

NWIL DISTRICT MINISTRY HANDBOOK

Revised June 2020



NORTHWESTERN ILLINOIS DISTRICT

CHURCH OF THE NAZARENE

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Welcome from the District Superintendent

Dear Partner in Ministry,

When you joined the Church of the Nazarene through the fellowship of one of our local congregations, you became part of a global family and a district team. We are thankful for the opportunity to partner with you as you explore a call of God to vocational ministry leadership.

A full-time minister will expect to work 50-60 hours each week equipping the saints to achieve the great commission. This will not be a life of leisure, but it can be a very balanced and rewarding life if you enter into it spiritually, academically, and practically prepared.

The Northwestern Illinois District exists to produce healthy churches. Healthy churches are culturally relevant, produce Christlike disciples, and reproduce. We envision 3,000 disciplemakers gathering in 300 churches with 15,000 Christlike disciples and 30,000 worshippers by 2030.

In addition to your academic preparation, we will work with you to develop behaviors consistent with effective ministry. If you will practice being a minister who wins souls, makes disciples, starts new groups & ministries, and reproduces leaders, the Kingdom will advance, the church will grow, and your ministry will be very much in demand.

You will find the seasoned ministers on the board of ministry to be your greatest supporters and encouragers on this journey. They will also examine you closely and hold you accountable. We want to bless you, and we also want to ensure that your ministry will always be a blessing to the churches and communities you serve.

His and yours,

Scott Sherwood
District Superintendent

Welcome to the Journey

So, you are fulfilling your call! What an exciting moment this is for you. The Board of Ministry (BOM), one of the most important boards on the District, has prepared this handbook to assist candidates in the journey toward ordination. Whether you are enrolling in the Course of Study, preparing for your first interview, or looking for ways to fulfill your lifelong learning hours, this handbook will help you with many of the questions you may have about the journey from licensing to ordination and beyond!

Stage One: The Call

The call into vocational (lifetime) ministry can be described in four main stages. Each stage possesses milestones that mark progress within that stage. You are now embarking on the first stage: The Call. For some people this part of the journey is the most difficult. They wrestle with the question of whether or not they are really called. You may experience significant life changes during this stage (beginning college, working to support yourself, entering into marriage, parenting a family, etc.), which will cause you to reevaluate your call. All this and more is a normal part of Stage One.

As you begin your journey, you may have a tendency to be overwhelmed with questions and possibilities. Please look for opportunities to talk with your pastor, mentor, or professor about both your enthusiasm for obeying God's call to ministry and your uncertainties about how all the details will work out. These individuals have been down similar paths and will be glad to listen to you and offer a few pointers along the way.

Helpful Readings

Two readings to help you in these early stages of ministry preparation are the Handbook for Christian Ministries and this NWIL District Ministry Handbook. The Handbook for Christian Ministries is available on the Clergy Education website ([Microsoft Word - 051129 Handbook.doc \(usacanadaregion.org\)](#)). Be sure to register your call to ministry. This form is found in the Handbook for Christian Ministry or in the Resources section of this handbook (Form A).

Apply for a Local Minister's License

The first step in moving forward with your call to ministry is to obtain a local minister's license. Read Part II (Church Constitution), Part III (Covenant of Christian Conduct), Part IV (Church Government), 500-502.6, 529-529.7, and 914-933 in the *Manual of the Church of the Nazarene*. All references are for the *2017-2021 Manual of the Church of the Nazarene*.

Following this reading, complete the *Application for a Local Minister's License* (Form B) and submit a copy to your local church pastor. The local church pastor will interview you regarding your gifts and graces for ministry and the call to ministry, as well as outlining the responsibilities of being a local minister (515.10). If you are married, it is recommended that your spouse be included in the interview with the local church pastor. It is also required at this point that the local church perform a background check and keep a copy on file at the church.

If the local church pastor finds that you have met the requirements for a local minister's license, the pastor will schedule an interview with the local church board recommending the issuance of a local minister's license. If you are married, it is recommended that your spouse be included in the interview with the local church board.

The local church board interviews the candidate using the candidate's application and the *Interview Guidelines for a Local Minister's License* (Form C). The guidelines form should be completed as the interview is conducted. After the interview is completed, the candidate is dismissed from the meeting. The local church board discusses the interview and votes whether or not to issue a local minister's license (129.12). Upon favorable local church board vote, a local minister's license is issued for a period of one year (531.2) and the local church pastor mails a copy of the completed *Interview Guidelines* to the district superintendent along with a copy of the local church board's written recommendation. The *Local/District Minister's License Candidate Form* (Form D) should be filled out and sent to the General Secretary's office.

It is recommended that the local license be presented in a public service by the local church pastor. The local church pastor is responsible as mentor to give continued encouragement and to guide you in pursuing the Ministerial Course of Study and the requirements for re-licensure (515.10).

Stage Two: Educational Preparation

To be an effective minister, you need to have an understanding of the Bible, the Church, Christian theology, and much more. The Church of the Nazarene has always been committed to educating those called to ministry.

The educational portion of the journey will occupy several years of your life. You will want to consider carefully which path best fits your needs and plans for future ministry. Even though you will want to learn and grow throughout your ministry, the normal expectation is for concentrated study early in your ministry preparation. This study will provide basic understandings and skills and will set the stage for your lifelong learning process.

Educational Requirements

Meeting the educational requirements for ordination may be accomplished by one of two methods: pursuing a COSAC approved degree program offered by Nazarene colleges, universities, and/or seminaries; or completing the Modular Course of Study (MCOS) offered by Nazarene Bible College (NBC), Northwest Nazarene University (NNU), and the NWIL School of Ministry.

