

INSTRUCTIONS TO MINISTRY STUDENTS

1. First Steps of a Call

When a member of expresses a call to full time ministry, their pastor will be the primary guide as the candidate seeks to understand the implications of God's call for their life. As soon as the pastor feels the candidate is ready for local ministry, she or he shall guide the candidate through the process of obtaining and serving under a local license as described in *Manual 531*. Before issuing a local license, all churches must follow the guidelines shown at usacanadaregion.org/local-license. As part of this process, the student should be enrolled in the course of study with the district. A candidate must have held a local license for one full year and have completed one-fourth of the course of study before a local church can recommend them for a district license. Until that time, the local license may be renewed annually by the local church as provided in *Manual 531.4*.

2. Courses and Modes of Study

The recommended mode of preparation for full-time Christian service is by attending a Nazarene liberal arts college or university and, if possible, Nazarene Theological Seminary. Additionally, three other modes of education are pre-approved and recognized by the district. 1.) Graduation from an approved course of study via Online courses with Southern Nazarene University, Northwest Nazarene, or Nazarene Bible College. 2.) ENTE Program (Specialized Nazarene Theological Education): Spanish Language through Nazarene Bible College, and 3.) the Oklahoma District School of Ministry. Contact information for all of these programs is available on the district website. Any other mode or source of education will be subject to pre-approval by the North/East TX District Board of Ministry. Candidates taking courses from other institutions or teachers without prior approval are **not** guaranteed credit for any such courses taken. Any such approval requests should be directed to Larry Williams, Chairman of the Board of Ministry via lwiliams@dallasfirst.org.

All students preparing for the ministry, whether by the college-seminary route or other modes, should be enrolled in the district program and keep in touch with the assigned advisers by reporting annually.

3. Local Church Licensing

Critical areas that the Church Board and the Minister in Training (MIT) need to address.

1. *Granting a local license:* Before granting a local license, the church board must certify completion of both the denominational clearance process and a nationwide criminal background check. The pastor and local church board must annually interview a MIT and determine whether or not he/she will be granted a local preacher's license.
2. *A formal agreement:* A formal agreement between the MIT and pastor/board will be established and reviewed annually. It should be reviewed annually and should include:
 - a. Ministry Description – This should clearly detail ministry roles and expectations.
 - b. Accountability –Who will oversee the implementation and hold the MIT accountable for this agreement? How will the licensee report to the board?
 - c. Hours – What number of hours of service will be the weekly average over the next year?
 - d. Role Code – What role code will be recommended to the district?
 - e. Full/Part Time Assignment: If the assignment is full-time, the agreement should demonstrate a compensation of over 50% of their income, have a requirement of over 30 hours per week and the ministry description should reflect duties sufficient for the hours. Otherwise, the local church should designate the position as part time.
3. *Recommendation for District License:* When the church and pastor feel the candidate is ready and a candidate has held a local license for at least one year they should contact the Board of Ministry Chair and ask for a district license application link to be sent to the candidate.

4. District License, Commission, and Ordination Items

1. District Interviews: All candidates and their spouse are required to meet with the board each spring in order to renew their license and/or seek Ordination.

- a. The initial interview needs to be done in person with the Board of Ministry. After the initial interview, if a student is attending a Nazarene educational institution or is serving in a world area that makes travel difficult, other interview methods via electronic means may be allowed.
 - b. Candidates for license or ordination should bring with them their formal agreement between themselves and the pastor/local board as well as a time log of ministry activities for the year.
2. Special Training from the Dallas District
- a. *Discovery Weekend*: Attendance at the *Discovery Weekend* is required for ministers who receive their district license at the most recent District Assembly and most transferring a license from another district. *Discovery Weekend* will help each candidate and their spouse ways to explore their ministerial gifts and graces and understand the credentialing process.
 - b. *Ministry Spouse Training* is designed to help new pastoral spouses in preparing for ministry alongside their wife/husband. All spouses are expected to have completed this training before a third district license is issued to the candidate. This event is typically held in the spring.
 - c. *Ordination Symposium* is a required event for candidates who are planning to be ordained within the next two upcoming assemblies. It is held in the spring. It offers a chance for candidates to demonstrate their theological and practical understanding in a variety of open conversation formats.

5. College and Seminary Students

College or seminary students are responsible to submit to the board annually documentary evidence of academic progress and standings in harmony with *Manual 529*. College students are reminded to plan their curriculum in harmony with *Manual 529.1-6*. The final transcript at graduation will be examined and evaluated by the district. None of the required courses can be waived by the district.

6. Where to Go for Help

1. For information, guidance, or application forms, contact the Board Chairman, Dr. Karl Payton, BOM@netxnaz.net
2. For a copy of the Sourcebook for Ministerial Development www.usacanadaregion.org/clergy-education
3. For information on steps for local boards to take in granting local licenses, see *Manual 529* as well as the many resources at usacanadaregion.org/local-license.