

LOCAL LICENSING, DISTRICT LICENSING, ORDINATION & COURSE OF STUDY (Elder & Deacon)

There is a packet of information at <http://www.usacanadaregion.org/local-license> to begin the interview process in the local church for those who feel the call to ministry.

Before a Local License is issued a Verification of Credential History and a Background Check must be done.

Verification of Credential History - Full name of applicant must be submitted to the district office.

Background Check - Please contact the district office for information on doing a background check (cost is currently \$17.00). If the local church prefers to take care of this, please submit a copy of the completed background check to the district office. The background check must include a countywide search in which the applicant resides and a nationwide search.

Once these items are taken care of please follow this procedure.

Go to: <http://www.usacanadaregion.org/local-license>

This will take you step by step through the process of issuing a local license for the first time and also renewal of a local license

LOCAL LICENSE:

- Issued by the local church board, signed by the pastor and the secretary of the church board. Good for one year.
- Enroll in the Course of Study for ministers through the District Studies Board (Andrew Newman - asnewman10@gmail.com).
- Begin taking courses.
- A Local License must be renewed on a yearly basis.

Manual paragraphs 503-503.9, 531-531.7

COURSE OF STUDY:

- A student must be recommended by their local pastor (or the DAB) and the local church board; send recommendation to the District Studies Board (Andrew Newman - asnewman10@gmail.com)
- Send any College or Post-Secondary Transcripts to the Studies Board Secretary for review and transfer of credit
- Attend an approved course of study through either the District, College, or Master's Program to complete the 24 Modules required by the Church of the Nazarene
- Acquire and review the Sourcebook for Ordination (available at www.kynaz.com) and the Handbook for Christian Ministries USA/Canada through www.nazarene.org
- Report to the District Board of Ministry regularly, meet yearly with District Studies Board, and complete a minimum of 2 courses per year to maintain active status in the Course of Study

Manual paragraphs 529-529. 7

DISTRICT LICENSE:

- Must have held Local License for a full one year minimum
- Must have completed at least 6 courses/classes or the equivalent of ¼ of the Course of Study to receive first license; must take a minimum of 2 courses or their equivalent each year for license to be renewed; all class work needs to be reported in a timely manner to the Studies Board (Andrew Newman - asnewman10@gmail.com)

- Candidate must be recommended by their pastor and local church board; form submitted to the District Secretary by the pastor; if the Licensed Minister is a pastor, the DAB makes this recommendation
- Must have a current Local License
- Must apply and send application to the District Secretary (annually)
- Must meet with the District Credentials Board each year
- District License must be renewed on a yearly basis until Ordination.
- After having received first District License, all education requirements must be completed within **10 years** if seeking ordination
- If there has been a divorce in the applicant's background, this must be cleared first by the Board of Ministry and the Board of General Superintendents. the Credentials Board will interview the candidate for the purpose of clearing, at the district level, the candidate for licensing. This must be done before application for the first district license can be made. The Board of General Superintendents is responsible to ultimately clear the candidate of divorce before a license may be issued. There are forms the candidate must fill out, about any divorce, to be submitted to the Credentials Board and forwarded to the Board of General Superintendents along with other forms completed by the Credentials Board
- A District License may be transferred to another district; the Licensed Minister is responsible to contact the District Secretary to do this transfer
- The non-pastoring Licensed Minister will report each year to the District Secretary
Manual paragraphs 532-532.9

ORDINATION:

- Must have completed all education requirements within 10 years of receiving first District License
- Must complete an application via the District Secretary
- Will be interviewed by Credentials Board
- Must currently hold a District License and in an active ministry assignment
- Must have at one time held a District License for not less than 3 consecutive years
- Must be recommended by their local church or the DAB
- Must have been an assigned minister for not less than 3 consecutive years; for someone serving in a part time assignment there should be an extension of the consecutive years of service depending on their level of involvement in the local church where they serve (Credentials Board will determine this)
- The Credentials Board recommends to the District Assembly for an individual to be ordained; the candidate must be elected to the role of Elder by a 2/3 vote of the District Assembly & with the approval of the General Superintendent
- If an elder moves to another district, it is the responsibility of the elder to request that their credentials be transferred to the district to which they have moved; this request is to be submitted to the District Secretary
Manual paragraphs 534 - 534.3