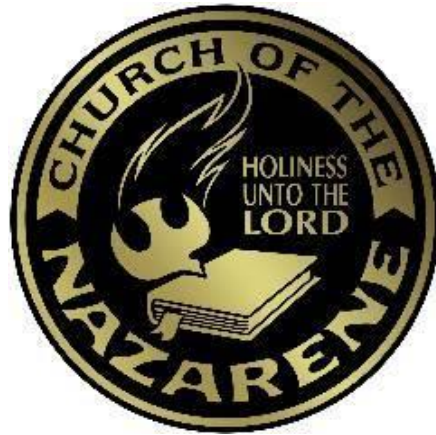


HANDBOOK
FOR
MINISTERIAL
LEADERSHIP
PREPARATION



PHILADELPHIA DISTRICT
CHURCH OF THE NAZARENE

This handbook is a guide to those involved in ministry preparation on the Philadelphia District of the Church of the Nazarene. It is accurate at its publication. However, the Philadelphia District reserves the right to make changes in any and all requirements, policies, and procedures, and it is the responsibility of the ministerial candidate to be aware of those changes through regular communication with the district Board of Ministry. Revisions are available through the district web site.

This handbook does not supersede the *Manual of the Church of the Nazarene*; it explains how *Manual* provisions are applied and interpreted on the Philadelphia District. The *Manual of the Church of the Nazarene* is the official and legal document of the denomination and it is the responsibility of the jurisdictional General Superintendent, District Superintendent, District Advisory Board and District Board of Ministry to apply the *Manual* provisions to specific situations. Ministerial candidates should familiarize themselves with all *Manual* provisions concerning ministerial preparation.

Revised 09/2016

CHAPTER ONE

Welcome to the Journey

This *Handbook for Ministerial Leadership Preparation* is designed to guide you through the journey of preparing for ordination on the Philadelphia District of the Church of the Nazarene. We hope this will serve as a useful guide. However, it is also necessary that you utilize the many people who desire to help you along the way; including your pastor, other mentors and coaches, and the Philadelphia District Board of Ministry, especially those with specific responsibilities for walking with you on this journey. Please contact us whenever we can be of assistance.

Everyone's journey toward ordination is different, but everyone participates in certain shared experiences. These experiences can be described in four stages, with each stage possessing milestones that mark progress.

The Call

For some people the call is the most challenging. They wrestle with discerning if they have been called of God to a life of ministerial leadership. At this stage, questions are normal and healthy. It is helpful to seek the assistance of your pastor, mentor, professor and others who are mature in the faith and knowledgeable about you. Keep in mind that God calls leaders within the context of a faith community, and discernment of the call is meant to happen within the context of congregational life.

Educational Preparation

To be effective as a leader of a faith community in the Church of the Nazarene, you must have extensive knowledge of the Bible, the Church, Christian theology, humankind, and how to apply this knowledge to the lives of people in a contemporary culture. The Church of the Nazarene has made a commitment to an educated clergy and laity, going back to our very beginning as a denomination.

The church, including the Philadelphia District, has provided you with several paths for your educational preparation. These paths will be described later in this *Handbook*. This stage of your journey will occupy several years of your life. It is not one to rush through, looking for the quickest and least challenging road. Rather, you will want to carefully consider which path best fits your needs, giftedness, current life situation and future plans. Even though lifelong education is expected for those in ministry leadership, this stage builds the foundation for future effectiveness. It is expected that you will participate in a concentrated time of study during this stage, and significant adjustments in your lifestyle may be necessary. Early in your educational preparation your local congregation will grant you a Local Minister's License, signifying that the local church believes you have the potential for ministry leadership through vocational ministry. Following completion of several courses, a ministry assessment event, and other preparatory activities, you will come before the Philadelphia District Board of Ministry for consideration of a District Minister's License. A district license is only given to those who have shown through their studies and lifestyle that they are walking with the Lord, pursuing holiness, active in ministry in a local church, and that there is evidence of the gifts and graces for ministerial leadership and the potential for usefulness to the kingdom and the denomination in future ministry leadership roles.

