

Dear Minister,

In order for SBC to help you save time and money we have to justify the equivalence of what you have done in the Lord and convert it to credits. We need a list that includes your hours per week and **total hours**; it could look something like this example:

<u>Christian Service or Experience</u>	<u>Date</u>	<u>What I did in this ministry</u>	<u>Hrs per week</u>	<u>Total Hours</u>
CAMA (tell us what the letters stand for) (off on major holidays)	Jan. 1983-Dec. 90	I worked as a counselor	1 hrs pr wk	384 hours
Altar Workers (Name of Church)	June 86-93	I worked as an assist. to the Pastor	2 hrs pr wk	768 hours
Evangelical Conference for Ministers (Location: Menlo, California)	Jan. 16-19, 1998	Learned about Street Evangelism		20 hrs @seminar
Street Ministry in Romania (Group from New Hope Missions, Shreveport, La traveled to Romania and lived there for 3 months.)	June-August 1997	Witnessed to people on Street, at homes	40 hrs pr wk/12 wks =	480 total hrs
Women's Aglow (Need Name of Chapter)	March, 1999- present	Vice President of local Chapter	I put in 5 hours per month	300 hrs
Sunday School Teacher (Need Name of Church)	April, 1972-May 1992	Taught all basic Bible Survey classes--1 hr teaching, 1 hr prep		960hrs
Eastern Women's Help Shelter (Need Location)	Dec, 2000- present	Ministering to hurting women	1 hour per week	36 hrs
"Faith Works by Love" Seminar (Need Location)	August, 1998	Three days of teaching by Seminar	14 hrs of instruction	42 hrs
Central Bible College Springfield, Mo (We prefer having the transcripts, if it is a college. We cannot guarantee amount of credits that will be approved if we don't have records of classes completed. So, if you don't have transcripts, please supply as much information as possible on the college such as: course catalog, report cards, registration records, phone number, last time you contacted them, person you contacted, approximate dates you attended, names of classes and credits, etc.)	Sept. 1976-June 1980	Passed 12 classes for ordination	3-5 hrs per wk per class	per class credit
Assistant Pastor (Faith Tabernacle San Diego, Ca)	Jan. 2002-present	I help the Pastor in Administrative duties I preach when the Pastor is gone—4-5 times per year	30 hours per week	1440 hrs 10 hrs

When you give us specifics like this, then we can justify giving you credits. If this doesn't work you can still challenge courses, which is a bit shorter than taking the course. But you can only do that on the number of the courses up to 50% of the total program in which you are enrolled.

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