



Central Florida Bible College (CFBC) Licensing Agreement (Student)

The primary purpose of this document is to help establish an agreement between all licensed and ordained CFBC graduates, at every level of training and degree and between CFBC, its educators and board of directors of the acceptable ministerial code of ethics, conduct and moral behavior expected and agreed upon by all graduates of CFBC.

In so doing, this document will state the primary (not all) of the code of ethics, conduct and moral behavior that students have been taught and instructed to be practiced and obeyed by a licensee to continue in the fellowship as a CFBC licensed minister. By breaking or doing anything contrary to the ministerial code of ethics or any action deemed scripturally inappropriate, as stated in the Christian Bible, the Licensee renounces his/her right to be part of the fellowship immediately, and upon doing so, will lose the support and license of the CFBC fellowship.

The second purpose of this document is to help ensure that those presently in positions of ministry and leadership in the Church of Jesus Christ who are considering employing, assign and delegate authority or responsibility at any given level of ministry to one of CFBC's licensed ministers is well informed in printed form a summary of CFBC's acceptable ministerial code of ethics, conduct, moral standards, and training of all licensed ministry candidates.

The third purpose of this document is to serve as a legally binding agreement between any-and-all active licensed ministers of CFBC and the parent organization of Anchor of Our Souls Ministries Inc. The license holder acknowledges that they alone are fully responsible for their actions, moral values and conduct in-and-out of all ministry settings. The licensee takes full responsibility for their conduct as a license holder. CFBC, the Fellowship, Anchor of Our Souls Ministries Inc. or its board of directors will not be held responsible for the conduct or decision of any licensee. Any and all legal matters, fines, penalties or law suits that may result due to choices, actions or conduct, appropriate or otherwise, is fully the responsibility of the license holder. All financial responsibility of any such action charged to a student, shall also fully be the responsibility of the license holder and at no time shall CFBC/Anchor of Our Souls Ministries Inc. become part of any legal matter instigated by a third party or licensee. At no time shall CFBC or Anchor of Our Souls Ministries Inc. provide financial or legal assistance for fines, lawsuits or legal matters that may be a result from the choices, actions or conduct of a license holder.

It is understood by all parties that the ministerial license provided by CFBC is strictly for the purpose of assisting in a ministry capacity under the leadership of elders and leaders of the local body where the licensee is a member. These elders and leaders will further instruct and hold each licensee accountable in the positions they assist. The license does not authorize any holder



as a pastor, counselor or any administrative ministerial position identified in Scripture, and should never be used as evidence of ordination. The license is solely in the capacity of assisting (helps) other ordained leaders and those serving in offices of scriptural administration in the church. The license is supportive of evidence that all graduates have been instructed and prepared to serve and assist those presently in ministry, by providing a basic foundation of Biblical doctrines, ethical codes and moral expectations as Scripture deems necessary for practicing service with/to/upon the Body of Christ as a repertory measure to further serve in a God ordained ministry.

Authority:

1. God is the primary authority over the believer. He communicates His will through His Spirit.
2. The Holy Bible is the written Word of God; it represents His heart, mind and will and carries the same authority over the believer's life.
3. God has called and anointed human representatives that have His authority to lead people and help them be all that they can be in Christ (Ephesians 4:11).
4. All men and women must first submit to authority and be proven faithful before given authority by those who recognize and affirm their faithfulness (2 Timothy 2:2).
5. Men and women of God need accountability from other men and women of God and should be part of a fellowship that will support a Godly life style (1 Corinthians 16:16).
6. Licensees are to always respect authority, but more-so in the public setting, continually displaying unity and order in the Church of Jesus Christ.
7. If there is ever an issue or action of disagreement with authority, a time in private should be scheduled to meet with that leader to share any concerns a licensee could potentially have.
8. Licensees are encouraged to learn how to hear the heart of those in authority, and not to be critical but supportive. Always reminded that what one sows they shall reap.
9. In matters where disagreement may exist, the licensee should agree to disagree with the leader, but be supportive publicly. The only exception would be if the matter is unscriptural or anti-Christ in nature, otherwise licensees should keep single mindedness in purpose and vision with the leadership.
10. At no time should a licensee ever express their disapproval of leadership with others in the congregation in casual conversation or otherwise. It should not occur privately or publicly; doing so may result in division and disunity in the ministry.



11. All licensees are encouraged to obey the command to make it a joy for those who watch over their souls (Hebrews 13:17).