The Road to Ordination

As you are completing your educational preparation, you will participate in several significant practical experiences in ministerial leadership. A *ministerial internship* will allow you to face some of the challenges and opportunities of your future ministry role under the supervision of an experienced pastor. Prior to ordination you will have several years of experience in a significant ministry leadership assignment. As you move toward ordination, you will come under the close supervision of the District Board of Ministry. Interviews and other conversations will assist in making the decision as to your preparation, qualifications, and fitness for ministry leadership. If successful, the culmination of this stage is ordination.

Lifelong Learning and Professional Development

It is normal for every person in ministerial leadership to experience changes in ministry. A minister is constantly in need of additional training and growth in order to meet the changing needs of congregational life and society. The Church of the Nazarene expects all ordained clergy to continue a lifestyle of equipping and professional development. Opportunities are often informal, yet formal continuing education programs are also available. Further higher education, participation in workshops and seminars, and a life of reading and conversation on the things of God and God's people are both encouraged and considered necessary for ministerial leadership.

CHAPTER TWO

The Call to Ministry

What is the call to vocational ministerial leadership?

God calls every Christian to full-time ministry. The Church of the Nazarene believes all followers of Jesus Christ are called to minister in His name. God's call to ministry is not limited to a few Christians who are called to sacrificially pray, serve and give while others live "normal" lives in society. Whatever our career, and whether we are there because of giftedness and opportunity or through necessity, God calls us to a vocation of ministry and service. While most Christians will not earn their living through ministerial leadership, all believers are called to carry out ministry as God directs. God desires full-time Christian service from all followers of Jesus.

God calls some Christians to specific kinds of ministry. Some men and women will be called to specific ministry positions—such as pastor, missionary, Christian education, or chaplaincy – in response and in obedience to the call of God. These callings carry with them such responsibility that the church provides special educational preparation for them. Approval to serve in these areas includes careful examination and nurture before endorsement is given, credentials are granted, and appointments are made.

God equips and helps fulfill the call. God is the source of the gifts and graces that equip us to fulfill the call. Your call will take advantage of your unique strengths – an important indication of God's will for you. You may not be aware of those qualities and abilities until after you say yes to God's call, or even until you are in a role where those gifts are needed. The advice and assistance of other mature Christians will guide you as you seek to develop and use your God-given potential for the kingdom.

To what types of ministerial leadership might God be calling you?

In our changing world many are recognizing God's call to ministerial leadership in a variety of different capacities. While the traditional call to the preaching ministry is still necessary, other ministerial leaders are needed as well. For example, some are called to direct works of compassion and relief for those suffering from hunger, homelessness, sickness, addiction, economic hardship, and disaster, whether the need is in their hometown or around the world. Others provide leadership as chaplains in hospitals, prisons, retirement centers, the armed forces, and corporate and public service settings.

God may be calling you to be a staff pastor to a specific age group. You may have special talents in outreach, administration, creative arts and music, or other areas that are needed for the work of the church.

Some men and women are called to bi-vocational ministry. These ministers hold significant employment outside the church, in order to develop community contacts and allow the church's resources to be used areas other than pastoral support.

What is ordained ministry?

Ordination is the authenticating, authorizing act of the church that recognizes and confirms God's call to ministerial leadership as stewards and proclaimers of both the gospel and the church. It is important to recognize that God *calls* and He has given the church the responsibility to *ordain*. The church does not claim the right to call men and women to ministerial leadership; that is solely the work of God.

Ordination is an authorizing act of the church. By means of ordination the church officially approves you as a minister called by God. The ordination service itself bears witness to the church and to the world at large that you are recognized by the Church of the Nazarene as having the gifts and graces for ministerial leadership, seeking after holiness of heart and life, thirsting for knowledge of the things of God, faithfully following Jesus Christ as led by the Holy Spirit, and that you are trusted to clearly communicate the doctrines of the gospel as proclaimed by the Church of the Nazarene.

Ordination is also a confirming act of the church. Prior to the public statement of the church in the ordination service, the church has been at work in relationship with you for an extended period, evaluating you and your potential for ministry. The local church and the District Board of Ministry are charged with observing and guiding you to determine if they will recommend you to the District Assembly for ordination.

