

**SOURCEBOOK FOR MINISTERIAL  
DEVELOPMENT  
2014-2018**

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CHURCH OF THE NAZARENE, MESOAMERICA REGION

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## INTRODUCTION

It is a great privilege to present this *Sourcebook for Ministerial Development* for the period of 2014-2018 to the people of the Nazarene Church in Mesoamerica. This new version of the *Sourcebook* has a defined mission: to facilitate the development of servant-leaders in our region, providing details of the “ministerial journey” from the time of the call to lifelong learning. We trust that this *Sourcebook* (in all its forms) will be a tool that serves the Nazarene ministers at the local and district levels, as well as our theological institutions. Every pastor, every District Superintendent, every director of theological education, and every teacher should be familiar with it and widely disseminate it.

This *Sourcebook* is the result of Nazarene leaders around the world who gathered for five years to introduce universal biblical principles in all matters relating to the ongoing preparation for ministry. These principles and guidelines were approved by the General Board, the Board of General Superintendents, and finally by the General Assembly of the Church of the Nazarene in 1997.

The General Assembly proposed in the *Manual of the Church of the Nazarene* the creation of a sourcebook for each region or linguistic group. This *Sourcebook* is a continuation of the *Manual* and marks the minimum standards for training and continuing education for ministers in the Church of the Nazarene in the Mesoamerica Region.

The rules of this *Sourcebook* were created by a committee of presidents of institutions, teachers, District Superintendents, educators, pastors, and lay and specialized education administrators. The rules were approved by the General Board and the Board of General Superintendents. The *Sourcebook* for the period 2014-2018 has been thoroughly reviewed by the RCOSAC (Regional Course of Study Advisory Committee) who were appointed by the Regional Advisory Council (RAC).

The *Sourcebook for Ministerial Development* is an invaluable tool for the District Ministerial Studies Board, the District Ministerial Credentials Board, for all local and district ministers, every pastor, and every person called to Christian ministry. The *Sourcebook for Ministerial Development* will show the pathway to either ordination as a Deacon or an Elder.

The importance of the *Sourcebook for Ministerial Development* is that it ensures minimal preparation for each minister in the Church of the Nazarene preserving theological integrity and minimal practice guidelines for the ministry in the Church of the Nazarene.

The *Sourcebook for Ministerial Development* has the same level of authority with regard to the requirements for the ministry as the *Manual of the Church of the Nazarene*.

The purpose of the Church of the Nazarene is clear: to make Christ-like disciples in the nations. Our core values are simple: we are a Christian, Holy and Missional people.

May the Lord grant that this *Sourcebook for Ministerial Development* be an inspiration to thousands of people that God is calling in our regions to conduct a ministry of excellence for the extension of His kingdom on this earth.

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## **CHAPTER I**

### **CALL TO THE MINISTRY**

The call to ministry

Learning about your call

Making about your call

Accepting the call

Understanding the nature and structure of the Body of Christ

Learning about certification for your calling and ministry

Application to the District Ministerial Studies Board

## CHAPTER I

**539. THE CALL TO THE MINISTRY.** Welcome to the group of the people who are "called". You are reading this *Sourcebook for Ministerial Development* because you have shared with your pastor, District Superintendent or teacher of a Theological Institution that you have been called to the ministry or think you are being called to ministry. It is also possible that your pastor, District Superintendent or teacher has asked you to read this section, because they have observed that you have gifts for ministry and want to be available for the call of God.

**539.1. Learning about your call.** The Church of the Nazarene believes in the individual experience of being called and in the confirmation by the Body of Christ. The church assumes that your call is genuine; however, each testimony must be confirmed by God, who gives "gifts and abilities" suitable for ministry.

The Church of the Nazarene recognizes various types of ministry. An *ordained elder* is a person with a call to lifetime ministry with a preaching commitment. An *ordained deacon* is a person with a call to a lifetime of ministry that does not necessarily include a call to preach. A *district licensed minister* is the person who has been licensed by the District Assembly who is proceeding towards ordination. Another category is the *certified lay minister*. People with this last designation are called to minister, but feel called to "a public and official work of the ministry" and do not plan to devote all their lives to the ministry (*Manual*, 503).

The ordained minister and ministers with district licenses with an active placement can be designated the credential code of "assigned minister." Pastoral Service (*Manual*, 522) includes the ministry of a pastor, an associate pastor and/or an assistant pastor, who can specialize as a Christian minister of education, minister of music, minister of visitation or youth minister. A member of the ministerial body called to one of these levels of pastoral service in connection with a church or mission, may be considered an "assigned minister." An ordained minister "without an active assignment" is called "a minister without an assignment".

The Church of the Nazarene recognizes that God calls us to serve in many ways. This section describes most of the functions that a person can choose. Ministerial functions and references in the *Manual* are included below.

**Functions in the Body of Christ:** there is a necessary academic requirement for any of the ministerial functions [specialties] in order to comply with the minimum program of the *Sourcebook for Ministerial Development* for opting to be part of the clergy (licensed minister, deacon, elder). You are advised to take additional courses specialized in the relevant ministerial area. For the practical requirements see (*Manual, Church of the Nazarene 2013-2017*, 504, 531.3, 532.3).

**Administrator** (*Manual* 505). The administrator will be considered a deacon.

**Chaplain** (*Manual* 506). The chaplains will be considered deacons unless they also have the call to preach, when they could be considered as an Elder on choosing to meet the requirements set in the *Manual*.

**Educator** (*Manual* 508). Staff working in a ministerial school.

**Minister of Christian Education** (*Manual* 510). Staff responsible for the Christian education of a local church or district. The minister of Christian education will be considered a deacon.

**Evangelist** (*Manual* 509).

**Minister of Music**, (*Manual* 511). The minister of music will be considered a deacon.

**Minister for age groups**, (children, adolescents, youth, etc.). Such a minister will be considered a deacon.

**Pastor** (*Manual* 513).

**Missionary** (*Manual* 512). If the assignment is of a technical nature the missionary does not need to follow this *Sourcebook for Ministerial Development*; only if the ministry is in tasks where the *Manual* required them to be part of the clergy.

**Lay Minister** (*Manual* 503). There are many ministry opportunities that can guide you to be part of ministerial body. Consult your ecclesiastical authority for guidance on the process to follow (see *Manual* 527).

*Note: This is a representative list of ministries. We recognize that there is a much wider variety of ministries in the church.*

**539.2. Making sure of your call.** During the early years of ministry, you are asked to describe your call to various church representatives. In difficult times, your call will serve as a fulcrum. To help you have confidence in your calling, describe it at this point; include date or time period (s) and experience (s) that led you or you believe led you to think that God was calling you to Christian ministry.

**539.3. Accepting the call.** After reporting on some general aspects of your call and feeling sure that God is calling you to ministry, we welcome you to take up the challenge of the journey on this wonderful road, starting with the academic preparation and ordination in the Church of the Nazarene. You are joining the ranks of those workers who have said “here I am” in the front line who are reaping the great fields that are ready for harvest.

**539.4. Understanding the nature and structure of the body of Christ.** The community is the main context of the church. Its purpose as a ministry is to win others to Christ and integrate them into the life of the church. For this reason it is extremely important that you understand the nature and structure of the body of Christ. This task involves several dimensions. Every church either independent or one that is part of a denomination has a structure to preserve and develop the spiritual life of its members. You need to know the institutional and political structures of the Church of the Nazarene. These are important resources for ministry.