With completion of an approved degree program, all ordination educational requirements are met. These programs are available through an on-campus experience or online. We encourage all students accepting the call to ministry to first consider this option as this is the best way to prepare for ministry.

The non-degree MCOS programs offered by NBC, NNU, and the NWIL School of Ministry are an excellent option for ministerial preparation when job requirement, personal family commitments or cost are issues. Additionally, the MCOS is an excellent choice when degrees are already bestowed upon the individual and only certain classes are needed to complete educational requirements for ordination. Those pursuing this option will complete a total of 25 classes (called “modules”) through any combination of transfer credit, online coursework, and/or onsite classes. Please note that any student choosing to take Module #17—Preaching the Story of God online will be asked to enroll in the NWIL Preaching Lab as well. The NWIL Board of Ministry believes that the experience of live preaching with real-time evaluation is an important experience for all students, and the Preaching Lab will give students that opportunity.

Before you decide which study method to choose, it is highly recommended that you talk with the District Ministerial studies Secretary who can best help you process which option may be best for your particular needs and circumstances.

Upon completion of course and ministry service requirements for ordination, students will be interviewed for competency at the BOM mid-year meeting, at which time the Board may require a student to complete additional training in areas needing more development. These students will be allowed to audit any modules on the district to further their competency at no cost.

All registered students must complete a minimum of two courses per year. If this minimum requirement is not met, you will be considered inactive in the Course of Studies. If a candidate remains inactive for two consecutive years, he/she will be dropped from the MCOS. If a candidate is dropped from the course of study and desires to be re-enrolled, the BOM may grant credit for work completed after reviewing the candidate’s record.

All class work should be completed and credited by September 30 in order to apply to the current assembly year. Work filed thereafter will apply to the following year. Course work for ordination must be completed within 10 years of the first granting of the district license (532.4). Upon completion of the MCOS or degreed program, all licensed and ordained ministers will be required to fulfill a minimum of 20 hours of lifelong learning continuing education each year (529.6).

Register for the Ministerial Course of Study

No matter which method of preparation is chosen, every individual has to register for the School of Ministry with the NWIL district. The local church pastor enrolls the licensee through the NWIL District website and sends a copy of the applicant's local license and the *Northwestern Illinois Board of Ministry Application* (Form E) to the District Ministerial Studies Secretary. A non-refundable enrollment fee of \$200, payable through the district website, is also required. Students may enroll in one NWIL MCOS class prior to formally registering if they prefer but will be required to register before they will be permitted to take a second class. For those completing classes online or through a degree program, registration must be completed prior to application for the candidate's first district license. The enrollment fee is waived if the student is pursuing an approved degree program through one of our Nazarene institutions.

It is also recommended that the student submit any transcripts from previously taken course work at colleges, universities, and seminaries to Nazarene Bible College's Transcript Evaluation Service (nbc.edu/go/evaluation). Please make sure the final evaluation is sent to the District Ministerial Studies Secretary, who will apply any transcript credits to your record.

The Ministerial Studies Secretary is available to give guidance to the local church pastor and the new Local Minister relative to the Ministerial Course of Study. Local licensed ministers attending one of the Nazarene institutions of higher education will be required to inform both the local church pastor and the Ministerial Studies Secretary of their status by providing transcripts of courses completed and the current subjects being studied.

Preparation through the NWIL School of Ministry

You can register for any district class through the website. While registration is often open until the day before class, we encourage you to register as soon as you know you are able. If there is not a minimum of 4 students enrolled in a class, then a class may be postponed until the following year.

Cost per course is based on seat hours. It can be found on the registration website and is payable online when you register. If it is recommended that you audit a course or if an ordained minister would like to audit a course for continuing education purposes, the audit fee will be \$50.

While we prefer students take advantage of courses as they become available, we recognize that there may be a rare occasion where a student wants to take a class not offered on the district that church year. In that situation, it is possible to take a course in a one-on-one directed study. In this situation, the student is responsible for finding an approved teacher who is willing and able to teach the course. The cost to the student will be the same as the 4-student minimum required for other courses. If any other students choose to join the directed study, the fee will be divided evenly between them. If a total of 4 or more students enroll in the directed study, the cost will be the same as a standard class. All checks for directed studies should be made payable to “NWIL District Church of the Nazarene” with the class name in the memo line. It is up to the student needing the course to make these arrangements and receive necessary approval from the District Ministerial Studies Secretary.

Any questions regarding the courses, workload, and class materials may be directed to the course instructor. Any questions regarding completed classes and tracking for ordination can be directed to the Ministerial Studies Secretary. When taking classes offered by the District School of Ministry, course guides may be downloaded here: [Files - Nextcloud \(nazarene.org\)](#).

Step Three: The Road to Ordination

As you are completing your educational preparation, you will find God’s leading into a specific ministry experience. You will be glad to know that many resources are available to help you find a ministry assignment that best fits your skills and interests. Once you get settled into that exciting, stretching, first ministry role, you will begin to grow in your ability actually to do ministry while others mentor and evaluate you. The culminating milestone for this third stage is ordination.

The Board of Ministry

The Board of Ministry (BOM) was created under provisions of *Manual*, paragraph 205.17, for the purpose of enabling a better communication between the Board of Ministerial Studies and the Board of Ministerial Credentials, and for a coordination of the work of these two Boards. The BOM assumes responsibility for all duties given the Board of Ministerial Credentials and the Board of Ministerial Studies. All *Manual* references which apply to either of these two Boards will apply to the BOM. The BOM operates under *Manual* guidelines as found in paragraphs 228-233.6. Additionally, Ministerial Studies is governed by guidelines issued by Global Clergy Development.

