



Renewal Guide

Our goal is to make sure your renewal is processed in as timely a manner as possible. Credentials do not automatically renew; you must complete a renewal to continue to minister with the Assemblies of God.

GENERAL INFORMATION

- ✓ Fill out **either** the hardcopy **or** the online form, **not both**
- ✓ Give us **any corrections** in your contact information. We need the most current information in order to alert you if your renewal is put on hold and for future correspondence
- ✓ Answer **all** questions

HARDCOPY RENEWALS

- ✓ Send the contribution form (on the back of the General Council renewal letter) to us with your checks
- ✓ **Sign** your renewal

ONLINE RENEWALS

- ✓ Complete your renewal the same day you started it. If you wait to finish, it may become lost in the online queue, delaying the processing
- ✓ You will receive confirmation when your renewal is complete, both on the site and through email
- ✓ You must move past the General Council Dues Payment screen to complete your renewal. There will be questions following your payment regarding our bylaws and Fundamental Truths. You must answer these for your renewal to be complete.

NETWORK TITHES/GENERAL COUNCIL DUES

- ✓ Must submit **financial commitment** to General Council by the end of the year: Ordained - \$300, Licensed - \$240, Certified - \$120
- ✓ If you do **not** intend to meet your **financial commitment** to the NY Ministry Network **or** to General Council, submit a **short explanation** with your renewal
- ✓ Approval of your application is partially contingent upon your financial faithfulness. Electronic payment of dues and tithes takes several days to clear and may delay approval
- ✓ If your renewal is submitted (or postmarked) after **January 1**, you **will** be charged the late fee (\$50: \$25 to General Council, \$25 to NY Ministry Network). Please include it in the envelope with a hardcopy renewal. This is the only way to pay the late fee, unless you complete your renewal online and pay the late fee to General Council at the same time
- ✓ If your renewal is submitted (or postmarked) after **January 15**, you **will** be required to reinstate and be charged the reinstatement fee (\$100: \$50 to General Council, \$50 to NY Ministry Network). Please contact our office to have a Reinstatement form sent to you if you have not renewed by January 15