Read the *Manual*, chapter 1 on “Local Government” (100s). It will be convenient to periodically review this section. It describes the basic structures that a local congregation uses to function effectively for Christ; including the responsibilities of the Pastor and the Church Board. First you must understand how to serve well as a layman in a local church before having the opportunity to serve in other areas of the organization structure. At the appropriate time, you also need to read chapter 2 on “District Government” (200s) and Chapter 3 “General Government” (300s).

It is as important to know the administrative and institutional structures of the church, to understand and accept God's vision for the church. If you are or have been a member of a healthy church, you have already experienced some key elements of the vision of God for the church. You should give special attention to the Theology of the Church in preparation for ministry. At this point, you should be aware that the church is a divine institution with a human organization and a theological reality. The New Testament sees the church as the body of Christ. In 1 Peter 2:11 the church is described "as strangers and pilgrims." We live in this world, but our true home is the Kingdom of God.

**539.5. Learning about certification of your calling and ministry.** The Church of the Nazarene emphasizes the importance of its ministers being properly related to it. You have already begun this process by talking to your pastor, District Superintendent or teacher and have received their guidance. The church has developed a system whereby your relationship is certified in several areas. Read the *Manual* paragraphs 529-538.9 on “Credentials and Ministerial Regulations.”

**539.6. Application to the District Ministerial Studies Board.** When you are aware of your call you should ask your pastor to enroll you in the District Ministerial Studies Board. The District Board of Ministerial Studies will tell you about your calling in the Church of the Nazarene through their bodies (local church, district and general church).

Note that it will be applied from the theological institution in your jurisdiction a clinical psychodiagnostic test to determine your mental and emotional health. The result of it will be strictly confidential. You will be responsible to seek help if necessary, to resolve any situation that might result from the outcome of diagnosis.

You should be able to provide evidence that you are working to keep in good health.

## CHAPTER II

### EDUCATIONAL PREPARATION

The dimensions of educational preparation

Possibilities of educational preparation

Mixed programs

Time limit

Guide to approved educational programs

General objectives of the curriculum

Becoming familiar with the names and course descriptions for ordination, and taking them

## CHAPTER II

**540. EDUCATIONAL PREPARATION.** The Church of the Nazarene believes a call to the ministry is also a call to prepare. A significant part of the preparation is education. This led our church from the beginning to establish institutions and systems of education.

Education for ministry in the Church of the Nazarene includes both general and theological education. General education fosters a growing understanding of the historic and current context in which the minister is called to serve. Theological education is an essential part of spiritual development and character formation. It also makes the rich resources of the Christian faith accessible to the individual, enabling the minister to serve humankind and meet societal needs redemptively.

**540.1. The dimensions of educational preparation.** There are four major elements of the educational preparation of ministers (Content, Competence, Character and Context). Content is related to "KNOWING" (mastery of a body of basic biblical, theological and historical knowledge). Competence has to do with the "DOING" (developing skills and professional abilities for ministerial practice). Character refers to "BEING" (developing the personal qualities of the minister in character, ethics, spirituality, and family and interpersonal relationships). Context is related to the "PLACE OF MINISTRY" (the context in which the minister serves, including the social, political, religious, cultural and denominational environments). These four dimensions must be taken into account to a greater or lesser extent in all courses for ordination (*Manual* 527.3). It is recommended that all courses should have the "4 Cs" and all should be found in the dimensions of the educational process. These dimensions should be reflected in the course plan, objectives, methodology and evaluation system.

**540.2. Possibilities of educational preparation.** We will explain the possibilities of educational preparation that you have within the Church of the Nazarene. The minimum educational requirement to be recommended as a candidate for ordination is the completion of thirty courses (90 credits) plus supervised practices outlined in this *Sourcebook for Ministerial Development 2014-2018*. This educational preparation may take place in by different delivery systems in any of theological institutions approved by the Mesoamerica Region. Any program of a district (offered face to face, decentralized or virtual classes), which is not recognized by one of the institutions in the region, will not be accepted for ordination.

**540.3. Mixed programs.** Any credit received from a diploma, degree or postgraduate studies program will relate only to future graduation for the Program of Ministerial Studies and not for credits for a Diploma, Bachelor or Master's Degree. If an educational institution recognizes any study at another institution this will be strictly a decision of that institution.

**540.4. Time limit.** The International Ministerial Development, adopted by the International Course of Study Advisory Committee (ICOSAC) affirms that the minimum time required to complete the educational requirements for ordination is three years of full-time study or the equivalent. On the other hand, from the date that the first District

License is granted, the candidate has 10 years to complete the program of study regardless of the education provider he may choose (*Manual* 530.4).

**540.5. Guide to approve educational programs.** Theological Education Ministries have presented this program to the Program of Studies (*Manual* 527.1) for ratification of the International Advisory Committee. Once ratified, it will be presented to the General Board to be accepted by the Board of General Superintendents (*Manual* 527.1). When the student successfully completes these programs, he will graduate from the Program of Studies.

Study programs with the objectives of the courses, the outcomes and requirements in accordance with the objectives, must be filed in the institution of theological education with a description of how the objectives are to be met and how the expected skills are to be developed in the curriculum. The Commissioner of Education and/or the Regional Education Coordinator will audit them when considered necessary. Every responsible institution will provide signed certificates with the statement of the student's progress in the program and will do so when the student has graduated. The student will then present the certificate to the District Ministerial Studies Board (see Appendix).

**540.6. General objectives of the curriculum.** To achieve the goals of the Church of the Nazarene for all its ministers, the church has adopted a program of study that focuses on content, competence, character and context. These are the minimum objectives to be achieved in the ministerial program chosen, they will be reflected on "being," "knowing," and "doing," during the minister's training. According to the *Manual* (527.3), the following categories describe a validated program of studies:

- *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 relationship 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 (*Manual* 527.3).

**It is expected that the Nazarene minister must BE:**

- **Christian:** the Holy Spirit has testified to your heart that God has saved you through the blood of Christ.
- **Holy:** God has completely sanctified you by the baptism with the Holy Spirit, which is reflected an ethical character in all dealings.
- **Loving:** love God with all your heart, soul, mind and strength...
- **Spiritual:** know God and have an intimate and continuing relationship with Him. Seek the fruit of the Holy Spirit and reflect this in dealing with others.
- **Wise:** discernment, common sense and objectivity.
- **Healthy:** physically, emotionally and mentally.

**It is expected that the Nazarene minister will KNOW:**

- **The Bible:** have extensive knowledge of Scripture and interpretation methods.
- **The classical theological disciplines:** spirituality, Arminian-Wesleyan Christian theology, worship, ethics, missions, Christian education
- **The historical heritage of the Christian Church and the Church of the Nazarene, the Manual of the Church of the Nazarene.**
- **Humanities:** philosophy, psychology, sociology, communication, history, Christian ethics, homiletics, contemporary trends, current social issues, environmental charities, political situations of the day.
- **Relational disciplines:** leadership, management, family, interpersonal dynamics, and resolution of group conflict, church administration, laws governing the political context of the student's environment.

**It is expected that the Nazarene minister will CARRY OUT the following:**

- **Practice a consistent devotional life:** spiritual disciplines (prayer, fasting, spiritual journal, Bible reading, Bible study, individual retreats, silence, biblical reflection, communal prayer, spiritual mentoring, etc.).
- **Mission:** fulfill the Great Commission "making" disciples of all nations (Matthew 28:19).
- **Practical Ministry:** teaching, preaching, serving, the sacraments, ecclesiastical ceremonies, praise and worship, counseling, sensitivity to everyday situations, hospitality, leadership and management, strategic planning.
- **Training:** equipping the saints for the work of ministry.
- **Family development:** making conscious and deliberate plans to develop the spiritual, social and cultural life of your own family.