Ethical Conduct:

1. Licensees should never make promises that they can't keep about confidentiality. Pastors have a right to know the condition of their people. Licensees must always remember that they play a supportive role to the ministry team, leadership and staff. Typically, ministers stay very busy and aren't always able to tend personally to the needs of every person in the congregation; although, if they could, they would. Licensees are being provided the privilege of being able to help solve some of these challenges in the ministry they serve. Being part of the solution and not the problem is the goal of a licensee. It is, however, important to remember that to be part of the solution doesn't mean that knowing the condition of the sheep should stop with the licensee. It needs to be passed on to the Shepherd. Licensees will have a chance to hear many different perspectives and issues occurring among the people. It is important that you share information that is crucial to maintaining a morally and spiritually healthy congregation. Please do not commit to keeping crucial information from the leadership that could hurt the ministry as a whole.

2. Licensees must encourage God's people to interact with the leadership when concerns and disappointments arise and not share concerns with those who cannot resolve the matters. Leadership should be perceived as trustworthy. Some people have a problem with trusting authority. In some cases, lack of trust is understood, due to personal past experiences. It is crucial that licensees encourage trust of the leadership and those in authority. It is important to support openness and honesty when frustrations and disappointments happen with the direction a ministry is heading.

3. Licensees are encouraged to bridge this gap of communication between the congregation and the leadership by helping to break down the walls of unrealistic suspicion and unapproachability sometimes placed there by the enemy. In our society, today the media supports and promotes suspicion of those in authority. The news is not primarily about what good leaders do, but about their failures. Leaders can't do a thing about issues that they are kept in dark about. Help them to get the information needed to keep the Body of Christ healthy. Remember, to "do unto others as you would have them do unto you" (Luke 6:31).

4. When people share their dissatisfaction. Be careful as a licensee not to get caught up in being the sounding board for persons displeased with the leadership. It will pollute your spirit and begin to promote the internal savior complex. There is only one Savior, according to Scripture. The fact that people are interested in sharing their perspective and opinion may initiate the feeling of leadership euphoria, that is, being needed and recognized as trust worthy and influential by a group of people with a cause. Unfortunately, this type of scenario is often not to create unity but disunity. This is just one of many traps the enemy will bait to get licensees at odds with the others in authority. Some of the most damaging situations that occur in ministry,



come from within the leadership by disgruntled leaders. Taking up a cause for the disgruntled will ultimately lead to some type of division.

5. Being alone with someone of the opposite sex. Licensees should avoid at all cost, situations that could make them vulnerable to an accusation of misconduct. While now days it is no longer limited to a person of the opposite sex, it is still important to keep in mind that there are people out there that specialize in creating vulnerable situations for ministers. Not to mention that the enemy of our souls is always looking for opportunity to destroy the credibility of God's people. Implement fail safes, to protect yourself and the ministry you represent. Do not drop your guard and become another statistic.

6. Licensees should never conger-up answers to questions or subjects they do not know or have the answer to. If you do not have the knowledge or answer, tell the truth and inform the person that you will research the topic and help them to get an answer.

7. Licensees should never be misleading of having authority that they have not been given. Pride can quickly pop its head up anywhere and in any scenario. Guard your heart!

8. Psychological counselling should only be done by those that hold the proper credentials, such as, psychiatrists, psychologists, licensed pastoral counselors, etc.

9. Licensees trained in Biblical counselling, must always clearly specify with counselees the type of counselling they perform and the credentials they have earned to do so. At no time should any licensee pass themselves off as something they are not.

10. Licensees should never attempt deliverance without the approval, training and backing of a senior minister. No attempt to cast out demons or unclean spirits without first consulting with a senior minister should ever be done. This is not a spiritual authority issue. We are aware that the Lord Jesus gave the church power in general over the enemy to cast these ungodly entities out of those possessed by them. It is about fully understanding the elements that are launched into motion and the commitment being made by those being delivered and those conducting the deliverance. When deliverance is initiated a person cannot be left alone until they are completely set free or the state of that person may be worse than before. This can take hours, in some cases days, and require the support of intercessors. We are not saying that this is the case all the time, but it is important to be aware of what could potentially happen.

Legal Protocol:

1. When dealing with child abuse of a minor, anyone holding a ministerial license is a mandatory reporter and should consult with those in leadership, starting from the top of the chain of command down as to how such cases are dealt with in the ministry. The leadership will help licensees follow the necessary protocol for reporting such incidents established by the ministry.



2. Never promise confidentiality to minors, especially if the parents/care-givers are unaware of an abuse presently happening or that has happened to their child. **THIS IS ILLEGAL.** Unless you are a licensed professional with the consent of the parents/care-givers to keep confidentiality of their child's affairs, you should never do so. By the time someone seeking Biblical counselling comes to you for abuse issues the parents/care-givers of the victim should have already gone through the proper channels of reporting. If the parents/care-givers of an abused child has not gone through the proper channels of reporting, you should encourage them to do so right away. If the parents/care-givers refuse, as a licensed minister you must immediately consult with the senior staff members as to how to proceed. An immediate effort to contact the proper authorities **MUST BE MADE.**

3. If a licensee or senior staff member chooses not to report child abuse, they are taking a chance with the well-being and potentially the life of a child. If the authorities find out about the failure to report, it could result in major litigation and possibly incarceration.

4. If a minor reveals that a parent/care-giver is abusing them, the child should immediately be placed with Children's Services until an investigation can be conducted. At once inform a senior staff member and let them initiate the proper steps to protect the child. If a senior staff member is not available, the authorities should be contacted to protect the child. Do not contact the parents/care-givers. Let the authorities explain the accusation of the child against them. Do not attempt to figure out if the accusation is true or not, this is where most people make mistakes because the accusation may not seem believable about what seems to be a creditable parent/caregiver.

5. At no time should a licensee discuss an accusation of child abuse with anyone, including their spouse unless, by not doing so, could directly affect the safety of their own children. There have been cases where minors have falsified information about abuse to taint the image of parents/care-givers and other authority figures in retaliation. If the accusation is classified incorrectly, before the investigation is completed, it could result in some irreversible damage to the character and life of the accused. Character defamation lawsuits have been filed against ministries and won, because information was released prematurely and incorrectly. In some cases, jobs were lost and whole communities turned against individuals who were announced innocent at the end of the investigation, but by that time the damage had been done.

6. If an adult informs you of an abusive situation perpetrated against them, encourage them to follow the proper channels of reporting. If the abuse is physical and potentially life threatening, follow the procedures established by the ministry you represent and inform a senior staff member immediately. Review the proper protocol required by your state. Become familiar with emergency abuse center locations and phone numbers. Get to know their rules and requirements for emergency housing and protection. Have telephone numbers and addresses handy.



7. Domestic disputes should be handled with extreme caution. If a licensee finds themselves refereeing a domestic dispute, and if it is escalating and looks like it is about to become violent, contact the authorities immediately before it potentially gets out of control. Let the authorities help usher in order and restrain those considering physical aggression. Many ministers, male and female alike, have been seriously hurt trying to stop physical violence between couples and family members. Worst yet, is when the licensee hurts someone in self-defense.

8. At no time should licensees take matters into their own hands or attempt to return physical violence to protect themselves. Avoid at all cost putting yourself in a situation that may require you to become personally physical. It is riskier to put yourself in the middle of a situation that has been violent in the past. It becomes easier for people to get physical once it has started. Call the authorities to accompany you, before attempting to get involved in a situation that has previously been violent and appears to be heading in the same direction.

9. If a victim does not want to stay at the residence where the form of abuse occurred, but needs to go back to pick up personal items, contact the authorities and let law enforcement handle the situation. In many cases they can help plow the way for a peaceful entry and exit. Domestic disputes are some of the most dangerous and violent calls law enforcement officers must deal with daily in our country.

10. Suicide threats should be dealt with immediately. Contact a senior minister or staff member and let them know the information you have obtained. Follow the proper protocol established by the ministry and the state you reside in for such cases. A licensee should never try to diagnose if a person threatening suicide will follow through with the threat or not. Most ministries and states require that Baker Act be implemented on those that threaten suicide. It is crucial to leave the diagnosis to the professionals. Liability for not reporting suicide could potentially mean the life of a person is at stake. Liability is sure to follow if the protocol requirements are not met by a licensee.

11. Suicide threats of third parties. Licensees who receive phone calls or get a visit about a third party threatening suicide should at once have the person who witnessed the statement, call the authorities about the third party's threats of suicide. A licensee should not attempt to call the authorities if the statement was not personally witnessed by them. Most states have law enforcement officers that are taught to evaluate people threatening to take their own lives. After the evaluation, if the officers feel that there is a possibility the person may follow through with the threat, they have the authority to Baker Act the person for evaluation.

12. The Baker Act is basically when a person's rights are violated in order to protect the person from hurting themselves or others because they are not in the right state of mind. They are held in a safe environment often times a hospital for a mandatory psychological evaluation and observation.



Personal Finances:

1. God blesses His people with the ability to prosper and gain wealth.
2. The gain is in-part to be used for the establishment of God's Kingdom on earth.
3. Licensees have been taught and trained to tithe on their wealth.
4. The tithe is not an Old or New Testament concept, it is about His "Lordship" in the believer's life.
5. The tithe is not to be dispersed as one sees fit, but belongs to God as a Kingdom tax on the citizens of the Kingdom for the expansion of the Gospel.
6. The tithe goes into the storehouse where the licensee is fellowshipping.
7. Love offerings, gifts, and alms are encouraged but not to be considered or confused as part of the tithe, but above and beyond the tithe.
8. It is important for licensees to pay their personal bills and take care of their financial commitments. We are aware that hard times can happen to anyone. We encourage that all licensees live within their financial means. Try not to get into credit card or any other type of credit debt. It can in some cases hurt your credibility as a minister.

Ministry Finances:

1. At no time should any licensee discuss privileged financial information about other congregational members.
2. Licensees should encourage others in the congregation to tithe and give to the cause of Christ by teaching the principles of tithing and giving to others, as approved by leadership.
3. At no time should any licensee receive monies for public speaking or other ministry related work without filing the proper tax paperwork with the hosting ministry.
4. All ministry monies should go through the ministry office, books and bank account, before being given as salaries, to pay bills, given to guest speakers or contractors of any kind.
5. When licensees are asked to speak or conduct ministry services for an honorarium, monies contributed by well-meaning congregational members given directly to the licensee should be put in an envelope and given to the hosting ministry to run through the ministries office. Licensees may suggest to the person who wants them to have it, to put it as a love offering for the speaker, etc. It will ultimately be up to the hosting ministry staff whether it will be given to the licensee or not.
6. Licensees asked to speak or conduct ministry services for a love offering, should not solicit the love offering from the congregation, unless authorized to do so by the hosting ministry. It



should be left up to the hosting ministry to decide when and how they will ask for the love offering. The offering should again, be given to the hosting ministry to run through their office and books, unless they specify differently to the licensee. At which time, the licensee should fill out the proper tax paper work or pay the taxes due for the income received when filing their personal taxes.

7. When licensees are granted forms of tax exemption by any ministry, it should never be used for personal purchases. Always separate personal purchases and ministry purchases, no matter how long the line at the register may be. Using the exemption for personal purchases may result in the loss of the tax exemption for the ministry that has entrusted the licensee with it and possible fines and in some cases of major abuse, jail time.

8. Licensees should keep accurate books and clearly define ministry related expenses from personal ones, if they plan to file for deductions of ministry related expenses. This is an area that I.R.S. is extremely vigilant about, and unfortunately the area where most ministers falter, primarily for poor record keeping.

9. At no time shall any licensee use ministry moneys for personal use. Many ministers have made this mistake and paid dearly for it.

Character:

1. Character is what an individual does when no one else is around or watching. As believers, we're aware of the fact that we really are never alone. There is always someone watching. Please make sure that our conduct is as close to that of our Savior as possible. He exemplified perfect character. Let's be true to ourselves and those that we give account to.

2. When licensees fall short of the mark, they should immediately repent and do as Scripture says to do. Acknowledge the weakness and find a scriptural way getting the victory in the weakness.

3. If a licensee is struggling with some kind of sin, they are to go to someone in a position of authority, to whom they can confess the matter, and who will help them stay on course. There are some areas of weakness that cannot be as easily overcome as others without the right support and accountability structure. Pride can do more damage in the life of a minister than almost any other sin.

4. Transparency with a mature leadership is one of the best ways to grow in character. Transparency will also help licensees stay victorious over old character flaws.

5. Licensees and potential ungodly soul ties. There are relationships that can turn into unhealthy and sometimes perverted relationships. These relationships can lead to ungodly soul ties and ultimately to sin. While some ungodly soul ties don't always end up in sexual misconduct, they are still perverted in nature. Most people know when a relationship is starting to head in



this direction because character compromises are initiated almost immediately in order to protect and continue in the relationship. Licensees should regularly evaluate relationships. If they find themselves acting out of Christ like character, they should immediately get help and become accountable to someone in leadership.

