

**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**.
- 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
- 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:**
 - **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/doelib/local/VerificationCredentialHistoryRequestForm.pdf> or a pdf form can be found on www.philanaz.org. Ones pastor should complete, sign and send to the District Office.
- **Fill Out the Ministerial Studies Registration Form** found on the www.philanaz.org. Pay the **Annual Ministerial Studies Fee of \$50.00** online or send a check payable to the Philadelphia District Church of the Nazarene with your registration form. The Annual fee is due by February 28th of each year until the year of ordination.
- **Send a transcript** of any post-high school level college courses to the **Ministerial Studies Registrar at the District Office**. This information will be used to determine your level of completion in the required 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

- **Must Have completed 6 courses**, one of which must be “Nazarene History and Polity” and have filled every requirement listed above.
- **Pastor of student** must **Submit Recommendation from the church board** to the District Secretary. This Form can be found on www.philanaz.org
- **Submit District License Application by December 15th Annually** to the District Secretary.
 - Once the application is received and processed, applicants are interviewed by members of the Board of Ministry each year, normally the 1st Saturday of February.
- **Attend the Ministry Assessment Conference (MAC)** weekend in January; your spouse (if applicable) is required to attend with you
 - Typically, those interested in attending MAC Weekend must notify the MAC Coordinator the summer before their first District License since this is required prior to being considered for a District License.
 - Local church board should consider providing financial assistance to attend MAC.

****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**
- **Pastor of student** must **Submit Recommendation from the church board** to the District Secretary. This Form can be found on www.philanaz.org
- **Attend the annual interview** meeting with Board of Ministry sub-committee

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 (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 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

FOR FURTHER INFORMATION, CONTACT

Melanie Cook
Ministerial Studies Registrar
(215) 582-4601
treasurer@philanaz.org

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

Philadelphia District Office, PO Box 259 Royersford, PA 19468