- **Stewardship of resources:** ministers should establish a savings plan for retirement and health care.
- **Constant personal updating:** academic, cultural, social.

You should study these expected outcomes at the beginning of your ministerial preparation and periodically look at them again. Maybe you will get discouraged when you first examine them, because there is so much you need to know, be and accomplish in ministry. However, you are not asked to identify these expected outcomes to discourage you. On the contrary, we want to help you focus your efforts in reaching your full potential and become a great servant of God. It will be very useful to know the expected outcomes to help you study better. You'll know where you need to concentrate your efforts and improve your service to God throughout your life.

**540.7. Becoming familiar with the names and course descriptions for ordination, and taking them.** The last section of this *Sourcebook for Ministerial Development 2014-2018* provides the name and description of courses required for ordination in your language.

## CHAPTER III

### LICENSES AND ORDINATION

Find out what happens before ordination

Local Minister's License

Renewal the License of a Local Minister

District Minister's License

Renewal of the District Minister's License

Registration in District Ministerial Studies Board

Meetings with District Ministerial Credentials Board

Approval of Assembly District to giving the license

Lear about ordination

Ordination and its importance

Ordination is an act that provides authority

Ordination is a confirming act

Ordination is a spiritual and theological act

A focus on personal growth

Ordination: a privilege, not a right

Recognition of Elder's credentials

The Ordination service

Find out what's next after ordination

## CHAPTER III

**541. LICENSES AND ORDINATION.** While you are in the educational path of ministerial preparation, you may think that life will be much simpler and easier after you complete your program of study. However, the reality is usually different. The stage of formal education also includes finding a place to serve and being able to practice what is been learned.

Next, we want to share with you the process toward ordination immediately as you start out on your ministerial career.

**541.1. Find out what happens before ordination.** While you are receiving academic preparation you also begin a period of being a "candidate." This usually refers to a time of ministry experience that will lead to ordination as a minister of the gospel of Christ. In the Church of the Nazarene, this stage is described as "receiving licenses" first from the Local Church then from the District.

The *Manual* sets out the starting points of the nomination procedure. The delivery of the Local Minister's License is the first step and that decision is made by a vote of the board of the Local Church on the recommendation of your pastor (*Manual 529.1*). The second major step is the delivery of a District Minister's license. This requires a recommendation from the Board of the Local Church to the District Ministerial Credentials Board who will take a vote to recommend you as a candidate or not to the District Assembly (*Manual 530*). If the District Assembly approves the recommendation of the Credentials Board, the final step is the approval of the General Superintendent in the District Assembly (*Manual 532.3*).

A significant part of the stage of the "application" is to discover the gifts and graces for ministry. Learning can happen in conference rooms and in the classroom and in the practical experience that takes place in the church.

Just as the educational process requires evaluation of the experiences of teachers and educational systems, there is a similar requirement of assessment of the candidate's ministry in the practice of the Local Church and District.

If your ministerial career is similar to that of the majority, then there will be an overlap between the educational process and the period of candidature. If the process is ideal, you will get your first Local Minister's License and the first District License while you are still in the educational process. However, the process of being a candidate for ministry starts with the commencement of formal ministry and you will be accountable to the minister of the Local Church and to the District Ministerial Credentials Board. In the normal process you end your educational preparation of three years full time as a District Licensed Minister. At this point, the District Ministerial Credentials Board may consider the issue of whether you are ready or not to be ordained.

If your ministerial career does not follow the process outlined above do not feel alone. Many people called to ministry are in a full-time ministry while they are in the process of completing the educational expectations. Even if you are going to a school, either a Bible

college, seminary, decentralized education or graduate program for educational preparation it is very important to make contact with the District Ministerial Credentials Board and request credentials as at the same time you also develop a local or district ministry.

The stages of the nomination should occur while you are in ministry. The way you coordinate your educational preparation and application may not be identical to that of another person, however, all ministers who aspire to ordination in the Church of the Nazarene must complete the educational part and the application process. To facilitate your ministerial career; we will try to answer some questions related to it and the steps to get there.

Depending on your age, maturity, ministry gifts and tasks fulfilled in the local church, your pastor will decide when it is appropriate to recommend you to have a Local Minister's License. It may take several months or perhaps years while your pastor observes and ask you questions about the understanding of your call. He or she may be asked to seek advice and guidance from other spiritual leaders as part of the process of clarifying your call.

**541.2. Local Minister's License.** Once your pastor has concluded that it is appropriate to recommend you, you will be given an application form and your request will be considered at the next meeting of your local Church Board. You need to complete the application form and return it to your pastor. You will then be invited to the board meeting to present your testimony giving special emphasis to your call. The board may ask you questions. If you are married, they may ask you to bring your spouse along to answer questions. Almost always, once you are interviewed you will be asked to leave the board room while they discuss and take a vote about whether to approve your application. If the board votes not to give you the local minister's license, you should consult with your pastor how to find God's will for your life in ministry.

If the church recommends giving you the Local Pastor's License, it is expected that the pastor will give you the license in a public service. You may be required to share a few words of testimony of your relationship with the Lord and your call to ministry. You may ask the pastor and several board members and the congregation to approach the altar to lay hands on you, as one of them or the pastor prays for you. If you have not been active in the ministry of the local church, it is expected that you should be involved from this point on. Your pastor should instruct you to write an agreement describing what you hope to accomplish in your ministry, education, development and ministry of the local church. You must place a copy of that agreement in this sourcebook and check it regularly.

Once the Local Minister's License has been granted, the pastor will enroll you in the District Ministerial Studies Board (*Manual* 529.4) by means of an official letter addressed to the president or secretary. You must provide immediate and thorough attention to the study assigned for the local minister through a decentralized studies center close to your place of residence, virtual studies or the way that is more convenient for you.

**541.3. Renewal the License of a Local Minister.** A church may grant a local minister's license for one year (*Manual 529.1*), therefore, you need to apply to renew the license every year (*Manual 529.3*). During the interview, you should be prepared to discuss your spiritual growth, call to ministry, ministry involvement and how much you have advanced in your educational preparation.

If the local church grants the license renewal, the pastor must submit a completed copy with the "Instructions for the interview to renew the local minister's license."

*The certificate of the lay minister may be renewed annually by the church board upon the recommendation of the pastor, if the lay minister has completed at least two subjects in the lay ministry educational program as outlined by the Continuing Lay Training. The lay minister shall report annually to the church board (Manual 503.4. 2013-2017).*

**541.4. District Minister's License.** You must complete a minimum of one year with a local minister's license before the pastor can consider recommending you for a district license (*Manual 530.1*). If you have not made sufficient progress in the gifts and skills for ministry, the pastor may decide to recommend another local minister's license. You may need to review your agreement taking into account the observations and conclusions of your pastor.

If your pastor thinks you are ready for a District License, you may be asked to write an essay reflecting on your growth and ministerial development as a local minister. The issue of suggesting that you be recommended for a District License will be placed on the agenda of the board of the local church.

Once again you will be asked to appear before the Church Board to explain why you believe that God is directing you to apply for a District License. The Board may ask you additional probing questions regarding your spiritual life, calling or your understanding of ministry. The basis on which they make their decision will be grounded on your answers and your attitude.

If the Church Board recommends you to the District for a District License, your pastor must give you the form of "Application for License District" to fill in and find out when you need to appear before the District Ministerial Studies Board and District Ministerial Credentials Board. If your pastor does not provide this information and form you can get them from the District Secretary (your pastor and/or the office of the local church should have a copy of the minutes of the District Assembly containing the names, addresses, and telephone numbers of all district staff).