The BOM examines candidates relative to their Christian experience, understanding of Christian doctrine, call to the ministry, and ethical standards and practices, plus progress in educational preparation. It is the desire of the BOM to assist, encourage, and enable each candidate to

develop to his/her full potential as a Minister in the Church of the Nazarene. The BOM is hopeful each candidate will succeed as a Minister. Candidates should not consider the BOM as an adversary, but as a friend and guide.

The sacred office of the ministry, and the doctrine and practice of the Church of the Nazarene, are areas where the BOM adheres to strict conformity. Candidates should not expect any relaxation in these areas. In other areas of the interview where concern or admonition is expressed, candidates should realize that the BOM is composed of mature elders who are vitally concerned both with the candidate and the ministry of the Church of the Nazarene. Members of the BOM consider their service both an obligation and an honor.

You will always be treated with respect, consideration, understanding, and confidentiality. The BOM expects candidates to express concerns, doubts or questions. In the free interchange of ideas, mutual respect can be cultivated both by the BOM and the candidate.

[Apply for a District Minister's License](#)

The next step in the journey is to obtain a district minister's license. The qualifications to apply for a district license are:

- Hold a Local License for at least one full year if applying for an initial District License
- Have completed *Exploring Nazarene History and Polity* along with five additional courses in an approved course of study for ministers, or if enrolled in a COSAC approved degree program, have completed one-fourth of the units prescribed in the program and *Exploring Nazarene History and Polity*
- Have completed the *Exploring the Call to Ministry* weekend, with your spouse, if applicable. NOTE: While this is a required event, it is NOT considered a class for the MCOS.
- Where applicable, submit the *Annual Report of Ordained Minister or Licensed Minister* (Form H). All questions should be answered in detail.
- Complete the *District Minister's License Application and Questionnaire* (Form F) and return it to the District Secretary.
- A recommendation from your local church (or the District Advisory Board, if you are serving as the pastor) for a license using the *District License Recommendation Form* (Form G).
- Send all transcripts from colleges and seminaries to the Studies Secretary of the BOM for evaluation and noting of progress in ministerial preparation.
- All divorced persons will meet with the District Superintendent before their first meeting with the BOM. The appropriate documentation of the divorce will be presented and discussed.

- A background check will be completed by the district upon application of a first district license.

The Interview

Generally, the interview will focus on your Christian experience, call to the ministry, and gifts and graces for effective ministry. It is assumed that you will meet with the BOM a minimum of four times prior to ordination. Each meeting will have a different focus, and will include questions about the Articles of Faith, the Covenants of Christian Character and Christian Conduct, the Core Behaviors (Win One, Disciple One, Start One, Reproduce One), and special focuses of the Church of the Nazarene and the NWIL District. You may receive questions in advance, so that you can prepare simple, coherent responses. You may also be asked to submit some questions in writing prior to your interview.

Each year you will be expected to give the BOM an update on your Christian experience and progress toward ordination. Any interview is a cause for anxiety. Please remember that one purpose of the interview is encouragement. If a specific question cannot be answered, you are urged to express your lack of understanding. Feel at liberty to express doubts, fears, or to pose questions to the BOM about specific areas of ministry.

The BOM believes that each candidate should be interviewed yearly. Exceptions to this policy are rarely made. If you have enrolled as a candidate, and are living/serving on another district, you will need to bring to the BOM a letter of recommendation from the Pastor of the church you attend.

The BOM will inform students via email of the meeting place, date and time. If you are completing the Exploring the Call to Ministry Weekend, your interview will happen during the course of that event. An interview time will be given to each applicant approximately one week prior to the meeting. Please make every effort to be present at the designated time. Only those persons who apply for ordination and/or the renewal of the district license and those persons applying for a first license will be scheduled for an interview with the BOM.

Unless the Studies Secretary of the BOM verifies your progress in the Course of Study, the BOM cannot recommend you for license, commission or ordination. Candidates transferring to the Northwestern Illinois District are expected to request a transfer and transcript in the Course of Study from their home district. Again, transcripts from educational institutions that the candidate has attended should be in the office of the Studies Secretary of the BOM prior to the meeting.

The BOM on the Northwestern Illinois District is elected by the District Assembly. Its workload necessitates that sub-committees interview the candidates. Usually, the sub-committee is composed of three to five elders that make recommendations regarding each candidate to the BOM for approval, rejection, or additional assignment.

If the BOM recommends that a license be received, granted, or renewed, the report will be presented to the District Assembly. Upon a favorable vote of the District Assembly, you will receive your license from the District Secretary.

It is then recommended that you find an assigned place of ministry in your local church and obtain a role code to track your years of service in ministry. Your local pastor will help you with this. Each year, you will be asked to renew your District Minister's License.

Apply for Ordination

Ordination is a combination of several things:

- Education – displayed by graduating from a validated course of study
- Gifts and Graces – displayed in Character, Content, Context and Competency
- Service to the church – meeting the requirements set forth in the Manual for Deacon (533.3) and Elder (534.3)

While ordination seems like a culmination in many ways, no person should assume that ordination will be granted. Understandably, the successful completion of the Course of Study and the fulfillment of the required ministerial service are milestones on the journey of candidacy toward ordination, but ordination is a privilege, not a right. The BOM will give consideration to a call of ministry in one's life, to a demonstration of the gifts and graces necessary for ministry, and to an evidence of the qualities and sensitivities necessary for authentic ministry in the Church of the Nazarene.

When it is generally believed that a person will not have an active/assigned ministry role on the Northwestern Illinois District in the next assembly year, ordination will not be recommended by the BOM.