Ordination is a spiritual and theological act of the church. It is more than receiving a certification to minister and passing qualifying exams or interviews. It is the church's acknowledgement that God calls and gifts certain people for ministerial leadership through and for the church and the kingdom. Just as Scripture teaches that in Christ there is neither slave nor free, Jew nor Greek, male nor female, but all are one in Christ, the Church of the Nazarene has always ordained persons regardless of gender, nationality, race, or economic status. Essential for ordination are the clear testimony of a call from God, the completion of a program of ministerial preparation, successful experience in ministry, a life of seeking after holiness, and a clear witness of the gifts and graces necessary for ministerial leadership.

What is the difference between an elder and a deacon in the Church of the Nazarene?

In the Church of the Nazarene two categories of ordination are recognized: elder and deacon. Both elders and deacons are recognized as called of God, and both are authorized to administer the sacraments of the church. Elders are called of God to serve in areas of ministerial leadership with the understanding that a primary responsibility may include the preaching ministry. Deacons are called to ministerial leadership in a variety of capacities, but their primary function is not the preaching ministry.

CHAPTER THREE

Educational Preparation

A call to ministerial leadership is a call to prepare. A significant component of the preparation is education. Even before the beginning of the Church of the Nazarene, holiness educational institutions were founded to prepare an educated clergy and laity.

Education for ministry in the Church of the Nazarene involves both general and theological education. General education fosters a growing understanding of the historical and contemporary cultural context in which the minister is called to serve. Theological education makes accessible the rich resources of the Christian faith, including Scripture, church history, theology, spiritual development and formation, and practices. A comprehensive general and theological education enables the minister to develop the spiritual reflection, knowledge of the kingdom of God, the human situation, and the cultural context necessary to effectively serve humankind and speak and act redemptively in our world.

Curricular Elements of Educational Preparation

There are four major elements of the educational preparation of ministers in the Church of the Nazarene. **Content** is the acquisition of the biblical, theological, and historical knowledge necessary for the minister. **Competency** is the acquisition and development of skills for ministry. **Character** refers to the personal qualities of the minister. **Context** addresses the environment where ministry occurs. These four elements must be embodied in each curriculum program leading to ordination.

Content – Knowledge of the content of the Old and New Testaments, the theology of the Christian faith, and the history and mission of the Church is essential for ministry. Knowledge of how to interpret Scripture, the doctrine of holiness and our Wesleyan distinctives, and the history and polity of the Church of the Nazarene must be included in these courses.

Competency – Skills in oral and written communication, management and leadership, finance, and analytical thinking are also essential for ministry. In addition to general education in these areas, courses providing skills in preaching, pastoral care and counseling, biblical exegesis, worship, effective evangelism, biblical stewardship of life resources, Christian education and church administration must be included. Graduation from a validated course of study requires the partnering of the educational provider and a local church to direct students in ministerial practices and competency development.

Character – Personal growth in character, ethics, spirituality, and personal and family relationships is vital for the ministry. Courses addressing the areas of Christian ethics, spiritual formation, human development, the person of the minister, and marriage and family dynamics must be included.

Context – The minister must understand both the historical and contemporary context and interpret the worldview and social environment of the culture where the Church witnesses. Courses that address the concerns of anthropology and sociology, cross-cultural communication, missions, and social studies must be included.

Desired Goals of Educational Preparation

Education for ministerial leadership will create an environment where the minister will develop in **Being, Knowing,** and **Doing**. The following educational goals are the desired results of the four curricular elements of ministerial preparation.

For the minister “to be,” the desired outcomes are expressed in:

1. loving God with all the heart, soul, mind and strength and the neighbor as oneself as expressed in Christian holiness
2. spirituality with an abiding sense of God’s call
3. existence as a person in relationship to the community of faith
4. unquestioned integrity and honor
5. compassion, patience, and perseverance
6. self-discipline and self-control
7. humility, gentleness, and sensitivity to others
8. passion and courage
9. wisdom and discernment
10. vision and commitment

For the minister “to know,” the desired outcomes are to have:

1. a knowledge of the Holy Scriptures and methods of interpretation
2. an understanding of Christian theology and especially the place of Christian holiness within it
3. a grasp of the history of the Christian church and her mission through the centuries
4. a knowledge of the Wesleyan theological heritage and traditions
5. a knowledge of the disciplines of the Christian spiritual life
6. an understanding of the significance, forms, and place of Christian worship in the community of faith
7. an understanding of Christian personal and social ethics
8. a knowledge of communication theory and skills, especially preaching, and including teaching and interpersonal skills
9. an understanding of the dynamics of Christian servant leadership, local church administration and models of mission and ministry, and the similarities to and distinctions from secular models of leadership and management
10. an awareness of the brokenness of the human condition, both personal and societal
11. an understanding of the dynamics of the human life and groups within the local church and society, including marriage and family
12. a grasp of the span of human history and culture, particularly of the minister’s own context
13. an awareness of cultural trends and influences in contemporary society including religious pluralism
14. a knowledge of the operation of the polity and practice of the Church of the Nazarene
15. an awareness of the legal framework in the society in which the congregation functions

For the minister “to do,” desired outcomes are to:

1. model a godly life and vital piety
2. think prayerfully about personal, familial, and congregational development
3. act with integrity and honor in all relationships
4. respond to others with the love of God
5. lead the people of God in worship, mission, and service
6. equip the saints for the work of ministry
7. preach the Word of God with clarity in a culturally appropriate fashion
8. teach by word and example
9. evangelize the lost and feed the flock
10. articulate clearly the mission of the congregation and the church
11. minister to the brokenness of persons and society
12. communicate the truth in love
13. listen with care and discretion
14. facilitate the ministry of all the people of God at the local level
15. organize the local congregation as needed and appropriate
16. assess the effectiveness of programs and place
17. acquire skills in information technology and other media essential for ministry and mission
18. pursue lifelong learning

Your Plan for Educational Preparation

The ideal preparation for the pastoral ministry is a four-year liberal arts education at one of our Nazarene colleges or universities, followed by three years of training at Nazarene Theological Seminary. Students who complete the articulated course of study for ordination at one of the Nazarene institutions are considered to have completed the course of study for ordination on the Philadelphia District. For students who are not able to follow this path, there are other options available to you. Nazarene Bible College specializes in training second career individuals for ministry through on-campus and online programs. *Several of our institutions offer distance learning options. Here is the contact information for each of our institutions of higher education in the United States.*

Eastern Nazarene College 23 E. Elm Ave., Quincy, MA 02170

www.enc.edu 800-88-ENC-88

Mid America Nazarene University 2030 College Way, Olathe, KS 66062

www.mnu.edu 800-800-8887

Mount Vernon Nazarene University 800 Martinsburg Road, Mount Vernon, OH 43050 www.mvnu.edu 740-392-6868

Nazarene Bible College www.nbc.edu 800-873-3873

Nazarene Theological Seminary 1700 E. Meyer Blvd., Kansas City, MO 64131 www.nts.edu 800-831-3011

Northwest Nazarene University 623 S University Blvd, Nampa, ID 83686

www.nnu.edu 877-668-4968

Olivet Nazarene University One University Ave., Bourbonnais, IL 60914

www.olivet.edu 800-648-1463

Point Loma Nazarene University 3900 Lomaland Drive, San Diego, CA 92106 www.pointloma.edu 619-849-2200

Southern Nazarene University 6729 NW 39th Expressway, Bethany, OK 73008

www.snu.edu 405-789-6400

Trevecca Nazarene University 333 Murfreesboro Road, Nashville, TN 37210 www.trevecca.edu 615-248-1200

Locally, the Philadelphia District Urban Training Center offers courses toward ordination. Its purpose is to train and prepare traditional and nontraditional urban students for ministry and develop lay leadership in the local churches. The Center provides a quality program that is affordable and accessible and provides a clear understanding of our holiness tradition. The courses follow the district and denominational guidelines and promote the standards of the Philadelphia District and the Church of the Nazarene in the areas of character, competence, and content, while contextualizing the material for the unique dynamics of the urban and/or multicultural ministry setting. For more information on the Urban Training Center, visit the district web site, www.philanaz.org.

Ministry Internship Program

Successful completion of an approved ministry internship is a requirement for all candidates for ordination in the Church of the Nazarene, including the Philadelphia District. Manual paragraph 426.3 states, “*Graduation from a validated course of study requires the partnering of the educational provider and a local church to direct students in ministerial practices and competency development.*” The purpose of the internship, then, is to ensure that ministerial students participating in the District’s Course of Study (*the educational provider*) and approaching ordination have:

- 1) augmented academic study with meaningful and practical ministry experience appropriate to the enrolled ministry track;
- 2) had an internship experience that increases competency in identified ministerial developmental areas; and
- 3) deepened their learning based on personal reflections (verbal and written).