If the local church decides not recommend you for a District License, you should talk to your pastor about why they did not recommended you to take this step. Do not assume that the Board is "against you". The ministry in the church always requires that we submit and accept the judgment and evaluation of others. An angry or immature response by a candidate when the Board refuses a license, actually confirms the wisdom of their decision. All of us, in some way, and from time to time, receive the rejection of a petition to the Church Board. Learn the proper way to respond to a negative answer, it can be helpful even at this stage of ministry.

**541.5. Renewal of the District Minister's License.** The District Minister License is granted for one year at a time. You should not assume that the license will be renewed automatically even if you are serving as a pastor (*Manual* 530.5). The process for the original license must be repeated each year (*Manual* 530.3).

You need to provide a current and accurate record of your progress in your educational preparation for the District Ministerial Studies Board. After receiving your first District Minister's license, you will be responsible for completing a minimum of two courses per year to remain eligible for the renewal of the District License (*Manual* 530.3).

To renew your District License, you must follow the procedure for the license of the District Minister. You should do everything in your power to be available each year for an interview with the District Ministerial Credentials Board, even if you do not live in the town where the District Office is. If getting there is extremely difficult, the Board will try to help to conduct the interview. The District Ministerial Credentials Board is not required to help out after the official date; however, they will do everything possible to help in the educational process. Some Nazarene educational institutions have received permission from the districts in their jurisdiction to interview students by a committee of the Faculty of Religion/Theology and/or pastors in the area where they minister.

**541.6. Registration in District Ministerial Studies Board.** When you receive your first Local Minister's license, you must register with the District Ministerial Studies Board (DMSB). The DMSB will provide direction in your career through the *Sourcebook for Ministerial Development 2014-2018*. During your career towards ordination you will be asked to appear before the District Ministerial Studies Board to review progress in implementing your ministerial studies.

**541.7. Meetings with District Ministerial Credentials Board.** These meetings with the District Ministerial Credentials Board may be the most important steps in the public career to ordination. Once you've set a date for the interview with the Board of Credentials, you should make every effort to get to the interview. If you need to ask permission from your work, do so. The interview is important.

The District Ministerial Credentials Board may ask your spouse to be in the interview too for your first District License. If the board wishes to interview your spouse during the following interviews for license renewal, make every effort to comply with that request. The way they conduct the interview varies by district.

No matter what the structure or schedule is you should be prepared for the questions of the careful examination of the Credential's Board. They will ask you about your spiritual life. They will ask about your experience when you were entirely sanctified and how you support the doctrines, teachings and principles of the Church of the Nazarene.

They will ask about your theology of ministry and how you see that you will be able to fulfill your ministry. They need to know your financial stability and whether any debts you may have will limit the places where you may be assigned to the ministry.

You will be asked about your understanding of the Church of the Nazarene and your willingness to work within the structures of the church as you follow God's life call. If you

are married, the board will need to determine the health of your marriage and any potential problem areas.

Some District Ministerial Credentials Boards will ask certain questions at your first annual meeting, and will have other different questions for the following interviews. You cannot determine a particular structure to the patterns of questions. Other Boards use small subcommittees for the interviews; or the full Board conducts the interview. They need to determine how much you read and your interest in learning. They will ask you how you think you would respond to certain problems arising in a local church. Sometimes these board members have been facing the same problems and have been thinking deeply about these issues. The task of the Credentials Board is to determine if you are the kind of minister that they believe can work together to fulfill the Great Commission and the Mission Statement of the Church of the Nazarene. This is a big responsibility and you should be prepared to think carefully and seriously about each of the issues.

The interview is expected to be supportive and affirming to you while you are being evaluated. That is the purpose. If the process seems to be humiliating and you feel that you are being confronted unnecessarily, talk to your pastor after the interview. He or she will help you develop a perspective for the process.

If the board decides not to recommend you for a District License, you should ask your pastor the reasons for that decision. Again it is an opportunity for growth. An inappropriate response only confirms the decision of the Board not to recommend you.

**541.8. Approval of the District Assembly for giving licenses.** If the Ministerial Credentials Board recommends you for a District License, this recommendation will be referred to the District Assembly for approval by a vote (*Manual* 203.4, 530.1). If the District Assembly votes in favor and recommends you for a license, the final decision for District License shall be made by the General Superintendent who chairs the Assembly or his replacement. If you are approved at each step, you will receive a District Minister's license. Your pastor may want to give out the license in a public service of the local church, so that members of the congregation enjoy with you this step on your journey toward ordination.

**541.9. Learn about ordination.** There is a ministerial process for the nomination that takes you to either the ordination as an Elder or Deacon. Ordination is the act of the church that authenticates, authorizes, recognizes and affirms God's call to ministerial leadership as stewards and people who proclaim the gospel of the church of Jesus Christ.

**541.10. Ordination and its importance.** It is important to understand that it is God who calls and the church that ordains. The church does not claim a right to call people to ministry. That is the work of God and the Holy Spirit. If you do not have in your life the testimony of God's call to ministry, the church cannot ordain you.

On the other hand, some people talk about the call of God to their life, but do not demonstrate the gifts and virtues that are necessary for ministry. In such cases, the church must work with the person who has heard the call to clarify the understanding they have of God and His calling; and give the person every opportunity to demonstrate if the call is

genuine. However, the church cannot accept the ministry of a person whose life does not display the qualities and the perception of authentic ministry, no matter how sincerely the candidate speaks of God's call. Therefore, ordination comes at the end of the authentication process of a person who has been called.

Occasionally this process may be difficult. However, the church is humbly confident that any difficulties that happen during the nomination will be less painful than if they should happen without this authentication process. Damage received by ministers and churches when there are no gifts and virtues is even more painful. We believe that God has designed the ordination process to protect the church and individuals from the deep pain which comes from the lack of quality leadership for ministry. If you find that part of this process difficult, know that difficulties are part of the way God protects you from problems that might happen in the future in ministry.

**541.11. Ordination is an act that provides authority.** Through ordination, the church places the stamp of approval on you as a minister. The ordination service itself bears witness to the universal church and the world at large that you are truly a man or woman of God, you have the gifts and virtues for public ministry, and you have a thirst for knowledge, especially of the Word of God, and that you can clearly communicate the sound doctrine of the gospel. For the church to give such statements about you the church must inquire and watch you in normal and stressful situations. The purpose of this is not to belittle you but, as the biblical saying goes, "test you by fire."

The Bible teaches that it is by this means that you test your character and purity. The ordination confirms that you are qualified to walk with others through the valley of the shadow of death holding their hand with your hand in God's hand.

**541.12. Ordination is a confirming act.** Ordination is also an act of confirmation by the church. Before the public worship of ordination the church is evaluating you and your ministry potential. Local boards consider whether your participation and testimony are reasonable to grant a Local Minister License. The Board will consider later if you are worthy of being recommended for a District License. The Local Board and the District Credentials Board observe you carefully to determine if your District License must be renewed every year. Where it is evident that all the requirements for ordination have been met, the Ministerial Credentials Board will recommend you to the District Assembly.

The District Assembly will vote whether or not to present your name to the General Superintendent presiding over the District Assembly. As the representative of the International Church of the Nazarene he will make the final determination whether or not you should be ordained. If the decision is positive, the General Superintendent shall put his hands on you, you will be surrounded by ordained ministers, and in the presence of the District Assembly you will be set apart as a steward and proclaimer of the gospel. Ordination is truly an act of the whole church.

**541.13. Ordination is a spiritual and theological act.** Ordination is also a spiritual and theological act of the church. This is more than receiving a certificate to be a minister. It is more than passing qualifying examinations for your profession. It is the recognition of the

Church of God's calling and that you have the gifts necessary for ministerial leadership in the church.