When you feel you are ready to apply for ordination, you must notify the BOM in your district license interview the year before you plan to apply of your intentions. You will be asked to come in for a preliminary interview at the BOM mid-year meeting to assess your current standing in education and gifts and graces. This meeting will allow the BOM to share any concerns that may need to be addressed before your ordination interview. All coursework must be completed by your ordination interview.

To apply for ordination:

- Fill out the *Application for Ordination* (Form I)
- Submit all applicable district licensing forms in addition to the Application for Ordination
- A final background check will be performed by the district
- Enroll in the *Exploring the Call to Ministry Weekend* (with your spouse if applicable) if you have not yet completed it.
- An interview time will be given to each applicant approximately one week prior to the meeting. If applicable, your spouse will be required to attend the interview with you.

Upon receiving a positive recommendation for ordination from the BOM, the district assembly and general superintendent will join in affirming you to be ordained. You will be asked to submit a bio of yourself and current photo. (It may be one of you, you with your spouse, or you with your family.) The time of the ordination service will be announced well in advance of the district assembly.

Your ordination service should be one of the great highlights of your life and ministry. You will want to note your feelings and the significant scriptures and comments made in the ordination sermon, and by those family and church friends who love you and helped you come to this most important moment in your ministry. Be generous in your expression of gratitude to them as the instruments of God in helping you fulfill His calling on your life!

Stage Four: Lifelong Learning

Everyone moves through a series of changes in the course of a lifetime in ministry. The combination of changes in society, technology, ministry assignments, and personal development means a minister is constantly in need of more preparation for the ministry assignment in which he or she serves. Often that preparation is informal, but the Church of the Nazarene also asks its ministers to provide accountability for lifelong learning through a more formal process of continuing education. Every minister must complete 20 hours of lifelong learning every year (538.15). You can acquire lifelong learning hours through any extended learning activity. Failure to complete these requirements for more than two consecutive years will result in being required to meet with the BOM at their regular meeting time. The BOM will give guidance in completing the lifelong learning required (529.6). It is your responsibility to report your activity to the District Lifelong Learning Coordinator. You can check on your status by contacting the Nazarene Global Ministry Center.

The 4 Cs

You may have attended a Nazarene conference on or off-district, took a college course to help you in ministry, attended a theological conference, or taken part in a spiritual formation program. All of these count toward your continuing education! Any education that falls within the realm of the following four categories may be counted for your continuing education:

- Content (Bible Study, Theology, Sunday School)
- Competency (administration, organization, preaching)
- Character (personal growth, spiritual development, mental & ethical traits)
- Context (social concerns, ethics, community situations, sociology)

How do I do It?

- All Lifelong Learning Hours (LLH) are submitted directly to the Church of the Nazarene online. You can find the link at the NWIL website. You must set up a login on your first visit. Every time after that you will login and then add a record for each event you are submitting. You can either enter a special Event Code, or you can enter the event information manually.
- Nazarene Sponsored Events
 - o Event Codes are assigned for NWIL District or denomination sponsored events (i.e. Pastors on Purpose, Convention, General Assembly, etc.). These can be found on the NWIL District website.
 - o When you enter the code on the Lifelong Learning site, the other event details will be entered automatically. You will need to manually enter the number of hours you participated. It is that easy!
- Non-Denominational Events
 - o Preaching seminars, administration courses, Biblical conferences, and leadership workshops are great ways to grow as a pastor.
 - o When submitting an event sponsored by a non-Nazarene group, instead of entering a code, you will manually enter the details about your event. This will include title, dates, description, provider, hours and event type. You will also be asked which of the 4 C's were covered.
- Academic Study
 - o If you are currently fulfilling the course of study requirements for ministry you are not required to fulfill the continuing education requirements.
 - o Classes taken outside an academic degree program may fulfill the requirement for continuing education
 - o As graduate programs are not recorded as continuing education through Global Clergy Development, a minister enrolled in a degree program is to

- provide annually to the District Coordinator a transcript indicating his or her progress in the degree program.
- In reporting to the District Board of Ministry on the status of the lifelong learning endeavors of a minister enrolled in a degree program, the Coordinator may simply report to Global Clergy Development, “Currently enrolled in a degree program.”
- Read
- We all need to study to stay fresh on our theology, biblical studies, ministerial preparation, spiritual formation, and a multitude of other topics that directly affect our leadership style, preaching content, and ministry. This can be used for lifelong learning credit.
 - As a general rule, report 2 lifelong learning hours for every 75 pages read.
- Teach
- What’s the adage—you learn more when you teach? It’s true. You can submit hours spent in preparation for leading a seminar or workshop or teaching a class in the Course of Study.
 - Report 10 hours for every 30 hours of reading and research in preparing to teach the class for the first time, or for new reading and research intended to substantially enhance a class you have taught previously. The aim of this guideline is to give “credit” for time spent on course development rather than on the administration or teaching of the course.

Conclusion

These four stages describe the major periods of your lifetime of ministry preparation. Sometimes the stages will overlap in time. For example, many people are still sorting out the details of their call (Stage One) while they are involved in their educational preparation (Stage Two). Some people overlap their preparation (Stage Two) with their ministry experience that leads toward ordination (Stage Three). Don’t worry too much about stages three and four at the beginning. You’ll have plenty to attain in accepting and processing your call and beginning your educational preparation. However, you do need to know that the high calling of ordained ministry will be a journey full of excitement, expectations, and development throughout your life. Once again, welcome to the journey. Enjoy each new step as God unfolds it before you!