Ministerial students who have completed 18 or more of the required courses are eligible to participate in the internship program. Successful completion of a supervised ministry experience through a Nazarene seminary or college/university degree program will *generally* meet this requirement, depending upon the ministerial breadth of the program.

Detailed information on the program is obtainable from the district internship coordinator.

CHAPTER FOUR

From Call to Ordination

Local Minister

The official process leading to ordination begins with the Local Minister's License. The local church board, upon the recommendation of the pastor, grants this license. The board should evaluate thoughtfully and prayerfully the validity of the professed call of the applicant. Such evaluation should include the candidate's Christian experience, reputation, conduct, spiritual stability, doctrinal soundness, and the evidence of those gifts and graces that belong to such a calling (*Manual*, 426). Included in this evaluation is the understanding of the developmental nature of Christian maturity, as well as the place of the candidate in the educational process.

A local license, while primarily serving as the initial stage in the journey toward ordination, should be used by the candidate as a time for exploring the dimensions of the call. This is best accomplished under the guidance of the pastor. However, there are cases where such guidance by the pastor is not possible, and other avenues for mentoring and direction are necessary. Candidates are encouraged to contact the district mentoring coordinator for assistance.

The local church must submit the names of all those receiving a local minister's license to the district office. It is required that the local church provide a background check for all those holding a local license.

A Local Minister's License requires annual renewal by the church board, upon recommendation of the pastor. A local license cannot be renewed beyond two years if the candidate has not completed at least two subjects per year in a district-approved course of study without written approval of the District Superintendent.

Qualities of the Local Minister

The candidate who has received a Local Minister's License must be involved in the ministry work of the local church under the direction of the pastor or a designated person. The local minister should be above reproach in all areas of conduct and demonstrate the gifts, graces, and usefulness that evidence the call to ministry. The local minister should be engaged in a district-approved course of study. A local minister is not authorized to administer the sacraments or officiate at weddings.

District Licensed Minister

To qualify as a district licensed minister, the candidate must have held a Local Minister's License for one full year, have completed 25% of a district-approved course of study, and have attended the Ministerial Assessment Center weekend (with spouse if married, or partner if engaged). In order to apply for a District License, the candidate must:

1. have the recommendation of the pastor and church board of the church in which the Local Minister's License is held, and the recommendation form signed by the pastor and church board secretary should be filed with the district secretary by the deadline prior to district assembly
2. obtain the "Application for District Minister's License" and file it with the district secretary by the deadline prior to district assembly
3. provide the district registrar with an up-to-date record of his or her studies
4. provide the results of the required background checks to the district secretary
5. in case of a previous divorce, the candidate must submit the appropriate divorce waiver form to the District Board of Ministry, along with supporting documents, which will be given to the general superintendent in jurisdiction, who will then consider the situation and may rule to remove this as a barrier to district licensure
6. appear before the District Board of Ministry for an interview as scheduled by the Board and be recommended by the Board to the district assembly.

Please see the district web site for the appropriate forms and dates.

MINISTRY ASSESSMENT CENTER (MAC)

Philadelphia District Church of the Nazarene Board of Ministry

Prior to receiving a District License, every candidate (with spouse if married, or partner if engaged) is required to attend the Ministry Assessment Center weekend (MAC) at their own expense. The purpose of this weekend is to aid the Board of Ministry in providing assistance to the candidate in their self-awareness and preparedness for active ministry in the Church of the Nazarene. It helps identify the process needed for a ministerial candidate to prepare for such ministry, and provides many tools, ideas and affirmations.

MAC uses testing, evaluation, and interview processes to reinforce strengths, uncover concerns, and produce recommendations regarding each candidate's next steps for ministry preparedness.

The areas of self-awareness and preparedness that MAC focuses on are: spiritual formation; emotional health; understanding and acceptance of the seriousness and responsibility of the call of God to the ministry; harmony with holiness doctrine; areas of ministerial skills that a candidate must have and continue to develop; and denominational expectations for those called to ministry in the Church of the Nazarene.

Attendance at MAC requires advance completion of the PLACE Assessment (personality temperament; spiritual gifts; abilities; passion and experiences); a philosophy of spiritual formation paper; a written spiritual autobiography and other important documents, e.g. personal references, a criminal background check and a written recommendation from your local church and your pastor.

