 2 Ministry Model. Relationships and Ethics in Ministry Beginning Ministerial Internship. Introduction to Pentecostal Doctrine A/G History, Missions and Governance Introduction to Theology: A Pentecostal Perspective	BIB 121 BIB 212 BIB 214 MIN 171 MIN 181 MIN 191 THE 114 THE 142	
<u>License</u>		
Course Title	Course Number	
Acts: The Holy Spirit at Work in Believers Prison Epistles: Ephesians, Colossians, Philippians & Philemon. Romans: Justification by Faith The Local Church in Evangelism Introduction to Homiletics Effective Leadership. Introduction to Assemblies of God Missions Conflict Management for Church Leaders Intermediate Ministerial Internship Eschatology: A Study of things to Come	BIB 117 BIB 215 MIN 123 MIN 223 MIN 251 MIN 261 MIN 281 MIN 291	
Ordination		
Course Title	Course Number	
Prayer and Worship . The Corinthian Correspondence The Pentateuch . The Poetic Books . Preaching in the Contemporary Word . Church Administration, Finance, and Law. Pastoral Ministry . Advanced Ministerial Internship .	BIB 322 MIN 325 MIN 327 MIN 381	

Note: Berean courses are not college credit courses.

FINANCIAL RESPONSIBILITIES OF ALL CREDENTIALED MINISTERS

All first-time, upgrade and reinstatement applicants must complete a "Financial Responsibilities and Agreement of Understanding" form provided in the application packet, on the website, or by email.

The Financial Responsibilities of Ministers are as follows:

TO THE GENERAL COUNCIL

Ordination - \$25.00 per month, which equals \$300.00 per year
License - \$20.00 per month, which equals \$240.00 per year
Certificate of Ministry - \$10.00 per month, which equals \$120.00 per year

TO THE NORTHERN MISSOURI DISTRICT COUNCIL

100% of Ministerial Tithe per month (All Sources of Ministry Income)

plus

25% of All Secular Tithe per month

Note: If a minister receives no ministerial or secular income (i.e. attending college without a job), the minister must remit to the Northern Missouri District Council the following minimum amount:

Ordination - \$25.00 per month, which equals \$300.00 per year
License - \$20.00 per month, which equals \$240.00 per year
Certificate of Ministry - \$10.00 per month, which equals \$120.00 per year

Calculation of Income

Income for ministerial compensation includes all funds received for the support of the minister, including salary, housing allowance, Social Security allowance, professional expense allowance, and fair market value of a church-owned parsonage. Funds deposited into retirement accounts by the church (401k, 403b) or the payment of hospitalization premiums by the church are exempt.

Income for secular compensation includes the amount specified on the W2 form plus any additional income not reported on the W2 form.

Resources

A "NOMOAG Tithe/Dues Worksheet" is available at our website, along with a "Financial Integrity Indicators" article, as well as the "Financial Responsibilities and Agreement of Understanding" form. NOMOAG giving slips and return envelopes are available and will be provided by the district office upon request. Checks should be made payable to "NOMOAG" or "Northern Missouri District Council" only. Payment can be made on-line through our website, by clicking on the "PAYMENT" tab at www.nomoag.org.

If you have any questions about financial responsibilities or personal and/or church finances, please feel free to call the district office.

