

Key

- **Action Steps** – Check them off as you complete them
- **Information** – Important things You need to know!

Steps to Clarifying Your Call

- Talk with your Pastor and/or other mature spiritual mentors
- Spend additional time in prayer
- Read the Clarifying Your Call section under the Ministry Studies tab on the North/East Texas District web site
- Read sections 500-538.9 in the Manual of the Church of the Nazarene.
- Determine if your call is to preach (Elder) or to teach (Deacon).
 - The preparation is largely the same for both and you can switch to a different track at a later point if you as you proceed toward ordination it becomes clear you should be on the other track.

MILESTONE: ASSURANCE OF YOUR CALL

Steps to Obtaining a Local Minister's License

- Advise your Pastor that you would like to obtain your Local Minister's License
 - Complete the application form [*Application for Local Minister's License* – available on the website]
 - You can hold a local license more than one year, but you must complete the application and interview annually with your Local Church Board
 - Interview with Your Local Church Board
 - Ask your Pastor about the likely questions the Board will ask you.
 - Enroll in Course of Study classes – see the Ministry Studies tab on the District website; scroll down to the section Course of Study Classes & Sources.
 - Begin taking courses
 - It is possible to obtain your Local License prior to taking any courses. However, the sooner you begin your coursework, the sooner you will have the necessary courses to apply for your District License.
 - Students are required to take a minimum of 2 courses per year, and have completed all 24 courses within 10 years.
 - There are many options for completing courses.
 - Nazarene Bible College* (Online or on campus, degree and non-degree programs count toward ordination), www.nbc.edu
 - Southern Nazarene University (online study; both degree and non-degree programs count toward ordination. www.snu.edu
 - Northwest Nazarene University* (Online, degree and non-degree programs count toward ordination), www.nnu.edu
 - Other Nazarene institutions of higher education*
 - Other approved institutions of higher education – Non Nazarene* (Before enrolling in an institution of higher education contact Rev. Mark Hendrick to verify the institution is approved, mark60hen@aol.com or 903-220-1148.
- *Note:** Degree programs may require courses that will not count toward ordination. Contact the School of Ministry Registrar prior to enrolling into a degree program.
- At the end of each semester, it is the student's responsibility to submit verification of completed course work to the BOM Studies Secretary (Rev. Mark Hendrick.) Timely reporting of course work will help ensure the Board of Ministry is properly able to track a student's progress and current level.

MILESTONE: LOCAL LICENSE

Steps to Obtaining a District License

- Must have held a Local License for a year
 - Advise the Board of Ministry that you are ready to seek your District License – email to Rev. Scott McDorman sdmac1970@att.net
- Any divorce barrier must be lifted prior to issuance of the first District License
 - Contact the the Board of Ministry (BOM) Chairperson (rev. Scott McDorman) during the early Fall of the year and advise that you need to have a Divorce Barrier lifted.
 - The Secretary will send you the necessary paperwork to be completed by the applicant. You must furnish the signed, original paperwork.
 - You (and your current spouse, if you are remarried) will need to meet with the BOM for an interview concerning your divorce situation. These meetings are typically in March or April.
 - The BOM will vote on a recommendation to the Board of General Superintendents whether or not to lift the barrier. All paperwork and recommendations will be furnished to the Board of General Superintendent (BGS)
 - Your divorce barrier is not lifted until the BGS votes to do so and issues a letter stating so – regardless of a favorable recommendation from the BOM.
- Must have completed the equivalent of 6 course modules.
 - Students at institutions of higher learning are strongly urged to take History & Polity of the Church of the Nazarene during their first semester of courses. However, due to timing of courses being offered by institutions, course prerequisites, etc. it is recognized that this may not be possible.
 - You may have already completed your degree at an institution of higher learning, before you start the Ministerial application process. It is fine to do the educational piece first, and then begin your ministry service and time – but doing it sequentially rather than simultaneously extends the total time required for ordination.
- Complete the District Minister application form: *Minister License Application* – this will be available on the District website, Ministries Studies page, in February - follow the instructions there.
- Obtain a “Recommendation to the District Assembly” form from your local church
 - This is the responsibility of your Pastor and Church Board, but you should specifically request this from your Pastor during the Fall of the year.
 - Form: *Recommendation to the District Assembly* – is available on the website
- Interview with a team of the Board of Ministry
 - The BOM should contact you with information on when and where (usually March or April) .

MILESTONE: RECEIVING YOUR DISTRICT LICENSE

Renewing your District License

- Pursue at least 2 courses per year toward your 24 module course requirements.
 - You may be placed on probation or dropped if this requirement is not met.
- Complete the Application Form to renew your District License – this must be done annually – the Minister License Application will be available on the District website on the Ministry Studies page.
- Obtain a “Recommendation to the District Assembly” form from your local church
- Interview with a team of the Board of Ministry (usually March or April)
- File your Annual Report for the previous year with the District Secretary

MILESTONE: RENEWING YOUR DISTRICT LICENSE

Qualifying for Ordination

- ☐ Completion of all 24 modules or equivalent (generally at a Nazarene or Holiness institution of Higher Learning)
- ☐ Contact the the Board of Ministry (BOM) Chairperson (Rev. Scott McDorman) or the District Secretary (Rev. Larry Williams) during the Fall and advise that you wish to seek Ordination in the coming year.
- ☐ Attendance (with your spouse, if married) at the District's Ordinand Symposium (usually in the Spring)
- ☐ Three consecutive years of holding a District License, OR The equivalent of three consecutive years of ministry service
 - The soonest that PT assignments will be considered is 4 consecutive years
- ☐ Holding of a valid District License at the point of ordination
 - All steps above including Application & Recommendation to the Dist Assembly must be completed in the year of ordination – except that your ordination interview will also count as your District License renewal interview.
- ☐ Completion of the Ordination application
 - Bring the original, signed application to the ordination interview and give to the District Secretary. It must be filed with the Global Ministries Center
- ☐ An in-person ordination interview with the BOM
- ☐ Participate in the Ordination Service at District Assembly
 - This will normally be the last Thursday evening in April, but you may be required to come the day before to meet with the General Superintendent.

MILESTONE: RECEIVING YOUR PERMANENT CREDENTIAL