The church affirms the universal priesthood and ministry of all believers. Ordination is the recognition of God's call on certain individuals to ministerial leadership. Ordination does not confer a special or privileged status, except in the sense of service that you give to the body of Christ. Jesus taught that "whoever would be first among you shall be your servant."

For this reason ordination recognizes and affirms God's call to leadership as stewards of the gospel. Since Scripture teaches that in Christ there is neither slave nor free, neither Jew nor Greek, male or female, but all are one in Christ, the Church of the Nazarene chooses people regardless of their economic status, nationality, race or gender. The group of people, who are ordained with you, may be candidates of various races, born in different countries, including both women and men. The main issue is the testimony of God's call and the demonstration in the life of the church of the gifts and graces for ministerial leadership.

Because the stage of application is demanding and requires a large investment of energy and resources, the church seeks to determine as early as possible if there are any impediments that may hinder you to meet successful candidacy. For this reason the church will investigate carefully any criminal activity, sexual misconduct, divorce, debt, or other significant problems in your life story.

Even if you find that these questions are painful, it is best to determine the impact of these issues in your life early in the process for ordination, rather than years later after having carried out preparation for candidacy.

**541.14. A focus on personal growth.** If there is a potential impediment for you to be ordained, such as a divorce or you have been legally convicted, the matter must first be dealt with in the interview with the Ministerial Credentials Board. Your pastor should update the District Superintendent or the District Secretary regarding any issues which need to be addressed with you. However, if the pastor has not shared these matters with them, you should provide this information in a clear way to the District Superintendent before the interview to ensure that the District Ministerial Credentials Board and in some cases to the Board of General Superintendents have the information they need.

Once you are in full time or part time ministry, you need to have a mentor and be accountable to someone to learn the practical aspects of ministry.

If your District does not assign a pastoral/spiritual mentor or a committee, you should seek a mentor and notify your District Superintendent about this. It would be best to have a group of three people to meet with you at least every three months and one of them call you once a week. It would be helpful if at least one person is a member of the District Ministerial Credentials Board with understanding about personal development and training needed for this part of his ministry. You should encourage the members of your committee of mentors to come uninvited to visit the church where you are serving during the worship services and at other times.

Develop a kind of commitment whereby you receive their evaluation and show them that you are accountable to them. They can become your best allies to help you be the minister that God wants you to be.

**541.15. Ordination: a privilege, not a right.** The Church of the Nazarene has certain education requirements (described above) and ministerial experience, before a person can be ordained (*Manual* 502). The period of full-time preparation for ministry varies from two to four years depending on the type of ministry you want to exercise. Just by completing the minimum education requirements and the time expected of ministerial experience does not automatically qualify a person for ordination. The task of the District Ministerial Credentials Board is to determine when you are ready to be interviewed with the possibility to be recommended for ordination. This board will use various methods to reach this conclusion.

The personal observations that the Board make about you, the reports of your congregation and the report of your District Superintendent, are some of the ways they seek information that will help them to know if it is time to invite you for an interview for ordination.

Be wise. Do not announce publicly that you have met the requirements when your application is still in process. Wait for the official communication from the Board of Credentials to be eligible for the ordination service.

You need not worry as the time approaches for ordination. You will not get financial benefits but you will increase your opportunities for ministry when you are introduced as someone ordained and not just as a Licensed Minister of your District. Since ordination is for life, the church, represented by the District Ministerial Credentials Board and you want to be sure that all spiritual, theological and personal issues are fully resolved before ordination.

Note: It is not the job of the theological institutions to determine whether a candidate is ready or not to be ordained. Such an allocation is the prerogative of the District Credentials Board. Theological education institutions only provide academic preparation for ordination, and report that this requirement has been fulfilled by the candidate.

It is important to understand that this is a deliberate process. The disappointment of waiting another year to be ordained and/or the pain once again of receiving the renewed District License is less distressing than having to surrender your ordination credential for any reason.

Careful and deliberate process is important to relieve you and the church of the damage that accompanies failure in ministry. It is for this reason that the Church should follow the teaching of Scripture, "Do not be hasty in the laying on of hands" (1 Timothy 5:22NIV).

When the District Ministerial Credentials Board believes that you are ready to be interviewed regarding the ordination, they will invite you. Usually they will give you the date of the interview several weeks before the District Assembly, so that family members have time to make plans to attend your ordination if you are approved. If you are married,

it is very important that your spouse attend this interview. The interview is similar to the interviews to obtain or renew the District License, except that this interview will be more intense. Usually, the entire District Ministerial Credentials Board or a Committee of several people will conduct the interview. You will have questions about your personal and family life, your ministry, and your ministry experience, your professional competence, your spiritual life and growth. The Credentials Board should have complete certainty that you are qualified and ready to be ordained before they can proceed. We hope you will feel the love of the members of the Board of Credentials and their concern for you and the church during the interview. They have a burden of responsibility for you and the church in the decision that soon they will be making. If you are truly ready for ordination, you will start to feel that you are their colleague in the care of the church.

After the interview you will be asked to leave the room and the Credentials Board will make the decision whether or not to recommend you to the District Assembly and the General Superintendent. You will usually be notified of the decision that same day.

**541.16. Recognition of Elder's credentials.** Ordained ministers from other evangelical denominations who wish to join the Church of the Nazarene may do so if they meet all the requirements for ordination as stated in the *Manual* (432.3, 225, 527-533). The District Credentials Board also examines the behavior, personal experience and the doctrine of those who wish to have their credentials recognized. There are certain strategic courses that are not recognizable. Candidates must take those courses in a Nazarene theological institution in any of its delivery systems. In the last Appendix of this Sourcebook you will find the list of those courses for your language.

**541.17. The ordination service.** The ordination service will be an important moment in your life and ministry. Either way, remember the significant passages of Scripture and comments made during and after the ordination sermon. It is important to recognize those who served as instruments of God from your call to ministry to this important moment in your life when you are being ordained as an ordained minister in the Church of the Nazarene.

**541.18. Find out what's next after ordination.** The application process is so intense and takes so long that it often seems like it will never end. Sometimes there can be a feeling of discouragement after ordination. You may be tempted to assume that you have passed the difficult parts.

Since ordination is an action for lifetime, you will not have to fill out forms to renew your license. However, this does not mean you can advance through the ministry without evaluation or answering to someone else. If you were worthy to be ordained, the church expects you to show leadership now.

In your ministerial development, you will have to build a structure of accountability to someone and even to yourself. You may want to belong to a spiritual formation group to which you can respond. You must continue reading and studying about faith you proclaims. If you carry out your ministry faithfully, perhaps you will be asked to be a mentor to a candidate or to become a member of the Board of Ministerial Studies or the

District Ministerial Credentials Board. You will have ample opportunity to share what you have learned in your career with another candidate that is coming behind you. Let them find you true!

## **CHAPTER IV**

### **LIFELONG LEARNING**

Discover the primary purpose of lifelong learning

Develop a study plan for life

Be informed about tools for learning for a lifetime

Get involved in programs and courses to assist your curriculum

Report on learning of a lifetime

Continue until you reach the summit

Table of lifelong learning - a four year program

## CHAPTER IV

**542. LIFELONG LEARNING.** You have reached a very important part in your ministerial career. In the last District Assembly you reached one of the outstanding achievements of your ministry: your ordination.

