

**Step-by-Step Preparation for Ministry
Guidelines & Procedures
Philadelphia District Church of the Nazarene**

Step One: **Clarification of the Call**

- Talking and praying with spiritual mentors
- Talking and praying with local church Pastor
- Is the call to ministry or vocation?
- Is the call to Elder (preaching) or Deacon ministries?

Step Two: **Request for Local Minister's License**

- Receive **Recommendation by your Pastor** and **Approval from the local Church Board**. This may include an interview covering:
 - Spiritual experience (salvation, entire sanctification)
 - Doctrinal understandings (particularly Holiness)
 - Spiritual formation and disciplines (prayer, Bible reading, tithing, etc.)
 - Ministry experience (teaching, leadership, witnessing, etc.)
 - Gifts and graces for ministry as well as your spiritual gifts
- Establish prayer partners and a cooperative relationship with your **Advisor** who will walk alongside you in your ministry preparation journey. **Your local Pastor acts as your advisor**, unless otherwise notified by the DS. Questions can be directed to the **Course Studies & Mentoring Coordinator, Pastor Mike Schutz** (mhschutz@gmail.com)
- Be involved in an **Assignment for Ministry** in your local church—see local Pastor
- The Local church is responsible to obtain and keep on file **Background checks** of all individuals that hold a local license. **Copies are to be sent to the District Office.**
 - **For Pennsylvania and anyone who works in ministry in PA this includes:**
 - **1. Child Abuse Clearance,**
 - **2. State Police Criminal Clearance and**
 - **3. FBI Clearance.** Forms and more information can be found at: <http://www.dhs.pa.gov/provider/childwelfareservices/index.htm>
- Complete the **Local Ministers License Verification Form**, which is required by the **General Secretary** and is available online at: <http://nazarene.org/sites/default/files/doclib/local/VerificationCredentialHistoryRequestForm.pdf> or a pdf form can be found on www.philanaz.org. One pastor should complete sign and send to the District Office. The District Office then sends it to the General Secretary for final approval and signature.
- **Enroll in the Ministerial Studies Program** by filling out the **Ministerial Studies Registration Form** found on the www.philanaz.org. Complete the Annual Enrollment Form (www.philanaz.org) to send any contact change information to the district office.
- **Pay the Annual Ministerial Studies Fee of \$50.00** online or send a check payable to the Philadelphia District Church of the Nazarene. Each year this form will give us your contact information to keep our student portal current. The **annual enrollment fee is due by February 28th of each year** until the year of ordination.
 - **Send a transcript** of any post-high school level college accredited courses that you have completed to the **Ministerial Studies Registrar at the District Office**. This information will be used to determine your level of completion in the required twenty-four(24) course ordination curriculum.

****Please note: You must hold a Local Minister's License for at least one year and have completed at least six (6) courses in the Course of Study for Ministers as outlined in the *Manual* before the next steps. One of the six (6) courses must be the *Manual* Course (Nazarene History and Polity)**

Step Three: **Request for District Minister's License**

- Review the list above
- Have completed the required studies (6 courses, one of which must be "Nazarene History and Polity") and have filled every requirement listed above.
- Have full and unreserved recommendation from the Pastor and church board. Recommendation submitted to the District Secretary.
- Complete the **District Minister's License Application by December 15th Annually** until ordination. This application is found on www.philanaz.org.
 - ** Once the application is received and processed, you will be required to have an interview with the Board of Ministry. You will be notified of the interview date and location which is usually held the last weekend of January.
- Attend the **Ministry Assessment Center (MAC)** weekend in January; your spouse (if applicable) is required to attend with you
 - Complete the **MAC forms**. Information, forms and due dates (traditionally collected October and November) may be secured from the **MAC Coordinator**. This is required prior to being considered and/or approved for a District License.
 - **Local church board should consider providing financial assistance to attend MAC.
- Recommendation for receiving a District License is made by the Board of Ministry to the District Assembly
- Once you receive your first District License, you have ten (10) years to complete the requirements for ordination

Step Four: **Annual Renewal of District Minister's License**

- Completion of **two (2) courses per year is required** studies. Courses are not considered completed until the **transcripts are received by the District Ministerial Studies Registrar**
- Full and unreserved recommendation from the local Pastor and Church Board
- Attend the **annual interview meeting with one of the Board of Ministry sub-committees** (usually a Saturday in Late January / early February)
- Recommendation for renewing a District Minister's License is made by the Board of Ministry to the District Assembly

Step Five: **Request for Consideration for Ordination**

- Graduated from the Ministerial Studies Program (This may be different from graduation from one of our schools or colleges)
- Completed a **six-month Internship during the final year of District Minister's License**. Contact Owen White for information at ((570) 433-3652 or pastorowen3@gmail.com) and pay \$140 for the program
- Must have a minimum of **three (3) years of full time ministry experience** or the equivalent thereof
- **Must be actively serving in a full-time ministry position at the time of ordination**
- Must attend the **required Holiness Symposium for Ordination Candidates**, normally held in mid to late January. This meeting will include a strong concentration on our doctrine of Holiness prior to meeting with the Board of Ministry for your final ordination interview.

Step Six: **Ordination**

- Conditional upon recommendation from the Board of Ministry, affirmative vote of the District Assembly, and the approval of the General Superintendent in jurisdiction
- Ordination Service will be held at the annual District Assembly in April or May

FOR FURTHER INFORMATION, CONTACT

Melanie Cook
District Office Administration
(610) 889-7545
treasurer@philanaz.org

Paul Thornhill
District Secretary
(484) 948-9033
paulthornhill03@verizon.net

Larry Cook
Chair, Philadelphia Board of Ministry
(215) 816-9999
lcook@yourncs.org