Resources

REGISTRATION of Your Call to Ministry

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ E-mail: _____

I feel called to minister in the following areas:

- | | | |
|---|--|--|
| <input type="checkbox"/> Church Administrator | <input type="checkbox"/> Christian Ed. | <input type="checkbox"/> Unsure |
| <input type="checkbox"/> Chaplain | <input type="checkbox"/> Music | <input type="checkbox"/> Song Evangelist |
| <input type="checkbox"/> Educator | <input type="checkbox"/> Missionary | <input type="checkbox"/> Lay Minister |
| <input type="checkbox"/> Evangelist | <input type="checkbox"/> Pastor | |

My local pastor is: _____

District: _____

Complete the form and print five copies. Keep one copy.
Send one copy to each of the following:
Your local pastor, the District Office, your District Superintendent,
Global Clergy Development

Form B – Application for a Local Minister’s License

APPLICATION FOR LOCAL MINISTER’S LICENSE

Name: _____

Address: _____

Date of Birth: _____ Gender: _____

Married: _____ Single: _____ Divorced: _____

If divorced, is there a biblical basis for your divorce?

Note: Prior to district licensing, details of said divorce must be submitted to the Jurisdictional General Superintendent for review in accordance with Manual 530.1.

Are you willing to do so? Yes No

Does your spouse support your call to ministry? Yes No If, no please explain.

Place of Employment:

Use additional sheet(s) as necessary:

1. Describe your conversion experience:

2. Are you sanctified? Describe your personal experience of being sanctified wholly:

3. Describe your devotional life:

4. How have you come to sense God’s call upon your life?

5. What gifts do you feel you possess that qualify you for ministry?

6. In what forms of Christian service have you been engaged? (Please include activities and offices held.)

7. What ministry role do you want to pursue (pastor, evangelist, missionary, other)? Why?

8. Are you now, or have you ever been, involved in a court case where charges were brought against you? Yes No
If yes, please explain.

9. After reading Part II (Church Constitution), Part III (Covenant of Christian Conduct), Part IV (Government), 500-502.6, 529-529.7, and 903-903.18 in the 2013-2017 Manual of the Church of the Nazarene, are you in harmony with the Church of the Nazarene, its doctrines, polity, and practices? Yes No

Please note any questions or differences:

10. If granted a Local Minister's License, will you faithfully follow the guidance of your pastor and avail yourself of opportunities to serve the church? Yes No

11. Do you feel God is calling you to full-time ordained ministry? Yes No

12. Will you follow the prescribed Course of Study necessary in the training of a minister in the Church of the Nazarene, as set forth in the Sourcebook on Ordination* and the Handbook for Christian Ministries*? Yes No

13. Are you willing to submit to an appropriate background check in order to work in various ministries within the church? Yes No

Inasmuch as financial integrity is essential for effective ministry, it is necessary to ask the following questions.

14. Do you (and/or your spouse) carry any financial debts? Yes No

15. Are you current on all debts? Yes No

Describe how you demonstrate financial responsibility?

RELEASE PERMISSION

I attest the above information is true and accurate. I also hereby grant permission for the release of any records of my work or personal information for the purpose of informing the General Church, its district leaders, or its boards concerning my progress in and completion of the course requirements and other data as needed.

Signature of Applicant _____ Date _____

Please return this application to the pastor of your local church.
(Keep a copy for your records)

* See www.nazarenepastor.org/clergyeducation

Interview Guidelines for the Local Church Board

Candidate for Local Minister’s License

The following 2009-2013 Manual references should be available and/or read to the local church board: reading Part II (Church Constitution), Part III (Covenant of Christian Conduct), Part IV (Government), 500-502.6, 529-529.7, and 903-903.18 Copies of the completed *Application for Local Minister’s License* should also be available.

The local church board has the responsibility to license persons who request it and who are qualified to become local ministers. Consistent with the requirement that “the candidate must first be examined” the following guidelines are designed to be used in a personal interview with the applicant by the local church board in conjunction with the completed *Application for Local Minister’s License*. These questions must be answered to the satisfaction of the pastor and the local church board where the candidate is a member in good standing.

	Yes	No
1. Does the candidate have a clear testimony of salvation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the candidate testify to being sanctified?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is this candidate able to provide an adequate explanation of his or her beliefs concerning entire sanctification?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the candidate accept the Bible as ultimate authority in religious practice, belief, and ethics?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the candidate loyal to the local church body and amenable to leadership?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the candidate understand and accept the doctrine and polity of the Church of the Nazarene?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the candidate a faithful tither?	<input type="checkbox"/>	<input type="checkbox"/>
8. Describe the devotional life of the candidate.		
9. How does the candidate’s home life model scriptural standards?		
10. If the candidate is married, does the spouse give a clear testimony to salvation?	<input type="checkbox"/>	<input type="checkbox"/>
11. If the candidate is married, does the spouse give a clear testimony to sanctification?	<input type="checkbox"/>	<input type="checkbox"/>

- | | Yes | No |
|--|--------------------------|--------------------------|
| 12. Is the spouse in support of the candidate entering the ministry? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. If divorced, did this person claim biblical basis for such divorce? Explain: | <input type="checkbox"/> | <input type="checkbox"/> |

Note: Details of said divorce must be submitted to the Jurisdictional General Superintendent for review in accordance with 2009-2013 Manual paragraph 320.

Is the candidate willing to do so? Yes No

- | | | |
|--|--------------------------|--------------------------|
| 14. In your judgment, does the candidate have a clear call of God? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Does the candidate carry financial debt? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Is he or she current on all debts? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. How does the candidate demonstrate financial responsibility? | | |

Comments:

Date of Board Interview: _____ Local License Issued: Yes No

Signatures: _____
Pastor Church Board Secretary

If the Candidate for Local Minister's License is a Supply Pastor...