**You met the educational and practical requirements,** and have been given the official Certificate of Ordination.

**You are an Ordained Minister! Finally you reached your goal!**

You may think perhaps that you have reached the end of your career and will not require further study, or being accountable to someone. Or maybe you have met other ministers who have said something similar. However, God and the church have a more excellent way

**It's called lifelong learning!**

The ministerial excellence to which God has called us requires a lifetime of study and learning. Although the Bible remains constant, the methods of understanding and communicating its truths are constantly changing. The theology of the church every day, finds new forms of expression to meet the needs of the changing culture. Practical knowledge of the ministry always needs to be developed.

A person will never learn enough about human beings and their needs. To be a good steward of the ministry to which God has called you, you'll need lifelong learning.

Ordination is a credential for life. It is based on the spiritual and theological truths that make it different from the assumptions that are included in other professional credentials. At the heart of ordination is spiritual integrity rather than the acquisition of knowledge. Therefore, unlike other professional credentials, you are not required to take a number of courses per year to renew the credential as an ordained minister. However, the failure to continue your studies diminishes your spiritual integrity and limits knowledge that could enhance the work of ministry.

Recognizing these truths, the Church of the Nazarene believes that ministry involves a process of learning that lasts a lifetime. The *Manual*, states that:

*Once a minister has fulfilled the requirements of a validated course of study for ministry, he or she will continue a pattern of lifelong learning to enhance the ministry to which God has called him or her. A minimum expectation is 20 hours of lifelong learning each year... All licensed and ordained ministers shall report on their progress in a program of lifelong learning as part of their report to the District Assembly. An up-to-date report on his or her lifelong learning program will be used in the church/pastoral review process and in the process of calling a pastor... (527.6, 2013-2017, see Annex).*

It is clear that the Church of the Nazarene understands that lifelong learning is part of the spiritual and professional stewardship of its ordained ministers. That is why the same paragraph (*Manual*527.6), indicates that “an up-to-date report on his other lifelong learning program will be used in the church/pastoral review process and in the process of calling a pastor.”

Love for those who we minister to demand that we improve in knowledge, skills and practice. We love our brothers and sisters in ministry so much that we want to minister to them from a holistic perspective of love, meaning and fulfillment.

Lifelong learning offers the opportunity through which we can help ourselves and those who minister with us with energy and effectiveness.

Since our task is to be a missionary church, lifelong learning is something very important for the life of the ministers. We can no longer assume that our ministry is within Christian nations. A Minister, as such, portrays the light of the gospel to the church.

Changing patterns of culture require us to enhance both our knowledge and ministry skills if we are to establish the kingdom of God on earth. The very nature of the mission of the church calls for lifelong learning.

In the lectures on "*The Preparation of Ministerial Body for the XXI Century*," which took place in Breckenridge, Colorado, United States, the church affirmed the importance of "knowing, doing, and being" as essential areas in which competence for ministry must be nurtured. Your development as an adult goes through stages of change, which means that different issues impact you, your work and your knowledge as you progress in the ministry. This means you'll want to carefully plan your strategy of lifelong learning including topics of "knowing, being and doing," as well as including the dimensions of content, skills, character and context.

The assignments of the courses and the Continuing Education Units (CEUs) provide us with the resources and responsibility to others in terms of "character" and "being". However, as part of your lifelong learning, you will need to pay special attention to your own ongoing process of spiritual life throughout your ministry. Lifelong learning will provide resources; however, you must take the initiative not to neglect the care of your own spiritual life while you care about the lives of others.

**542.1. Discover the primary purpose of lifelong learning.** The primary purpose of the program of lifelong learning is continued growth and effective ministry. This has several aspects:

1. *It allows you to be updated in an environment of continuous change.* A minister who is not up to date in a changing world may become irrelevant in the context in which he serves.
2. *It helps you to be equipped for the future.* Good planning focuses not only on the current situation, but also helps meet the challenges of the future.
3. *It makes you grow in knowledge and practice.* It is the opportunity to develop and enhance your understanding so as to be more effective in your current ministry.
4. *It gives you the opportunity to complete studies in other areas.* For some it is a chance to complete the educational foundation and secondary education or perhaps pursue a Bachelor's or Master degree. The key issue is: "What will help me be a better minister of the gospel of Jesus Christ?"

5. It gives you the opportunity to grow in ministry skills. When ministers grow in their skills, everyone wins; the minister, the District, the Local Church, the Area, the Region, the Kingdom of God. With the variety of responsibilities and challenges, the church needs competent leaders.

**542.2. Develop a study plan for life.** As an ordained minister and professional, the church expects you to continue to prepare a learning program appropriate for your whole life for the development of your professional needs. You will have a variety of learning opportunities available to you; however, your vision and strength should be to improve the stewardship of your ministry which will inspire the study plan.

After the Breckenridge Consultation on "*The preparation of the clergy for the XXI Century*", the Church recommends that you include lifelong learning in the dimensions of content, skills, character and context every four years. The need to organize and acquire these four yearly stimuli is in your hands as is your vision for the ministry which God has entrusted to you. However, you would be deceiving yourself if your plan for lifelong learning only focuses on one or two of these areas. Lifelong learning assumes that ordination is not the summit of the mountain, but rather that it is the base camp. Examination of your needs and progress of lifelong learning every four years will serve as shelter or base camp as you ascend to the summit of the ministerial mountain.

You must develop a program of four years registering your lifelong learning in the development and discovery of your ministry. This will provide a panoramic glimpse of your progress. Your district, educational institutions of the Church of the Nazarene in your country or area will provide opportunities to develop a program for lifelong learning

The concept of a Continuing Education Unit (CEU) equals 10 hours of class time in a responsible agency that provides these subjects with a responsible and capable person giving the instruction.

If the learning experience of a lifetime is to achieve maximum benefit, you should look for opportunities to cover not only the time in the classroom but also reading assignments and papers.

**542.3. Be informed about tools for learning for a lifetime.** There are a variety of lifetime learning aids that will provide support to meet the expectations of the *Manual* 527.6 (2 Continuing Education Units [CEU] or 20 clock hours of training each year).

You can take a course or more to provide credit at a university or institution or program of decentralized theological studies. If it is available, you can use the modern communication media such as video or internet. Many government agencies, businesses, and local institutions provide courses that can be applied for these CEU credits (you should consult with the Ministerial Credentials Board before taking these courses to see if they qualify as CEUs). Your Ministerial Studies Board has the responsibility to provide life time learning opportunities if there are none available in the area where you live.

You must seize the opportunities that the District Ministerial Studies Board announces such as other forms for lifelong learning. You must take advantage of any good resources for you. Once again we encourage you to pay careful attention to modern mass media

that provide educational opportunities. Ultimately, you are responsible to find and register with the Board of Ministerial Credentials progress in the area of lifelong learning.

**542.4. Get involved in programs and courses to assist in your curriculum.** The programs of lifelong learning can be developed by the district or local church, educational institutions or decentralized programs. The Ministerial Studies Board District will be responsible for determining the number of credits that can be given and to keep a record of these credits. You as a minister should be informed of these courses and programs.

The respective authorities will follow the following steps to establish a program:

1. Determine the need.

A questionnaire or assessment of a district or national board can help determine the needs of the ministers of the area. It is important to know if there are a significant number of people in a country or area with the same needs in order to make the best use of the resources. If there are a few who have the need for a course or program, find a solution, perhaps involving a tutor. If a specific course is offered in a public institution or another non-Nazarene center it is possible to refer to the Board of District Ministerial Studies to receive accreditation by the Church of the Nazarene. You as a minister in lifelong learning should be informed of the courses and approved programs and get involved in them.

2. Find these resources.

For district courses, books, videos, study guides, extension centers, workshops and seminars offered will be required. Each district must have these resources or have agreements with sister institutions, both inside and outside the denomination, to facilitate the minister's study.

