



SECRETARY/SCRIBE AND MINUTES

General

The moderator (or the District Superintendent or the District Board of Ministerial Standing [DBOMS] Chair) ensures that a well-prepared secretary/scribe (recruiting and training must be done prior to the council) is present to take appropriate minutes for the council, and he also ensures that an audio recording of the council is made. Since it is difficult to engage in the council discussion and record good minutes, it is best if the secretary/scribe focuses on recording the minutes and not attempt to be a part of the council dialogue.

The minutes of both the License and the permanent Certificates (Certificate of Christian Ministry [CCM] and the Certificate of Ordination [COO], and also including the Transfer of Ordination [TOO]) serve a vital role in the credentialing process as they provide the only means that the Board of Ministerial Standing (BOMS) can evaluate a candidate's oral interaction with Scripture and the doctrine espoused in the Statement of Faith. Additionally, these minutes provide the record for any other future reference.

Specifics

1. The secretary/scribe shall record all of the members of the council and the churches they represent on the Council Member Form. (To ensure that the proper number of qualified members make up the council, cf. *Steps Toward Credentialing*, page 9, B.1.)
2. The secretary/scribe shall take minutes of all the proceedings of the council. This will include all questions and answers between the council members and the candidate. Minutes of both the questions and answers must be complete enough so that a reader can understand and make accurate decisions about the candidate's understanding and grasp of the biblical, theological, pastoral and personal issues. As the goal of the Council is to determine the beliefs of the candidate, so the goal of the secretary/scribe is to record the candidate's responses accurately. Include the words and expressions used by the candidate, even if the candidate misspeaks on a theological issue. For permanent Certificates (CCM, COO and also the TOO), complete and thorough minutes must be taken with transcriptions included in areas where the candidate experienced difficulty. Please see below for an example of council minutes.
3. The secretary/scribe will record the council's discussion and deliberations, final recommendations and the motion passed. (Please use the document "Motions To Be Passed By District Credentialing Councils.") As part of the final recommendations for the Certificate, the council will determine any pertinent issues that need to be transcribed. A summary of the council's discussion and deliberations, the final recommendations and the motion passed will be communicated with the candidate.
4. The secretary/scribe will send the minutes to the moderator who will proof them prior to sending them to the District office. After the District office has received all the materials required by the candidate, the material will be sent to the national office for processing by BOMS.



Example of Council Minutes

Q: Please explain the doctrine of the Trinity.

A: Though the word is not found in the Bible, the truth of the Trinity is taught throughout the Bible, both implicitly and explicitly. The Trinity is a reference to the biblical teaching that God is one and yet eternally exists in three Persons. The Father is God, the Son is God and the Holy Spirit is God. Though each person is fully God, there are not three gods, but one God. Theology is doxological, and that is especially true with the doctrine of the Trinity. The hymn writer got this right when he concluded his excellent hymn with these words: “God in Three Persons, Blessed Trinity.”

Q: How would you defend the teaching of the Trinity from the Bible?

A: The truth of the Trinity is taught throughout the Bible. This truth may be more implicit in the Old Testament – but even in the beginning of the Old Testament, Genesis 1:2, there is a reference to the Spirit – but in God’s unfolding plan of redemption it becomes explicit in the New Testament. The Father is God – in the Lord’s Prayer in Matthew 6:9, prayer is addressed to “our Father.” The Son is God – in John 20:28 when Thomas sees the risen Jesus Christ he exclaims “my Lord and my God.” And the Holy Spirit is God – in the early church Luke writes in Acts 5 that Ananias lied to the Holy Spirit, to God. This truth is also evidenced in Jesus’ baptism as recorded in Matthew 3:16-17, and in Jesus’ command to his followers in Matthew 28:19-20 to baptize in the name of – note the singular – the Father and of the Son and of the Holy Spirit.

Q: What is a contemporary heresy regarding the Trinity?

A: Modalism is actually an early church heresy that was condemned, which still exists today. Teachers so emphasized the oneness of God, they did so at the expense of His threeness, which denied that there are three distinct Persons. There is only one person who appears in different modes or manifestations at different times. When He appears as Father, he is not the Son or the Holy Spirit. When he appears as the Son, he is not the Father or the Holy Spirit. Modalism teaches “distinct modes;” orthodoxy affirms “distinct Persons.” Today the United Pentecostal Church is referred to as Oneness Pentecostals or by the motto “Jesus only,” since they baptize in the name of Jesus only, not the trinitarian Father, Son and Holy Spirit.