The district superintendent and the district advisory board must approve the granting of the local minister's license for a supply pastor. These guidelines properly filled out and signed will aid the district superintendent.

Name of Candidate: _____

Name of Local Church: _____

Recommended by: _____

(Name of Pastor)

Date of district advisory board action: _____

Date of district superintendent approval: _____

Signed: _____ Date: _____

District Superintendent

LOCAL/DISTRICT MINISTER'S LICENSE CANDIDATE FORM

(for use by pastors/local church boards and district credentials boards as a basic credential check against the records held at the Church of the Nazarene Global Ministry Center (GMC), through the General Secretary's office)

We request that the following **CANDIDATE'S NAME** be checked against the credential records stored at the Church of the Nazarene Global Ministry Center:

PLEASE PRINT/TYPE CLEARLY

Full Name of Candidate: _____

Local Church Name: _____

District Name: _____

District Contact Information (email and mailing address; fax and phone number):

Date Requested: _____ (check applicable officer title below)

Signature: Dist. Superintendent, Pastor, Dist. Cred. Bd. Sec., Other

District Superintendent
 Pastor
 District Credentials Bd.
 Secretary
 Other (identify specific office on line at left)

Form should be submitted **through the district office** via any of the following means:

gensec@nazarene.org OR 913-577-0848 (FAX) OR

The General Secretary – 17001 Prairie Star Parkway – Lenexa KS 66220 - USA

PLEASE DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Information Checked By/Date: _____

Comments: _____

Status of Request: Cleared Flagged

Notification Sent to District Office: Yes No

Date sent: ____/____/____

Signature: General Secretary _____

Date Signed: ____/____/____

Northwestern Illinois District Board of Ministry

Pastor's Request to Enroll a Student in the District Ministerial Studies Program

Date: _____

Please enroll the following individual in the Ministerial Studies Program of the Northwestern Illinois District Church of the Nazarene:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Date of Birth: _____

Email address: _____

Has the student received a Local Minister's license (required)? _____

Check the course of study (track). If "deacon" please specify area:

- _____ Elder
- _____ Deacon:
 - _____ Christian Education
 - _____ Compassionate Ministries
 - _____ Music Ministries
 - _____ Youth Ministries
 - _____ Administration
 - _____ Chaplaincy

Check the intended method of education for the student:

- _____ College/University/Seminary
- _____ District School of Ministry
- _____ NBC Online
- _____ Modular Courses
- _____ Combination of the above

Please mail this completed form, a copy of the individual's local minister's license, any college transcripts, and the required enrollment fee of \$100.00 to Pastor Scott Whalen: 411 13th Avenue, Sterling, IL 61081. Checks should be made payable to NWIL District Church of the Nazarene.

Pastor's Signature _____

Local Church _____

APPLICATION FOR A MINISTER’S LICENSE

Church of the Nazarene

Instructions: This application should be provided to the district secretary or the district superintendent at least two weeks prior to your scheduled interview or by the deadline set by your district, if earlier. The District Ministerial Credentials Board will use it to consider your request for a minister’s license.

<input type="checkbox"/> Minister’s License	<input type="checkbox"/> Elder Candidate	Date: / / mm/dd/yy
<input type="checkbox"/> Renewal of Minister’s License	<input type="checkbox"/> Deacon Candidate	
<input type="checkbox"/> Licensed Minister Candidate		

APPLICANT’S INFORMATION

Full Name: _____ Male Female

Address: _____ Phone: _____

_____ E-mail: _____
(City/State or Province/Postal Code)

District: _____ Local Church Membership: _____

Social Security #: _____ Birth Date: _____ Birthplace: _____

Marital Status: _____ Date of Marriage: _____

Spouse’s Name: _____ Birth Date: _____ Birthplace: _____

Child’s Name: _____ Male Female Birth Date: _____

Child’s Name: _____ Male Female Birth Date: _____

Child’s Name: _____ Male Female Birth Date: _____

- For additional children’s names and birth dates, please list on a separate piece of paper and attach to this application.

EDUCATION INFORMATION

List all schools attended and degree earned.

School	Name	Year Graduated	Degree	Major/Minor
High School				
College/Univ.				
Bible College				
Seminary				
Other				

First local minister’s license was issued by the _____ local church on _____

What part of a validated Course of Study for Ministers have you completed? ¼ ½ ¾ All

Are you now enrolled or do you plan to enroll in one of our Nazarene institutions? Yes No

If yes, which one? _____

RELIGIOUS EXPERIENCE

1. Describe your call into the ministry:

2. Describe your conversion:

3. Are you entirely sanctified? Yes No Share your experience:

4. Have you had any spiritual lapses since your conversion and sanctification? Yes No

If yes, explain:

CHURCH RELATIONS

5. Record of Church membership (last five years)

Year	Church	Served as *

*SDMI Superintendent, church board member, minister of music, NMI president, NYI president, teacher, etc.

6. Have you ever been district licensed or ordained in the Church of the Nazarene? Yes No

If yes, list the most recent district that granted you a district license along with the date it was granted or the year of ordination and district on which it took place :

District: _____ Date: _____

First district minister's license was issued by the _____ Date: _____

(Before a new district license is granted, obtain a report and records from the district on which the license lapsed.)

7. Record of Licensed Ministry

Year	Licensed by District	Served as *	Place

*Evangelist, pastor, teacher, student, other. If other, explain.