Leaving a Ministry

1. If the time comes for a licensee to leave a ministry regardless of the reasons for leaving, the correct way is whatever the senior minister and leaders have set as the protocol for exiting.
2. As much as a person may be missed by a congregation and vice-a-versa it should be the goal of every licensee to minimally affect a congregation as the transition takes place.
3. Do not break the chain of command. Sit with the senior minister and make them aware and explain the reasons for the decision, long before sharing your decision with others.
4. The senior minister may or may not support the move. Either way, exiting protocol from the ministry should be followed.
5. Some senior ministers may ask a licensee to work with them until the position or function they hold be filled by another person. In some cases, a send-off or blessing is publicly done. In other cases, the minister may ask it to be done quietly and slowly or quickly.
6. Be open to what the senior minister and leaders want to do. **“Do not take it personally”**, people in general do not like change. The senior minister may know something about the congregation that others do not. All moves should be made in the right spirit.
7. **Do not** speak bad about the ministry or the ministers, simply move on and tell the others that it was time for the change to happen. People are naturally suspicious and untrusting of leadership, many will think that there is something wrong with the ministry or leadership. The less ripple caused, the better in the long run for everyone. Remember, life goes on after people leave a ministry. We should want the best for any ministry we have been a part of even if we didn't agree with everything or the way things were done.

Altar/Prayer/Helps Ministry in General

1. If a licensee is being used as an altar/prayer/helps ministry in general, they must follow the protocol set in place by the senior minister and leadership. Altar/prayer/helps ministry are some of the most important positions in the Body of Christ. These positions bring a licensee in direct contact with the needs of the congregation.
2. When a licensee prays for important specific needs that could be life threatening, after praying, ask the person if it is okay to share the information with the senior minister. Explain that it may be possible for the senior minister to help with the issue. Physical needs may include: shelter, clothes, electric, food etc.... The same applies to major mental, emotional needs: suicide attempts, alcohol and drug addiction issues should not be taken lightly. Spiritual needs may include: demonic harassment, spiritual oppression, faithlessness, ungodly soul ties, etc.



3. **“NEVER, UNDER ANY CIRCUMSTANCE”** should a licensee tell or suggest for someone to stop taking prescribed medication, even if a healing is evident and has occurred. Encourage the person to have the doctor confirm the healing and let the prescribers take them off the prescriptions. It will be a testimony and witness to the medical professionals. There is a proper way to ween a person off medication. Telling someone to stop the use of medications prescribed by a doctor is illegal and irresponsible. These laws are in place to protect everyone. The liability could fall on the ministry and personally on the licensee if the person begins to experience complications. Please let it be understood, CFBC will not support anyone who is not a medical or psychological professional telling anyone to stop the use of medication. This ministry fully believes in the power of prayer and a God who heals. We have seen many miracles, signs and wonders. But remember, we are encouraged in scripture to follow the laws of God and man.
4. **“At no time”** should any of the information a minister prays for/about be discussed with anyone outside of the people who have the authority to know private information of a congregational member. Usually, this type of sensitive information is limited to the senior minister or leader in charge of the ministry. This person will have the authority and right to further discuss an issue if they so desire. Hopefully, to get the person to the right source of help.

Watching of the video and document’s signature

By signing this document, you also agree to watch the video covering this licensing agreement. The video will review the agreement and you will be given credit for doing so.

Each student is free to choose to be or not to be part of the CFBC Ministerial Fellowship. It is not mandatory to be a student at CFBC. Licensees are to read and initial each page at the bottom right corner. Please have your Pastor/Leader sign the space provided for them. This must be signed by the leader you are working with unless you are an ordained minister working in your own ministry or for a denomination.

By signing this document, you acknowledge that you have read and understood its content in full. You also agree to follow through and practice what it states. You also agree that you understand the possible consequences of choosing not to.

Pastors and Senior Ministers. All licensed CFBC ministers have been taught the information written in this document. We ask that you please discuss any of these teachings a little further with the licensee, if you feel that it would be a benefit to them. If you happen to know that the licensee is not practicing a teaching, please take a minute to discuss the teachings importance/significance from your personal or denominational perspective.

Seal not necessary for pastor signature.

Pastor/Sr. Minister _____ Date _____



Please sign and have notarized.

Licensee _____

Date _____

This person is known to me _____

Seal:

Notary signature _____

My commission expires _____