We encourage you who are following a plan of "lifelong learning" to take advantage of all the resources at your disposal.

3. The courses should be offered strategically.

The most economical and effective way to offer courses, workshops or study plan is by including sessions during a conference or meeting where a good representation of pastors and leaders will be present. Theological Institutions can also offer programs with intensive conferences with a focus on helping pastors and leaders in their ministry. Any course that is offered in a Theological Institution, or decentralized/virtual program can be taken for credit if the student has not taken this course recently. Apart from the above, you have a number of new courses in the last appendix of this guide that can help a lot in his ministry.

**542.5 Report on the learning of a lifetime.** The *Manual* (527.6) states that you must report your "lifelong learning" in your annual report the District Assembly. Your district, supported by the *Sourcebook for Ministerial Development* will provide the appropriate forms to fill in for this report.

The responsibility for recording, archiving and reporting lifelong learning rests with the District Ministerial Studies Board, including Continuing Education Units (CEUs). Always

make sure the sources of your CEUs are approved by the Board of District Ministerial Studies.

**542.6. Continue until you reach the summit.** The main weakness of the metaphors of racing and climbing mountains for lifelong learning is that in fact you will never reach the summit or achieve the goal of complete knowledge in this life. Some elderly ministers whom you admire and love are still studying and learning in retirement.

They represent the vision of lifelong learning for all ministers of the Church of the Nazarene. Our hope is that even during the time of retirement you will continue to grow and learn more about the life, ministry and the gospel of Christ. During the transition when finally we graduate from this life and sit at the feet of our Master and Lord for eternity, will be easier the more we learn. Until then, enjoy yourself in a career of learning during your lifetime! You have companions on the way.

**TABLE OF LIFELONG LEARNING**  
**4 YEAR PROGRAM**  
Proposal

	<b>AREA</b>	<b>COURSE</b>	<b>OPTIONAL COURSES</b>
FIRST YEAR	PASTORAL	HOLISTIC HEALTHY MINISTRY	
	BIBLE	NARRATIVE PREACHING	DIFFICULT PASSAGES FOR INTERPRETATION
SECOND YEAR	THEOLOGY	DOCTRINE, IDENTITY AND VALUES	
	GENERAL	LEGAL ASPECTS OF MINISTRY	ACCOUNTANCY FOR PASTORS
THIRD YEAR	BIBLE	APOSTOLES AND PROPHETS	
	PASTORAL	DOMESTIC VIOLENCE	MEDIATION Y RESOLUCTON OF CONFLICTS
FOURTH YEAR	GENERAL	HOW TO LEAD BOARD AND ANNUAL MEETINGS	
	PASTORAL	SEXUALITY AND MINISTRY	SPECIALIZED COUNSELLING WITH ADOLESCENTS AND YOUTH

## **CHAPTER V**

### **APPENDIX**

District Ministerial Studies Board  
Qualifications to be a members of the District Ministerial Studies Board  
Responsibilities of the members of the Board of Credentials Board  
Procedure to extend licenses  
Procedure for ordination  
Definition of terms  
Ordination's track description and Course requirements by language

## DISTRICT MINISTERIAL STUDIES BOARD

The responsibilities of a Board District Ministerial Studies are:

1. To facilitate communication between theological institutions that provide academic training and the candidate.
2. To monitor the candidate who has expressed a call to ministry in the development of their studies.
3. To evaluate the progress of the candidate each year and report to the District Assembly.
4. To legitimizethat the candidate completed the thirty courses (90 credits) plus three Ministerial Supervised Practices required for ordination with the official transcripts from the corresponding theological institution.
5. To assign mentors to accompany the candidates in their ministerial preparation.
6. To provide direction for lifelong learning for those who have completed their formal curriculum.

### **Qualifications to be a member of the District Ministerial Studies Board.**

A summary of the duties of the Board of District Ministerial Studies is in the Manual, (229-231.4).

**Requirements.** When selecting candidates for this board it must be composed of mature ministers. They must have the necessary education to take responsibility as educators. They must sustain high standards for ministry and be an example of such rules. It is essential they be willing to maintain a continuous and personal interest in the educational advancement of the candidates. They must be faithful to their church, believe in the government and minister with joy within its structure.

It is especially important for the success of the board that data is meticulously archived and correspondence answered promptly and efficiently. Whoever is elected secretary of the board must be detail oriented and be willing to devote the time necessary to accomplish the task.

**Duties of the President.** The duties of the Chairman of District Ministerial Studies should:

1. Be familiar with the current Manual and Sourcebook for Ministerial Development. The Sourcebook is an official extension of the *Manual* which outlines the course of study and administrative procedures (Manual 527.3).
2. Make arrangements with the District Superintendent about how to establish a budget to cover the expenses of the board.

3. Ensure that each board member has copies of the Sourcebook for Ministerial Development and appropriate study guides.
4. Work with the secretary of the board to prepare the format of the District Minute Book.
5. Assign mentors to registered candidates. If possible, mentors should help the candidates themselves through all levels of the course of study.

**Duties of the Secretary.** The duties of the Secretary of District Ministerial Studies are:

1. To achieve, maintain and archive documents of all candidates, including records and previous actions of the board, and file courses for each registered candidate.
2. To get materials, various forms, records of courses, registration forms, a copy of the current Manual, the Ministerial Development, study guides and the necessary forms administration.
3. To register in detail the minutes of each meeting.
4. To insert the new candidates.
5. To inform each candidate who us their mentor.
6. To collaborate with the District Superintendent in the preparation of the minutes of the District to inform candidates about personnel changes at the meeting.
7. To transfer to the District Ministerial Studies Board all information and relevant files, as soon as possible, when a student transfers to another district.
8. To fill in the form required for ordination to demonstrate that the candidate has taken the entire course of study for ordination.

## RESPONSIBILITIES OF MEMBERS OF THE DISTRICT MINISTERIAL CREDENTIALS BOARD

This board consists of five or more ordained ministers elected by the District Assembly for a period of four years in order to examine, analyze and guide potential candidates in their district towards ordination.

### Requirements

In selecting candidates for this meeting, the following criteria should be adhered to:

1. That they are mature ministers not necessarily in relation to age, but in the character and ministry experience.
2. They must sustain high ethical standards for ministry and be an example of such rules.
3. They must be faithful to the church, believe in their ministry with joy in its government structure.
4. They must be diligent in fulfilling their responsibility to examine, analyze and advise potential candidates for ordination.

**Duties of the Chairman.** The duties of the Chairman of the District Ministerial Credentials Board should:

1. Be familiar with the current *Manual* and *Sourcebook for Ministerial Development*. The *Sourcebook* is an official extension of the *Manual* which outlines the Study Plans and administrative procedures (*Manual* 527.3).
2. Establish appropriate methodology in consultation with the District Superintendent, to discuss, analyze and guide potential candidates for ordination, with due notice to the District Assembly.
3. Establish a schedule of meetings with members of the District Ministerial Credentials Board, and possible candidates for ordination for the year prior to the District Assembly.
4. Make arrangements with the District Superintendent to establish a plan to cover the expenses of the board, the purchase of this *Sourcebook*, and ensure that each member has a copy of it.
5. Ensure that each potential candidate has a copy of the *Sourcebook for Ministerial Development*.
6. Assign advisors or mentors for each of the possible candidates for ordination.
7. They must submit a report to the District Assembly.