Renewal of District License

The district license is issued for one year. In order for the license to be renewed, the candidate must meet with the Board of Ministry for an assessment of progress, must have passed a minimum of two subjects in a district-approved course of study and had the grades submitted to the district registrar for approval, and must complete all paperwork as required by the district secretary. (A candidate who has not completed a minimum of two courses in an assembly year may submit a request for a waiver of the requirement for that year, which must be approved by the Board of Ministry. Candidates who do not submit a request for a waiver, who are judged by the Board as not having a valid reason for not meeting the minimum requirement, or who regularly do not meet the minimum, will not receive a renewal of their district license. A waiver of the two-course minimum is typically granted only once during a candidate's course of study.)

To be eligible for ordination, the candidate must complete their course of study within ten years of the granting of their first district license. Exceptions due to hardship may be granted upon recommendation of the Board of Ministry and approval of the general superintendent in jurisdiction.

Years of Service

In order for a candidate to be eligible for ordination, he or she must currently hold a district license and must have held a district license at one time for at least three consecutive years. The candidate must have been an assigned minister for not less than three consecutive years, and the candidate must currently be serving in an assigned ministry. For specifics, see *Manual* paragraph 431.3.

Ordination

Ordination is the confirmation by the church that the candidate demonstrates the gifts and grace that validate his or her call and is qualified to represent the Church of the Nazarene as an ordained member of the clergy. Ordination is a privilege and not a right. The District Board of Ministry is not obligated to recommend for ordination a candidate, even though the candidate has completed the approved education program and met all other requirements. Election to ordination is the prerogative of the district assembly.

The district licensed minister is expected to be thoroughly familiar with all *Manual* stipulations concerning ordination (*Manual* 428 – 429.3). The candidate for ordination must meet the requirements of a district-approved educational program, including the requirements of the articulated internship, and complete the required years of service. He or she must exhibit the appropriate gifts and graces for ministry, demonstrate a high level of knowledge and appreciation of the Articles of Faith (*Manual* 1 – 22) and agreement with the Agreed Statement of Belief (*Manual* 26), and be recognized and confirmed by the church.

The District Board of Ministry has the responsibility to assess the suitability of the candidate for ministry. The board shall carefully examine the candidate on his or her fitness for ministry, spiritual and moral qualifications, theological understanding and harmony with the denomination, personal integrity, and mental and emotional maturity. Only candidates who clearly exhibit these qualifications will be recommended for ordination.

Ordinands must participate in the ordination service of the district assembly. The elders and deacons in attendance will lay hands on the candidate and the presiding general superintendent will ordain them. In this way, the ordinand will be invested with the authority of the ministerial office, charged with its obligations and responsibilities, and publicly presented with a certificate of ordination.

Key Contacts for Ministerial Preparation

The district web site provides general information, forms, dates of events, and contact information.

www.philanaz.org/ministry_preparation/

Kerry Willis *District Superintendent*

graynalli@aol.com

Contact about: questions concerning the call, pastoral ministry

BW Hambrick *Secretary of the Board of Ministry*

bhambrick@aol.com

Contact about: Board of Ministry, pastoral ministry

Paul Thornhill *District Secretary*

Paulthornhill03@verizon.net

Contact about: forms and applications regarding licensure and ordination

Melanie Cook *Philadelphia District Office Administration & MTC Registrar*

districtoffice@philanaz.org

Contact about: registering for Ministerial Studies or Ministerial Training Center class registration

Chuck Gates *Director of Philadelphia District Ministerial Training Center*

cjgates@verizon.net

Contact about: The Philadelphia District Training Center, course of study options, general advisement

Byron Hannon *MAC Coordinator / ESL Connections Coordinator*

Blhannon73@gmail.com

Contact about: MAC Weekend / ESL Connections

Mike Schutz *Course Studies and Mentoring*

mhschutz@gmail.com

Contact about: course of study options, directed studies, mentoring, general advisement

Owen White *Internship Coordinator*

Pastorowen3@gmail.com

Contact about: internship requirements

Mark Justice *Divorce Clearance Coordinator*

Mkjust7@hotmail.com

Contact about: Divorce Clearance