

## Ministerial Studies & Credentials Board Interview Checklist

To all Local and District Licensed Ministers,

We are looking forward to welcoming you to your meeting with the Ministerial Studies & Credentials Boards on February 24-26, 2025 at the Sacramento District Church of the Nazarene Office, 6235 S. Walnut Street, Suite 200, Loomis, CA 95650.

**Please carefully read through the following checklist (with links) and interview information.**

**\*After you have submitted all of the listed items, you will be scheduled for a district license interview.\***

**Checklist (with links):** Please read and submit the following forms by **January 27, 2025**

- Read the [“Approved Process for Local/District License & Ordination”](#)

**Stop & Read:** You must hold a Local License for a minimum of one year and have completed at least six approved classes in the Course of Study to continue this checklist.

- Submit via Jot Form a [“District Minister’s License Application - English”](#) or [“District Minister’s License Application - Spanish”](#)

*(If you believe you are also qualified to apply for Ordination, please contact District Superintendent Rev. Darren Reed at [dreed@sacnaz.org](mailto:dreed@sacnaz.org) for an additional Ordination/Recognition Questionnaire.)*

- Submit via Jot Form the [“Articles of Faith Written Assignment - English”](#) or [“Articles of Faith Written Assignment - Spanish”](#)

*(if you are unsure of what year you are in please email [mzimmerman@sacnaz.org](mailto:mzimmerman@sacnaz.org))*

- Request your senior pastor/mentor and local church board to submit written recommendations on your behalf via Jot Form for pastor/mentor recommendation and board recommendation via PDF.

[“Ministerial Candidate Recommendation Forms - English”](#)

[“Ministerial Candidate Recommendation Forms - Spanish”](#)

[“Church Board Recommendation Form”](#)

*(If you currently serve as a senior/lead pastor, please submit your request to the D.S. and your Church Board.)*

- Study the [“Interview Guidelines”](#) for your assigned year to prepare for your Credentials Board Interview.

- Complete the [“Clifton Strengths Finder”](#) online and Submit it to the District Office ([mzimmerman@sacnaz.org](mailto:mzimmerman@sacnaz.org))

- Be Engaged and participate in a mentoring relationship with an approved mentor.

- After you submit all of the above items, you will be scheduled for a district license interview.**

Please notify [mzimmerman@sacnaz.org](mailto:mzimmerman@sacnaz.org) immediately if you have special scheduling requests such as work schedules or family needs. Interviews are scheduled for up to 60 minutes each, **Monday & Tuesday 9am-5pm and Wednesday 9am-3pm.**

- Submit all forms via Jot Form
- Send any additional documents to the District Office [mzimmerman@sacnaz.org](mailto:mzimmerman@sacnaz.org)
- Send transcripts only to Rev. Dan Hopkins, Ministerial Studies Secretary  
[dan@plaznaz.com](mailto:dan@plaznaz.com) / 209-985-6064
- Questions please reach out to Mariah ([mzimmerman@sacnaz.org](mailto:mzimmerman@sacnaz.org)) or Rev. Darren Reed ([dreed@sacnaz.org](mailto:dreed@sacnaz.org))

### **Interview Information:**

1. When you first arrive at the District Office, please check in with Mariah Zimmerman, Executive Assistant.
2. You are encouraged to dress in business casual attire.
3. You are welcome to use a printed Bible during your interview (printed format, not digital format.)
4. If applying for Ordination (and Married) we request that your spouse attend the interview with you.

### **The procedure for your interviews will include meeting with:**

- The Ministerial Studies Board
  - To review your transcripts
  - Review courses you completed in the past year
  - Verify your current placement within the Course of Study
  - Review your current mentoring relationship
  - If you are a graduate of the course of study your interview will include an update of your ongoing academic development for ministry.
- The Ministerial Credentials Board
  - To consider your application for a district license or ordination,, and to evaluate your personal and ministry development in the past year. This is the Board who will be listening to your presentation on the Articles of Faith and asking you the “Interview Guideline” questions which are included as a link in this document.

As a student in the Course of Study please be ready to identify a Mentor (local pastor or other ordained minister), with whom you have met with in the past 12 months, and plan to meet in the coming 12 months to continue developing your personal accountability and spiritual purity.

If you are granted your first district license in this interview we request that you make arrangements to attend the Ordination Service on Saturday, May 3, 2025 at Hope Point in Yuba City, **600 N. George Washington Blvd. Yuba City 95993**. This is where you will be presented with your first District License.

Please notify the district office if you have a change of personal contact information at any time. This includes address, phone, email, church, assigned role, ect.

If for any reason you experience significant travel delays or weather conditions prohibit you from getting to your scheduled interview, please call Mariah Zimmerman as soon as possible. If needed we will attempt to reschedule your interview time.

***If you have any questions please feel free to reach out to the district office at 916-652-1193.***