

THE APPROVAL PROCESS FOR LICENSING & ORDINATION

Effective January 1, 2020



A. STEP ONE – Applying for a Local Minister’s License:

1. To begin the credentialing process, the local church board and senior pastor must recommend and grant you a local minister’s license for a minimum of one year, with the following conditions:
 - a. Complete a Local Minister’s License Application packet and be approved by the Local Church Board. Application and Guidelines are available through the Sacramento District Office.
 - b. Consent to an official background check prior to approval for a first district license. The District Office will be able to assist all local license candidates in completing this procedure.
 - c. If you personally have experienced a divorce, you must complete the appropriate forms prior to application for a district minister’s license. Please notify the District Superintendent for instructions and forms regarding this requirement.
2. When you receive your first local license, you must begin an approved course of study. However, you may begin to complete classes within the course of study prior to being locally licensed. To enter the course of study please contact the Sacramento District Institute of Ministry Director.
3. If possible, please complete the following classes in the **first two years** of the course of study:
 - a. Nazarene Church History & Polity, and
 - b. Exploring Christian Holiness or Doctrine of Holiness

* The above two classes must be completed at either a Nazarene University, through the Sacramento District Institute of Ministry (SDIM), or through the following online institutions (NBC or NNU).

B. STEP TWO – Applying for a District License:

1. All local licensed and district licensed students will receive a District License Application Packet by mid December of each year. All documents are returned to the District Office unless otherwise noted.
2. To apply for your first district license you must complete the following steps **by January 17, 2020**:
 - a. **submit** an official Application for Minister’s License
 - b. **complete** one fourth of the approved Course of Study, and be recommended by your local church board and senior pastor to the District Ministerial Studies/Credentials Boards.
 - c. **submit** official transcripts for all completed courses to the Ministerial Studies secretary. Transcripts will be reviewed and you will be placed in the respective year of study.
 - d. **complete** both the online “*Leading From Your Strengths Profile*” and “*CliftonStrengths*” online survey, and submit them to the District Superintendent and your mentor.
 - e. **confirm** that you are in an official mentoring relationship with an approved pastoral leader.
 - f. **identify** an assigned ministry in your local church as agreed upon by you, your local pastor and the local church board (see more on “Assigned Ministry” below).
3. When you have submitted ALL of the requested documents for a District License to the District Office, you will be scheduled to meet with the Ministerial Studies & Credentials Boards in their annual meetings **February 24-26, 2020**.

APPROVAL PROCESS FOR LOCAL/DISTRICT LICENSE & ORDINATION (CONT'D)

C. STEP THREE – Renewing a District License:

1. A District License is granted for one year, and is renewed annually only when:
 - a. an Application Packet for renewal is submitted to the District Office, **and**
 - b. two approved courses are completed within the course of study **each year, and**
 - c. satisfactory development has been affirmed by a local church board and senior/lead pastor, **and**
 - d. a written recommendation has been submitted by your senior pastor or approved mentor, **and**
 - e. a written assignment on the *Articles of Faith* has been submitted to the District Office, **and**
 - f. you are currently in an “Assigned Ministry” role, which includes,
 - 1) specifically outlined ministry responsibilities in the local church
 - 2) monthly accountability with the senior/lead pastor and the local church board
 - 3) a paid or unpaid compensation agreement, with a full time or part time schedule.
 - g. you meet with and are approved by the Ministerial Studies & Credentials Boards

C. STEP FOUR – Applying for Ordination:

To apply for and be considered for election to ordination, you must complete the renewal of your current district license as outlined in STEP THREE above, AND be

- a. a minister in good standing, **and**
- b. recommended in writing by your local church board and senior/lead pastor, **and**
- c. granted a district license for a minimum of three **consecutive** years, **and**
- d. a graduate of the Course of Study, **and**
- e. serving as an officially “**Assigned Minister**” FULL TIME for at least three consecutive years.
- f. for PART-TIME associates, **consecutive** years of ministry are increased, based on documented local church ministry records.

► *Key words for License Renewal & Election to Ordination, **LICENSED & ASSIGNED in CONSECUTIVE YEARS!***

D. The Annual Interview for District License and Ordination:

1. The Annual Interview is conducted at the District Office in Loomis, CA.
2. You will be scheduled to meet with two district boards in a two part interview:
 - a. Part one - The Ministerial Studies Board will review your progress in the course of study and confirm the year in which you are currently placed (1st, 2nd, 3rd, 4th, or Graduate year).
 - b. Part two - The Ministerial Credentials Board will review your personal growth and ministry development and conduct an oral examination through interview questions according to your year of progress, which **may or may not** be the same interview year as your course of study year (1st, 2nd, 3rd, 4th, 5th year & beyond). The Credentials Interview will include a 12-15 minute presentation by you from the assigned Articles of Faith for your respective year.

See ministerial licensing and ordination in the Church of the Nazarene Manual paragraphs 532-534.3