

# APPROVAL PROCESS FOR LICENSING & ORDINATION

Sacramento District Church of the Nazarene - Revised January 1, 2023



## **DEFINITIONS to help clarify the Approval Process for Ordination:**

- ❖ **Local License** – granted by the local church, indicates a call to vocational ministry as a layperson
- ❖ **District License** – granted & renewed annually by the District Ministerial Credentials Board
- ❖ **Course of Study** – 26 required classes completed throughout the ordination process, as outlined by the Church of the Nazarene. The Ministerial Studies Secretary approves the classes and institutions from which you are taking the classes (Sacramento District Institute of Ministry/SDIM; any Nazarene college or university; Nazarene Bible College online/NBC; Northwest Nazarene University online/NNU; Seminario Nazareno de las Américas/SENDAS; William Jessup University; Simpson University; & others as approved)
- ❖ **Assigned Ministry roles include:**
  - 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.

## **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 to be approved by the Local Church Board and submitted to the District Office. Application and Guidelines available at [www.sacnaz.org](http://www.sacnaz.org)
  - 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 have personally experienced a divorce, you must complete the appropriate form and procedure 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 also apply as a student of the Sacramento District Institute of Ministry at: <https://sacnaz.org/district-information/sdim-district-page/>. **IF POSSIBLE**, please complete the following classes in the **first two years** of the course of study through a Nazarene College/ University; see listing above in **“Course of Study.”**
  - a. Nazarene Church History & Polity
  - b. Exploring Christian Holiness or Doctrine of Holiness

## **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 16, 2023:**
  - a. **submit** an Application for Minister’s License (District), including the Articles of Faith written assignment,
  - b. **complete six classes, or** one fourth of the approved Course of Study, and be recommended by your local senior pastor and church board 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. **confirm** that you are in an official mentoring relationship with an approved pastoral leader,

## APPROVAL PROCESS FOR LICENSING & ORDINATION

Sacramento District Church of the Nazarene - 2023

- e. **complete** both the online “Leading From Your Strengths Profile” and “CliftonStrengths” online survey (only one time), and submit them to the District Superintendent and your mentor, and
- f. **identify** an assigned ministry in your local church as approved by your local pastor and church board.

**AFTER ALL REQUESTED DOCUMENTS ARE RECEIVED** by the District Office, you will be scheduled to meet with the Ministerial Studies & Credentials Boards on **February 20-22, 2023**.

### **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** for renewal is submitted to the District Office, **and**
  - b. **two approved courses** are completed within the course of study **each year, and**
  - c. **a written recommendation** has been submitted by your senior pastor/mentor and church board, **and**
  - d. **a written assignment** on the *Articles of Faith* has been submitted to the District Office, **and**
  - e. **you are currently** in an “Assigned Ministry” (see definitions above for description)
  - f. **you meet with and are approved by** the Ministerial Studies & Credentials Boards

### **D. 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 C. STEP THREE – Renewing a District License above, AND be:

- a. **A MINISTER IN GOOD STANDING, and**
- b. **GRANTED A DISTRICT LICENSE** for a minimum of three **consecutive** years, **and**
- c. **A GRADUATE** of the Course of Study (26 classes for those enrolling in the course of study in 2023), **and**
- d. serving as an officially “**Assigned Minister**” FULL TIME for at least three consecutive years. Full time is considered to be 50 weeks a year at 30 hours per week. 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!**

### **E. The Annual Interview for District License and Ordination:**

1. The Annual Interview is conducted at the District Office in Loomis, CA, unless announced otherwise.
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, confirm the year in which you are currently placed (1st, 2nd, 3rd, 4th, or Graduate year), and review your ongoing mentoring relationship.
  - b. **PART TWO** - The Ministerial Credentials Board will review your personal growth, ministry development, and will 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.

**\* For complete details on the Annual Interview:**

<https://sacnaz.org/wp-content/uploads/2021/12/Checklist-Interview-Info.-2023.pdf>

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