8. Have you ever been involved in church trouble of any kind? Yes No

If yes, please explain:

9. Are you in full sympathy and hearty accord with the standards, doctrines, and government of the Church of the Nazarene? Yes No

10. Will you wholeheartedly support the Church and its institutions? Yes No

11. What experience have you had thus far in preaching?

12. Do you sense the urgency of Christians being entirely sanctified? Yes No

Does your ministry result in the sanctification of believers? Yes No

If no to either of the above questions, please explain:

13. How many would you estimate were sanctified under your ministry during the past two years?

PERSONAL INFORMATION

14. Are you in good health? Yes No

If no, state particulars:

15. Are your spouse and children in good health? Yes No

If no, state particulars:

16. Are there physical irregularities in your family that would hinder your ministry? Yes No

If yes, please explain:

17. Does your spouse support you in your commitment to fulfill your calling? Yes No

If no, please explain:

18. List your financial debts.

Financial Debt	Amount

19. Are you behind on any debt or obligation? Yes No

If yes, explain: _____

20. Have you been divorced? Yes No

Details of said divorce of the applicant must be submitted to the presiding General Superintendent in jurisdiction for their review, in accordance with *Manual* paragraphs 320 & 530.1 (#7, #8).

Are you willing to do so? Yes No If these have not been submitted, immediate contact should be made with the District Secretary about it.

21. Has your spouse been divorced? Yes No

22. If married, are you now living with your spouse? Yes No

If no, what are your reasons? _____

23. Have you ever been arrested, convicted or plead "no contest" at any time? Yes No

Have you ever been accused of child molestation, exploitation or abuse? Yes No

If yes to either of the above questions, please explain:

Applicant's Signature: _____ **Date:** _____

A WORD TO APPLICANTS

The *Manual* of the Church of the Nazarene is specific in matters pertaining to the licensed ministry of the church. These sections should be read carefully and the necessary requirements met before application is made for a district license. List the paragraph numbers from the *Manual* indicating the portion you have read dealing with the “Call & Qualifications of the Minister” and “The Licensed Minister.”

The General Assembly has outlined the COURSE OF STUDY in the *Manual* and is detailed in the regional Sourcebook on Ordination. This course will be supervised by the District Ministerial Studies Board. Information may be secured by contacting the chairman of the district board, or you may consult with your local pastor

Form G – District License Recommendation Form

813.2. Recommendation to the District Assembly*
(to be completed annually for district licensed ministers)

(Check the appropriate board.)

- The Church Board of the _____
 The District Advisory Board of the (*Manual* 222.11) _____
recommends _____
to the _____

(Ministerial Credentials Board) District Assembly for:

- District Minister’s License**
 Renewal of District Minister’s License
 Renewal of Deaconess’ License
 Renewal of Director of Christian Education License

Ministry Role Certification (*Manual* 503-526)

- CED – Christian Education Minister** (ministers employed by a local church school)
 EDU – Education (employed to serve on the administrative staff or faculty of one of the educational institutions of the Church of the Nazarene)
 EVR – Evangelist, Registered (is devoted to traveling and preaching the gospel as his or her primary ministry, promoting revivals and spreading the gospel abroad in the land)
 GA – General Assignment, Missionary (appointed by the General Board through the Global Mission Committee to minister for the church)
 GA – General Assignment, Other (elected or employed to serve in the General Church)
 PAS – Pastor
 PSV-FT – Pastoral Service Full-Time
 PSV-PT–Pastoral Service Part-Time (associate pastor, performing pastoral service in connection with a church, in specialized areas of ministry recognized and approved by the appropriate governing, licensing and endorsing agencies)
 SER – Song Evangelist, Registered (devotes the major portion of his or her time to the ministry of evangelism through music as his or her primary assignment)
 SPC – Special Service/Interdenominational (in active service in a manner not otherwise provided for, which must be approved by the district assembly upon recommendation by the District Advisory Board and/or the Ministerial Credentials Board, as well as the Board of General Superintendents)
 STU – Student
 U – Unassigned

Review the minimal requirements for ordination (*Manual* 531.3, 532.3) and also the procedures for formalization of relationship, either paid or unpaid. (*Manual* 160-160.3) This is important for establishing and maintaining the candidate’s history of ministry.

If a Ministry Role designation of PSV-FT or PSV-PT is recommended for the coming year, has the written approval of the district superintendent been received (129.27; 160.1-160.2)? Yes No

If a designation other than "STU" or "U" is indicated above, describe the formal relationship that exists with the candidate, as approved by the church board and the district superintendent.

We certify that _____ has fulfilled all the requirements for such a request.

By vote of the Board this (date) _____ and by receipt of a letter of permission from the district superintendent this (date) _____

_____, Chairperson

_____, Secretary

Referred Reported Disposition _____

*This form may be used for different recommendations. Please mark the applicable title for such, as well as designate the ministry role certification.

Revised 1/8/14

Form H – Annual Report of Ordained Minister or Licensed Minister

ANNUAL REPORT OF ORDAINED MINISTER OR LICENSED MINISTER

(Not submitting a pastor's, evangelist's, or retired minister's report form)

Manual 530.8, 536.9

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

District _____

Local Church Membership _____

Ministerial Status: Ordained Elder Ordained Deacon Licensed

Indicate your **approved ministerial role** for the coming year (for classifying you correctly in the District Minutes):

- Pastoral Service - Full-time
- Pastoral Service – Part-time
- General Church Assignment
- Interdenominational/Special Service
- Chaplain
- District Assignment
- District Interim Assignment
- Unassigned
- Missionary
- Education
- Student
- Christian Education Minister
- Other _____

Times preached _____ Calls made _____

In what ways have you supported the Church of the Nazarene?

Date _____ Signed _____

Mail to District Secretary at least 30 days prior to your District Assembly.

