

# OUTLINE FOR MINISTERIAL PREPARATION

NOTE: This outline has been prepared to aid the ministerial student and his/her pastor in understanding the overarching process and procedures for ministerial preparation. This outline is NOT exhaustive, and it does NOT contain everything the student and pastor will need to know/do. To ensure full compliance with all processes and procedures required by the district and the denomination, the student and pastor MUST follow the steps of this Outline in coordination with knowing and closely following the USA/Canada Handbook and USA/Canada Sourcebook described in steps 1a and 1b below.

## 1. RESPONDING TO THE CALL

- 1a. **Candidate** – Visit <http://www.usacanadaregion.org/responding-to-the-call> (as of 2/15/18 this site was not working – we are hoping it will be restored) and read the webpage/article *The Call to Ministry*. Next, visit <http://nazarene.org/licensing-and-ordination>. Under Regional Handbooks for Ministerial Candidates, download and review the *Guide to Ministerial Preparation and Ordination*. It will be your responsibility to know and follow the direction outlined therein. Additionally, you will need to check these websites at least annually for updates.
- 1b. **Pastor** – Download and thoroughly review a copy of the *Guide to Ministerial Preparation and Ordination*, available on the internet as noted above. It will be your responsibility to know and closely follow these directions, and shepherd your ministerial student through the processes outlined therein. Check the website at least annually for updates. It may also be helpful to you to download the *USA/Canada Sourcebook* from <http://www.usacanadaregion.org/education/clergy-education>. The sourcebook is designed primarily for use by the district studies and credentials boards but may help assist you in overseeing the education of women and men in your congregation who are pursuing a call to ordained ministry.
- 1c. **Candidate** – Register your call to ministry according to the *Guide to Ministerial Preparation and Ordination* (page 9) by completing the registration form and sending it the Secretary of the District Ministerial Credentials Board (DMCB).

## 2. OBTAINING A LOCAL LICENSE (Manual 531)

- 2a. **Candidate/Pastor** – Candidate should meet with the pastor (or his/her appointee) to discuss local licensing. Both the candidate and pastor should review the webpage <http://usacanadaregion.org/local-license> and the document entitled *Procedures for Issuing a Local Minister's License*.
- 2b. **Candidate** – Obtain an *Application for a Local Minister's License*, available at the website listed in 2a, complete it, and submit it to your pastor.
- 2c. **Board/Pastor** – Begin and maintain a file on the candidate in which is placed all applications, forms, and related documents.
- 2d. **Board/Pastor** – Conduct a background check on the candidate. All candidates for local license “shall undergo an appropriate background check administered by the local church” (Manual 531.1)
- 2e. **Pastor** – Submit a *Credential History Verification Form* for verification against the Church of the Nazarene's Ministerial Database to the Secretary of the DMCB. (This form may be scanned and sent via email). The form will be forwarded to the General Secretary's office and returned to the district office who will notify the pastor if the form was cleared or flagged. **Local licenses should not be issued until this form has been returned to you by the district office.**
- 2f. **Pastor** – Recommend candidate to Local Church Board.
- 2g. **Board** – Using the Interview Guidelines available at the website listed in 2a, interview candidate to receive a local minister's license.
- 2h. **Pastor** – If approved by the local church board to receive a local minister's license, mail a copy of the Interview Guidelines and *Application for a Local Minister's License* to BOTH the Secretary of the DMCB and the District Superintendent. (These may be scanned and sent via email).
- 2i. **Pastor** – Enroll candidate with the District Ministerial Studies Board (DMSB) to pursue the District Course of Study (COS). To do so, the pastor must obtain the Enrollment Form entitled *Student Information/Registration Sheet* from the DMSB Secretary and submit the student's completed form to the DMSB Secretary, along with the pastor's letter of recommendation that the student be enrolled in the Central Ohio District's COS. **WHEN ANY INFORMATION ON THE STUDENT'S ENROLLMENT FORM (*Student Information/Registration Sheet*) CHANGES, IT IS ALWAYS THE STUDENT'S RESPONSIBILITY TO IMMEDIATELY OBTAIN AND SUBMIT AN UPDATED FORM TO THE DMSB SECRETARY, AND TO VERIFY THAT SUCH UPDATE HAS BEEN RECEIVED AND PROCESSED BY THE DMSB SECRETARY. FAILURE TO DO SO MAY RESULT IN THE STUDENT BEING DROPPED FROM ACTIVE ENROLLMENT IN THE COS, INABILITY TO RECEIVE CRITICAL DISTRICT CORRESPONDENCE, AND DISQUALIFICATION FOR RECEIVING OR RENEWING A DISTRICT LICENSE AT THE NEXT DISTRICT ASSEMBLY.**
- 2j. **Pastor/Church** – Request a printed Local Minister's License from Global Clergy Development via the website listed in 2a. (or via <http://www.usacanadaregion.org/local-license/106-webform/692-1315-721-request-for-local->

minister-s-license). This also serves to register the local license with the USA/Canada office. Present candidate with the license during a Local Covenant Service.

- 2k. **Pastor** – The pastor (or his/her appointee) of the church where the local minister is licensed is responsible to give continued encouragement to the candidate and to guide him or her in pursuing the COS.
- 2l. **Candidate** – Provide your pastor and the DMSB Secretary with a transcript or a letter from the Nazarene college/university or seminary where you are enrolled that affirms your academic progress each district assembly year. If you are pursuing your educational preparation for ministry through non-Nazarene schools, you will need to provide transcripts and course descriptions. **NO TRANSCRIPTS POSTMARKED AFTER JANUARY 15 WILL BE CONSIDERED FOR ACADEMIC PROGRESS DURING THAT ASSEMBLY YEAR UNLESS THE CANDIDATE HAS RECEIVED PRIOR WRITTEN APPROVAL FROM THE DMSB SECRETARY.**

A Local Minister's License is good for one year and can be renewed by the Local Church Board upon the recommendation of the pastor (Manual 531.3). The license cannot be renewed after two years without the written approval of the District Superintendent if the Local Minister has not completed at least two courses in the COS (Manual 531.4).

### **3. OBTAINING A DISTRICT LICENSE (Manual 532)**

- 3a. **Candidate** – Must have held a local minister's license for one full year (Manual 532.1). (3a may not apply to licensed ministers from other denominations desiring to unite with the Church of the Nazarene. Licensed ministers from other denominations may be licensed as ministers by the district assembly, provided they present the credentials issued to them by the denomination in which they formerly held their membership and meet the remaining requirements.)
- 3b. **Candidate** – Must be enrolled in the District COS (2h above) and have completed the ministerial study requirements (Manual 532.1, 532.2) by having “completed one-fourth of a validated course of study for ministers, and can demonstrate appreciation, comprehension, and application of the Manual and history of the Church of the Nazarene, and of the doctrine of holiness, by successfully completing the related portions of a validated course of study”. The “related portions” of the SCO approved COS are the classes *Exploring Nazarene History and Polity* and *Becoming a Holy People*
- 3c. **Candidate** – Meet with the pastor or his/her appointee to discuss district licensing.
- 3d. **Candidate** – Obtain an *Application for a District Minister's License* from your pastor, complete it, and submit a copy to him/her and to the DMCB Secretary. **THE “APPLICATION” SENT TO THE DMCB SECRETARY MUST BE POSTMARKED ON OR BEFORE THE APPLICATION DEADLINE PUBLISHED AT THE PREVIOUS DISTRICT ASSEMBLY AND IN THE DISTRICT JOURNAL.**
- 3e. **Candidate** – Obtain the form *Recommendation for a District Minister's License* from your pastor, complete it, and submit a copy to him/her for your Local Church Board to approve.
- 3f. **Church** – Approve the candidate and send the completed *Recommendation for a District Minister's License* to the DMCB Secretary.
- 3g. **Candidate** – Contact the DMCB Secretary in writing to request an interview for a District License at the annual joint meeting of the DMCB and DMSB. (A completed and submitted application will complete this step.)
- 3h. **Candidate** – Continue to pursue COS, and provide your pastor and the DMSB Secretary with a transcript or a letter from the Nazarene college/university or seminary where you are enrolled that affirms your academic progress each district assembly year. If you are pursuing your educational preparation for ministry through non-Nazarene schools, you will need to provide transcripts and course descriptions. **NO TRANSCRIPTS POSTMARKED AFTER JANUARY 15 WILL BE CONSIDERED FOR ACADEMIC PROGRESS DURING THAT ASSEMBLY YEAR UNLESS THE CANDIDATE HAS RECEIVED PRIOR WRITTEN APPROVAL FROM THE DMSB SECRETARY.**

A District Ministerial License is good for one year. To be eligible for license renewal, a candidate must: properly submit transcripts verifying the completion of at least two (2) courses in the COS during the assembly year (Manual 532.3); submit an *Application for a District Minister's License* to his/her pastor and to the DMCB Secretary **POSTMARKED ON OR BEFORE THE DEADLINE PUBLISHED AT DISTRICT ASSEMBLY AND IN THE DISTRICT JOURNAL**; be recommended by his/her Local Church Board, which sends the completed *Recommendation for a District Minister's License* to the DMCB Secretary; and the candidate must Contact the DMCB Secretary in writing to request an interview for a District License at the annual joint meeting of the DMCB and DMSB.

### **4. ORDINATION (Manual 532.4, 533 AND 534)**

“No one has a “right” to ordination. Ordination comes at the invitation of the church, not at the initiation of the candidate. Each District Board of Credentials and Studies should carefully monitor the process of preparation, nurture, guidance, encouragement, and where necessary, the confrontation of candidates. The granting of a district license is not a promise of future ordination. However, licensees should be given loving guidance and clear expressions of the board’s expectations for ordination. Again, the meeting of certain criteria does not guarantee ordination. “Fitness for ministry” has no scientific measure. It requires careful, prayerful, relational guidance and evaluation for a person to be thoroughly nurtured and genuinely prepared to be ordained as an elder or deacon.

No ritual will have a more lasting impact on the future of the Church of the Nazarene than the service of ordination. The future of the church lies in the hands of its elders and deacons. Where the journey toward ordination is managed with prayerful, careful, and Spirit-led participation by both the candidates and the district boards, the church is blessed, the lost are given hope, and the Kingdom marches on!” (Dr. Jesse C. Middendorf, General Superintendent Emeritus, September 2012 District Connections Newsletter)

To qualify for ordination on the South Central Ohio District you must have the following completed: (These requirements include those found in Manual 533 for Deacons and Manual 534 for Elders as well as requirements specific to the SCO District as adopted by the District Ministerial Credentials and Studies Boards in February 2013)

- 4a. **Candidate** – Must hold a district license on the SCO District for not less than one year.
- 4b. **Candidate** – Attend the district Ministry Assessment Weekend. The Ministry Assessment is attended upon invitation of the DMCB and DMSB. It is our goal that District Licensed Ministers will attend the assessment weekend during their first 2 years of holding a license however priority will be to those closest to meeting the requirements of applying for ordination. Prerequisite for attending is completion of *Exploring Nazarene History and Polity* from the Course of Study.
- 4c. **Candidate** – Graduate from a validated Course of Study (Manual 533.3 & 534.3) within ten (10) years from the granting of one’s first District License (Manual 532.4). All transcripts must be sent to the DMSB Secretary postmarked on or before January 15.
- 4d. **Candidate** – One year of mentoring under an ordained elder. All mentors must be approved by the mentorship coordinator.
- 4e. Meet all requirements of in-service time, etc... according to Manual paragraph 533.3 for Deacons or 534.3 for Elders. These are MINIMUM requirements. These requirements are summarized below but please read the paragraph in the Manual to make sure that all qualifications are met.
  1. **Candidate** – Must currently hold a district license and have at one time held a district license for not less than three consecutive years.
  2. **Church** – Must be recommended for renewal of district license by local church or the DAB.
  3. **Candidate** – Must have been an “assigned” minister not less than three consecutive years full-time. “In the case of part-time assignment, it should be understood that there should be an extension of the consecutive years of in-service time.” (Manual 533.3 & 534.3) The SCO DAB has adopted the policy that at least 5 consecutive part-time assignment years be the required MINIMUM. The denominational database will serve as the official record of assigned ministry time. Copies of one’s record may be requested from the District Secretary.
  4. **Candidate** – Must currently be “active” in an assigned ministry
  5. **Candidate** – Any disqualifications or barriers removed

Definitions: From Manual 538 with [ ] added for clarification:

**Members of the Clergy**—Elders, deacons and licensed ministers. [Lay Ministers (Manual 503.2) and Local Ministers (Manual 531) are not considered “members of clergy” and thus are not considered “assigned” making time served in these position ineligible toward the required in-service time.]

**Active**— A member of the clergy fulfilling an assigned role.

**Assigned**—The status of a member of the clergy who is active in one of the roles listed in paragraphs 505-528. [Assigned pastoral service positions must be approved by both the local church board and the district superintendent. Other assigned roles may also require appropriate approval.]

From General Secretaries Office: (Roles & Status Codes document, 10/4/13):

**Full-time**—Works 30+ hrs/wk & earns at least 51% of their income from the church

**Part-time**—Works less than 30 hrs/wk & earns less than 51% of their income from the church

## 5. CONTACT INFORMATION

**District Secretary / District Ministerial Credential Board Secretary:**

Rev. Jeff Gray, 650 Walhonding Ave., Logan, OH 43138; E-mail: [jeff@logannazarene.com](mailto:jeff@logannazarene.com); Phone: 740-385-5360.

**District Ministerial Studies Board Chairman/Mentorship Coordinator:**

Dr. James Miller, 739 Francis, St., Zanesville, OH 43701; E-mail: [sconazmsb@gmail.com](mailto:sconazmsb@gmail.com); Phone: 740-453-4010.

**District Ministerial Studies Board Secretary:**

Rev. Walter Gessner, 3095 Maysville Pk., Zanesville, OH 43701; E-mail: [conaz.studies@yahoo.com](mailto:conaz.studies@yahoo.com);  
Phone: 740-452-5510.