**Duties of Secretary.** The duties of the Secretary of the District Ministerial Credentials Board, are:

1. To archive documents of all possible candidates for ordination and license renewal applications.
2. To register detailed minutes of each meeting.
3. To acquire sufficient copies of the *Sourcebook for Ministerial Development* and application forms necessary for administration.
4. To request from the District Ministerial Studies Board a report stating that the candidate has met 90 credit hours required for ordination (using the official form).
5. To archive recommendation that the District Advisory Board or the General Board of the church makes for a possible candidate.
6. To inform each possible candidate who their mentor is.
7. To transfer to the District Ministerial Credentials Board all information and related files, as soon as possible if a possible candidate is going to move to another district.

**Duties of Members.**

1. To attend all meetings that convened.
2. To mentor potential candidates for ordination.
3. To stay loyal and discreet in decisions that the District Ministerial Credentials Board determine, maintaining its integrity and prestige, remembering that decisions are collective.

## PROCEDURE TO EXTEND LICENSES

### **Steps to Get the Local License** (*Manual 529*).

1. Be examined as to their personal experience of salvation.
2. Have a basic knowledge of the doctrines of the Bible.
3. Have a basic knowledge of the rules of the church.
4. Have a clear call to ministry.
5. Demonstrate your call through your virtues, gifts, and usefulness.
6. Submit a report to your local church at its annual meeting.
7. Have the recommendation of the pastor for the local board.
8. Be approved by the local board.
9. Having meaningful participation in a local or district ministry.
10. Complete two year 10 subjects prescribed in the Ministerial Development

### **Steps to get the First District License** (*Manual 530*).

1. Having had local license for one year.
2. Having the recommendation of the local board to receive District License.
3. Complete the application form District License.
4. Deliver the form to the District Advisory Board.
5. Attend an interview with the Ministerial Credentials Board.
6. Have completed at least 10 courses Program of Study prescribed in this *Sourcebook for Ministerial Development*.

### **Steps to Renew District License** (*Manual 530.3*).

1. Having had District 1 license for one year.
2. Having the recommendation of the local board to receive the District License.
3. Complete the application form District License
4. Deliver the form to the District Advisory Board.
5. Attend an interview with the Ministerial Credentials Board.
6. Have passed at least two courses in the program of Study prescribed in this *Sourcebook for Ministerial Development*.
7. If the candidate's pastor, the recommendation must come from the Advisory Board.

## PROCEDURE FOR THE ORDINATION

There are two types of ministers ordained in the Church of the Nazarene: Ordained Deacon and Ordained Elder.

### **Steps to be considered for ordination as a minister** (*Manual* 531, 532)

1. Have had at least two licenses district minister.
2. Have completed 2 of the ministerial practice courses (*Manual* 431.3).
3. Being recognized by the proceedings in the district prior to your ordination potential date two years active ministry.
4. Completion of at least 30 courses and three Ministerial Supervised Practices (96 credits) of the Course of Study prescribed in the Nazarene *Sourcebook for Ministerial Development* in a recognized institution or its equivalent approved by the institution, the Board of Ministerial Study and the Ministerial Credentials Board. The Advisory Board will provide the appropriate form.
5. Complete the application form for new District License.
6. Complete the application form for ordination.
7. That the local church send request to the Advisory Board asking for ordination (if your ministry is in the district, the District Superintendent may recommend you to the Advisory Board).
8. Receive the recommendation of the Advisory Board recommending you for the license and for ordination.
9. Attend an interview with the Ministerial Credentials Board.
10. Receive a positive recommendation from the Ministerial Credentials Board to the District Assembly for District License Renewal.
11. Receive a positive recommendation from the Ministerial Credentials Board to the District Assembly for ordination.
12. Receive the positive votes of two-thirds of the District Assembly recommending you to the Superintendent General to receive ordination.
13. Attend an interview with the Superintendent General before the service of ordination.
14. Receive the approval of the Superintendent General.
15. Receive ordination to the Christian ministry in the Church of the Nazarene by the General Superintendent in jurisdiction.

## DEFINITION OF TERMS

**Local Minister** - A local minister is a lay member of the Church of the Nazarene whom the local church board has licensed for ministry, under the pastor's direction, and as opportunity affords, thus providing for the demonstration, employment, and development of ministerial gifts and usefulness. He or she is entering into a process of lifelong learning (*Manual 529*).

**Licensed Minister** - A licensed minister is one whose ministerial calling and gifts have been formally recognized by the district assembly through the granting of a ministerial license. The district license authorizes and appoints the minister to a larger sphere of service and to greater rights and responsibilities than those pertaining to a local minister, normally as a step toward ordination as an elder or a deacon. The district ministerial license shall include a statement indicating whether the minister is preparing for ordination as an elder or a deacon or a district license not leading to ordination (530).

**Deacon** - An ordained deacon is a minister called of God to Christian ministry, whose gifts, graces, and usefulness have been demonstrated and enhanced by proper training and experience, who has been separated to the service of Christ by a vote of the district assembly and by the solemn act of ordination, and who has been invested to perform certain functions of Christian ministry (*Manual 531*).

**Elder** - An elder is a minister who is called of God to preach, whose gifts and usefulness have been demonstrated and enhanced by proper training and experience, and who has been separated to the service of Christ through His church by the vote of a district assembly and by the solemn act of ordination, and thus has been fully invested to perform all functions of the Christian ministry (*Manual 532*).

### Terms Related to the Various Categories (Conditions) of Ministers

**Assigned Minister** - The status of a member of the clergy who is active in one of the roles listed in paragraphs 505-526 of the Manual 2013-2017.

**Unassigned Minister** - The status of a member of the clergy who is in good standing but not presently active in one of the roles listed in paragraphs 505-526 *Manual 2013-2017*.

**Filed Credential** - The status of the credential of a member of the clergy in good standing who, because of inactivity in the ministry, has voluntarily temporarily given up the rights, privileges, and responsibilities of being a member of the clergy by filing his or her credential with the general secretary. A person who files his or her credential remains a member of the clergy and may have the rights, privileges, and responsibilities of being a member of the clergy reinstated by requesting that his or her credential be returned, in accordance with *Manual 538.2. (536)*

**Disciplined** - The status of a member of the clergy who has been deprived of the rights, privileges, and responsibilities of being a member of the clergy by disciplinary action.

**Removed** - The status of the credential of a member of the clergy whose name has been removed from the roll of ministers in accordance with the provisions of *Manual* 537.3.

**Surrendered Credential** - The status of the credential of a member of the clergy who, because of misconduct, accusations, confessions, result of action by a board of discipline, or voluntary action for any reason other than inactivity in the ministry has been deprived of the rights, privileges, and responsibilities of being a member of the clergy. The person who surrenders his or her credential is still a member of the clergy, under discipline. The rights, privileges, and responsibilities of the member of the clergy may be restored.

**Return of Credential** - The reinstatement to the rights, privileges, and responsibilities of being a member of the clergy to one who has filed his or her credential.

**Restoration of Credential** - The reinstatement to the rights, privileges, and responsibilities of being a member of the clergy to one whose credential is surrendered or removed.

**Resigned** - The status of the credential of a member of the clergy in good standing who, for personal reasons, has decided that he or she no longer wishes to be considered as a minister, and gives up the rights, privileges, and responsibilities of being a member of the clergy to become a layperson on a permanent basis. A member of the clergy who is not in good standing may also resign his or her credential according to the provisions outlined in paragraph 537.4 (*Manual* 537.1, 537.8, 2013-2017).

**Retired Assigned** - The status of a retired member of the clergy who was assigned at the time retirement was requested.

**Retired Unassigned** - The status of a retired member of the clergy who was not assigned at the time retirement was requested.

**ORDINATION 'S TRACK DESCRIPTION AND COURSE REQUIREMENTS BY  
LANGUAGE**

**ENGLISH/DUTCH:**

**FRENCH:**

**SPANISH:**