

Procedures for Issuing a Local Minister's License

The procedures below guide the candidate, pastor, and church board through the process involved in the issuing of a Local Minister's License for the first time. Many of the procedures also relate to the renewal process. However, it should be noted that all of these procedures should be followed even if the candidate has held or currently holds a local license issued by another local church.

Responsibilities of the Candidate

1. Read Part II, Part III, 500-502.6, and 531-531.7 of the *2017-2021 Manual* of the Church of the Nazarene and become familiar with the [Guide to Ministerial Preparation and Ordination](#).
2. Complete the Application for a Local Minister's License and submit a copy to the pastor.
3. Grant permission in writing to the local church or district to run a criminal background check.

Responsibilities of the Pastor

Follow the steps below in preparing to interview the candidate regarding his or her gifts and graces for ministry and call to ministry. If the candidate is married, it is important to include the spouse in the interview if possible.

NOTE: In congregations where the pastor is not an elder in the Church of the Nazarene, the district superintendent must approve the pastor's recommendation of the candidate for licensing prior to any consideration or action by the church board.

1. Review *Manual* 531- 531.7 with the candidate (and spouse) in advance of the interview. Prior to the church board interview, review these same *Manual* paragraphs with board members and distribute the candidate's application and First Local Minister's License Interview Checklist*.
2. Confirm the candidate has met all other requirements for a local minister's license, including
 - Being a member of the Church of the Nazarene (only the local church in which the candidate has membership has authority to issue the license)
 - Clearing a criminal background check. Your district may offer a service that runs such background checks. Contact your district superintendent if the background check poses any cause for concern.
3. Submit a [Request for Verification of Credential History](#) to the General Secretary's Office. The General Secretary's Office will notify your district of the results of the verification process. Be certain you have received clearance from the district prior to proceeding with an interview by the local church board.
4. If the candidate is serving as supply pastor for a Nazarene congregation other than his or her own local church, it is advisable to consult with the district superintendent prior to finalizing your own recommendation for licensing. If the candidate is serving as supply pastor of his or her own congregation, the granting or renewal of a license is the sole responsibility of the district superintendent and district advisory board (*Manual* 211.12, 524, 531.2-3)
5. If recommending the candidate for a local minister's license, schedule a candidate interview with the local church board.

* When interviewing a candidate for renewal of a Local Minister's License, use the Renew Local Minister's License Interview Checklist.

Responsibilities of the Church Board

1. Read Part II, Part III, 500-502.6, and 531-531.7 of the *2017-2021 Manual* of the Church of the Nazarene. It is important that board members be familiar with the reading required of the candidate in preparation for the interview.
2. Interview the candidate using the candidate's Application and the First Local Minister's License Interview Checklist.
3. Discuss the interview and vote whether to grant a local minister's license (*Manual* 129.12, 503.4, 531.1). *This conversation should take place after dismissing the candidate (and spouse) from the meeting.*
4. Record the action in the minutes of the Church Board meeting, noting that the local minister's license issued is for a period of one year. (*Manual* 129.12, 531.1).

Next Steps upon Granting of a Local Minister's License

1. Notify the district office of the action of the church board (date vote taken and the motion to grant a local minister's license).
2. Prepare a Local Minister's License certificate in accordance with Manual 813. Certificate preparation is also available upon [request](#) from the Global Clergy Development office.
3. Present the license certificate to the candidate. It is recommended that the presentation be made during a public worship gathering. It is also recommended that the presentation include highlighting for the congregation the qualifications of the candidate, the discernment process (including interviews with you and with the church board), and the educational process the candidate is beginning.
4. Enroll the licensee with the District Board of Ministry (or, District Ministerial Studies Board) (*Manual* 531.4). The local church pastor is to work with the District Board of Ministry in assisting the new licensee in creating and pursuing a plan to fulfill the educational requirements for ministry in the Church of the Nazarene.
5. The local church pastor mentors (or arranges for mentoring of) the new licensee and gives ongoing encouragement in the development process, including renewal of licensing or pursuit of district licensing (*Manual* 531.3-531.5, 532.1). In the event the local minister has been divorced, pursuit of district licensing includes meeting the requirements of *Manual* 531.1(8).