Ordination/Recognition Questionnaire

For Ordination Candidate or Ordained Ministers Requesting Recognition of Credentials
Church of the Nazarene

Instructions: This questionnaire should be provided to the district secretary or the district superintendent at least two weeks prior to your scheduled interview or the deadline set by your district, if earlier. The Ministerial Credentials Board of your district will use it to consider your request for ordination or recognition.

<input type="checkbox"/> Candidate for Ordination	<input type="checkbox"/> Candidate Requesting Recognition of Credentials	
<input type="checkbox"/> Elder Candidate	<input type="checkbox"/> Elder Candidate	Date: / /
<input type="checkbox"/> Deacon Candidate	<input type="checkbox"/> Deacon Candidate	mm/dd/yy

APPLICANT'S INFORMATION

Full Name: _____ Male Female

Address: _____ Phone: _____
_____ E-mail: _____
_____ (City/State or Province/Postal Code)

District: _____ Local Church Membership: _____

Social Security #: _____ Birth Date: _____ Birthplace: _____

Marital Status: _____ Date of Marriage: _____

Spouse's Name: _____ Birth Date: _____ Birthplace: _____

Child's Name: _____ Male Female Birth Date: _____

Child's Name: _____ Male Female Birth Date: _____

Child's Name: _____ Male Female Birth Date: _____

- For additional children's names and birth dates, please list on a separate piece of paper and attach to this application.

EDUCATION INFORMATION

List all schools attended and degrees earned.

School	Name	Year Graduated	Degree	Major/Minor
High School				
College/University				
Bible College				
Seminary				
Other				

Have you completed a validated Course of Study for licensed ministers? Yes No

Have you ever been licensed or ordained by the Church of the Nazarene? Yes No

If yes, list the most recent district that granted you a district license along with the date it was granted or the year of ordination and district on which it took place :

District:

Date:

ORDINATION AND RECOGNITION CANDIDATES

All persons applying for ordination or for recognition by the District Assembly should complete questions 1 through 19.

1. Do you have a definite call to preach? Yes No

Do you have a definite call to lifetime Christian ministry? Yes No

How long have you had such a call? _____

2. Date converted: _____ Date sanctified: _____

3. Personal testimony:

4. Have you been divorced? Yes No

Details of said divorce of the applicant must be submitted to the presiding General Superintendent in jurisdiction for their review, in accordance with *Manual* paragraphs 320 & 429.1 (#7, #8).

Have you done so? Yes No If these have not been submitted, immediate contact should be made with the District Secretary about it.

5. Has your spouse been divorced? Yes No

6. If married, are you now living with your spouse? Yes No
If no, please explain: _____

7. Are your spouse and children in good health? Yes No
If no, state particulars: _____

8. Are there physical irregularities in your family that would hinder your ministry? Yes No
If yes, please explain: _____

9. Does your spouse support you in your commitment to fulfill your calling? Yes No
If no, please explain: _____

10. List your financial debts.

Financial Debt	Amount

11. Are you behind on any debt or obligation? Yes No
If yes, explain: _____

12. Are you in full sympathy and hearty accord with the standards, doctrines, and government of the Church of the Nazarene? Yes No

13. If, after you have been ordained (or recognized) by the Church of the Nazarene, you find you cannot conform to the standards, doctrines, and government of said church or wholeheartedly support the church and its institutions, will you voluntarily surrender your credentials and withdraw from the ministry without charges or trial? Yes No

14. Have you read in the Church of the Nazarene *Manual* "The Ministry & Christian Service?"
 Yes No

15. Will you wholeheartedly support the church and its institutions? Yes No

16. Members received on profession of faith for the past two years _____
Net Membership Increase _____ Membership Decrease _____

17. Has your church met its financial obligations? District: Yes No
General Church: Yes No Education: Yes No
If no, please explain: _____

18. Number of pastoral calls made annually for the past two years _____

19. Do you sense the urgency of Christians being entirely sanctified, and does your ministry result in the sanctification of believers? Yes No
How many would you estimate were sanctified wholly under your ministry during the past two years?

ORDINATION CANDIDATES ONLY

All persons applying for ordination by the District Assembly should complete questions 20 through 23.

20. Do you plan to give your full time to the ministry? Yes No

21. Have you had trouble with any local church of which you were either a pastor or an associate pastor?
 Yes No If yes state particulars: _____

22. Year first granted a district minister's license: _____ By which district? _____

23. Record of Licensed Ministry

Year	Licensed by District	Served as *	Place

**Evangelist, pastor, teacher, student, other. If other, explain.*

Signature: _____ Date: _____

RECOGNITION CANDIDATES ONLY

*Ordained ministers from another denomination desiring to have his/her credentials recognized by the Church of the Nazarene should complete questions 24 through 33. **EXCEPTION:** If the minister was originally ordained in the Church of the Nazarene, the process for a current credential is to be "Restored to the Roll."*

24. Date ordained: _____ Ordained Elder Ordained Deacon

25. Name of church: _____

26. Name of district or conference: _____

27. What signatures appear on your credentials?

Chairman's Name: _____

Secretary's Name: _____

Other: _____

28. Record of Ministry for Last Seven Years

Year	District or Conference	Served as *	Place

**Evangelist, pastor, teacher, student, other. If other, explain.*

29. Did you give full time to the ministry? Yes No

If any additional occupation, explain: _____

30. If a pastor, have you had trouble with any church you were pastoring? Yes No

If yes, state particulars: _____

31. Are you now in active ministry? Yes No

If no, why? _____

32. Explain your reason(s) for joining the Church of the Nazarene

33. Have you read in the Church of the Nazarene *Manual* the
"Recognition of Ordained Minister's Orders"?

Yes No

Signature:

Date:

