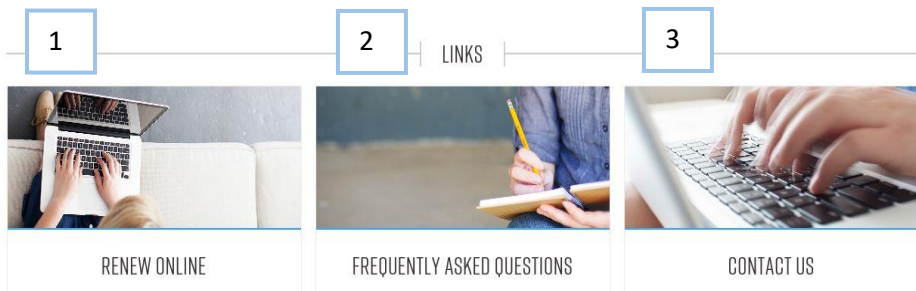


# Minister Renewal Submission Site

The Minister Credential Renewal System allows ministers, from districts who have opted to participate, to fill out their minister renewal form online and submit it electronically to their District and the National office. It is designed to save resources for both the National and District offices, while creating an easy process for ministers to renew their credentials.

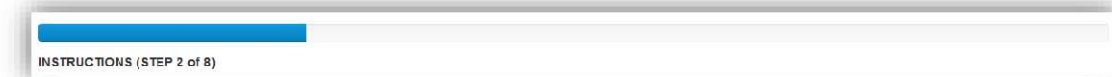
## Navigating the Site

On the Minister Renewal site, you'll find the links you need to help you through the renewal process. Click these links at any time to get to the following areas:



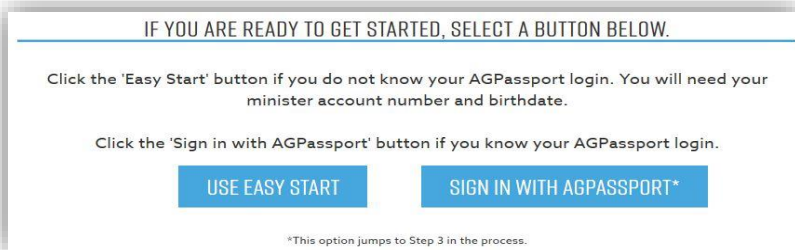
1. Renew Online-takes you to the page to get started.
2. Frequently Asked Questions-takes you to a page that answers your questions.
3. Contact Us-send an email to the National Office.

A progress bar will be displayed near the top of the page indicating your advancement through the system. There is a total of eight steps with several screens in each step. Note that if you choose to leave the site, all information entered will be saved. To return, you may sign in using the *Sign in with AGPassport* button after clicking *Renew Online* on the Welcome screen and continue with the last screen you visited.



## Getting Started – Steps 1-4

You have two options to get started: *Easy Start* and *Sign in with AGPassport*. Signing in with your AGPassport credentials allows you to skip several steps and automatically identifies you in the system. Using the *Easy Start* option allows you to enter minimal information and create a new AGPassport account if needed.



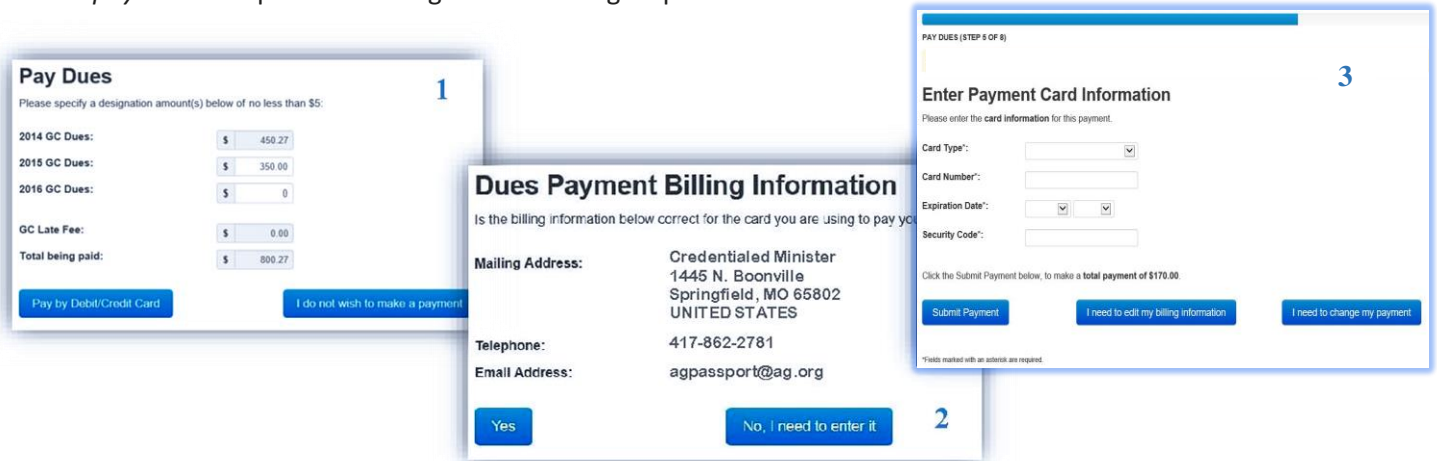
If you have an AGPassport account but do not know your information, you can request your login credentials by clicking the *Forgot Login* link on the *Sign in with AGPassport* page. You will then be sent an email containing your username and a link to change your AGPassport password. Note the email address you provide must match the

address on file for that AGPassport account. After you are logged in, you will need to verify the email address that is on file. Once the email address is correct, proceed to Step 5.

## Paying your Dues – Step 5

Once you have verified your email address, you will need to pay any dues you may owe. A message with your current owed dues will be displayed. You will be required to pay any outstanding dues or late fees owed for the current year in order to continue the renewal process. However, you will not be required to pay monthly amounts for any months that remain in the current year if you are set up for auto deduct in AG Giving. You also have the option of paying dues for the following year if desired. Note that you will need to use this process on the renewal system to pay your

outstanding dues. Do not go to AG Giving to make a payment as this could cause a delay in your dues being posted to your account and prevent you from proceeding in the renewal process. To pay your dues, click Yes under *Submit an online payment* and proceed through the following steps:



1. Enter the amount of dues you would like to pay. Note required dues for the current year will automatically be entered. Dues for next year are optional.
2. Make sure billing information is accurate. Changing the information on this screen will not change the records in AGPassport.
3. Enter your credit card information and click Submit Payment.

Once a payment has been submitted, you will be able to proceed to step six. An email confirmation of your payment will be sent to the email address on file.

### Reviewing your Information – Step 6

Next, you will need to review your personal information. This review includes contact, personal and credentials information. Click the *No, I need to edit it* option to update your information.



### Answering the Renewal Questions – Step 7

Active ministers will need to fill out the credential renewal, which includes nine questions. (Retired ministers will complete a shorter retired minister credential renewal.) Each question occupies its own screen and will need to be answered before progressing to the next question. The following is a list of the questions included in the Active Minister Questionnaire:

1. Have you been actively engaged in viable ministry and proclamation of the gospel in 2017?
2. Is your ministry information accurate and complete?
3. Are you employed elsewhere?
4. Do you reside and work outside of the United States?
5. Have you financially supported your District Council this year in accord with its bylaws?
6. Do you personally support Assemblies of God World Missions and Assemblies of God U.S. Missions in prayer and

finances, and do you encourage those you lead to do the same?

7. Will you comply with the Constitution and Bylaws of the General Council and your District Council?

8. Are you in full agreement with our Statement of Fundamental Truths?

9. Review of Senior Status.

Note that you will need to provide an explanation if you do not agree with the Statement of Fundamental Truths. You may read these truths by clicking the blue *Statement of Fundamental Truths* link found on the page containing that question.

## Review Agreement with Fundamental Truths

Are you in full agreement with our [Statement of Fundamental Truths](#)?

Click the link to open the Statement of Fundamental Truths.

When done, you will be able to review your answers before submitting your application. Note once you click the Submit button your renewal will be sent.

Would you like to submit your minister credential renewal at this time?  
(No edits can be made once you submit your renewal.)

Yes, I want to submit my renewal

No, I would like to start over

## Finishing the Process – Step 8

In the last step, you will be asked if you would like to continue receiving a paper copy of the renewal. Simply choose the appropriate option and click Continue.

### Receive a Paper Copy Renewal

Would you like us to stop mailing you a paper copy of your renewal form each year?\*

- Yes (We will NOT mail a form to you.)  
 No (We will mail you a form for 2017.)

If any, enter additional comments regarding mailing renewal forms:

You have 2000 character(s) remaining.

Continue

Once you have completed the last step, you will be able to download a PDF copy of your credential renewal.

### Thank you for using our online credential renewal system!

Thank you for completing your credential renewal electronically.  
We are very glad you have chosen to be a minister with our Fellowship.  
May the Lord bless you abundantly as you faithfully serve Him.



James T. Bradford, General Secretary

#### Here's a summary of how your renewal will be processed...

1. When you clicked the "Yes, I want to submit my renewal" button, your credential renewal information was automatically sent to your district office for review.
2. Your district office will review your credential renewal information and contact you for any additional information, if needed.
3. After their review and approval, your information is sent to the General Secretary's office at the National Leadership and Resource Center.
4. You will be sent an email when the district has approved your renewal.
5. Your renewal will then be reviewed by the General Secretary's office and they will contact your district if further information is needed.
6. Once the General Secretary's office approves your renewal an email will be sent to notify you.
7. The fellowship cards are mailed in bulk and can take up to two months to receive.

Click the **Download PDF** button below to receive a PDF copy of your form for your personal records.  
Note: Please do NOT mail this PDF to your district office. It is being provided to you as a courtesy file copy for your records only.

Download PDF

Click to download a copy of your credential renewal application.