

Procedures for Issuing a Local Minister's License

1. The candidate should read Part II, Part III, Part IV, 400-401.6, 500-502.6, and 903-903.18 in the *2013-2017 Manual* of the Church of the Nazarene and become familiar with the *Handbook for Christian Ministries*.*
2. The candidate completes the "Application for a Local Minister's License" and submits a copy to the local church pastor.
3. The local church pastor interviews the candidate regarding his or her gifts and graces for ministry and his or her call to ministry, as well as outlining the responsibilities of being a local minister (*Manual* 514.11). It is recommended the spouse be included in the interview.
4. If the local church pastor finds the candidate has met the requirements for a local minister's license, the pastor will schedule a candidate interview with the local church board recommending the issuance of a local minister's license. It is recommended the spouse be included in the interview.
5. The LOCAL/DISTRICT MINISTER'S LICENSE CANDIDATE FORM must be filled out and sent to the General Secretary's Office. This form is new in the local minister's license process. The General Secretary's Office will review the data against their credentials database. A result of this review will be sent back to the local pastor through the district office. The Local/District Minister's license candidate form can be accessed at www.nazarenepastor.org. A local license should not be formally recognized until the results of this form are known.
6. Recommended: The local church is urged to run a criminal background check on all first-time Local Minister's License applicants.
7. The local church board interviews the candidate using the candidate's "Application" and the "Interview Guidelines for a Local Minister's License." The "Guidelines" form should be completed as the interview is conducted. It is recommended the spouse be included in the interview.
8. After the interview is completed, the candidate is dismissed from the meeting. The local church board discusses the interview and votes whether or not to issue a local minister's license (*Manual* 129.12, 503.3, 529.1).
9. Upon favorable local church board vote, a local minister's license is issued for a period of one year (*Manual* 129.12, 529.1).
10. Upon favorable local church board vote, the local church pastor mails a copy of the completed "Interview Guidelines" to the district superintendent along with a copy of the local church board's written recommendation.
11. The local church pastor enrolls the licensee with the District Ministerial Studies Board (DMSB) (*Manual* 231.1), who will advise the candidate on the appropriate validated course of study to begin. The DMSB will give guidance to the local church pastor and the new Local Minister relative to the Ministerial Course of Study.
12. It is recommended that the license be presented in a public service by the local church pastor, after reviewing with the congregation the qualifications of the candidate, and explaining that the person has been enrolled in the Ministerial Course of Study.
13. The local church pastor is responsible as mentor to give continued encouragement to the candidate and to guide him or her in pursuing the ministerial course of study and the requirements for re-licensure (*Manual* 514.11).

14. Local licensed ministers attending one of the Nazarene institutions of higher education will be required to inform both the local church pastor and the District Ministerial Studies Board of their status by providing (a) transcripts of courses completed and (b) the current subjects being studied.

* See www.nazarenpastor.org/clergyeducation

***IF THE CANDIDATE FOR A LOCAL MINISTER'S LICENSE IS
SERVING AS A SUPPLY PASTOR...***

1. The candidate should read Part II, Part III, Part IV, 400-401.6, 500-502.6, and 903-903.18 in the *2013-2017 Manual* of the Church of the Nazarene and become familiar with the *Handbook for Christian Ministries*.*
2. **IF THE CANDIDATE IS PASTORING A CHURCH OTHER THAN THE CHURCH WHERE HIS OR HER LOCAL CHURCH MEMBERSHIP IS HELD:**
 - a. The candidate completes the "Application for a Local Minister's License" and submits a copy to the local church pastor issuing the original license (*Manual* 428.1).
 - b. The local church pastor interviews the candidate regarding his or her gifts and graces for ministry and his or her call to ministry, as well as outlining the responsibilities of being a local minister (*Manual* 514.11). It is recommended the spouse be included in the interview.
 - c. The local church pastor seeks the approval of the application process from the district superintendent and the district advisory board prior to consideration and issuance of the local minister's license by the local church board (*Manual* 208.12, 523, 529.3).
 - d. If the local church pastor finds the candidate has met the requirements for a local minister's license, the local church pastor will schedule a candidate interview with the local church board recommending the issuance of a local minister's license (*Manual* 129.12). It is recommended the spouse be included in the interview.
 - e. The LOCAL/DISTRICT MINISTER'S LICENSE CANDIDATE FORM must be filled out and sent to the General Secretary's Office. This form is new in the local minister's license process. The General Secretary's Office will review the data against their credentials database. A result of this review will be sent back to the local pastor through the district office. The Local/District Minister's license candidate form can be accessed at www.nazarenepastor.org. A local license should not be formally recognized until the results of this form are known.
 - f. Recommended: The local church is urged to run a criminal background check on all first-time Local Minister's License applicants.
 - g. The local church board interviews the candidate using the candidate's "Application" and the "Interview Guidelines for a Local Minister's License." The "Guidelines" form should be completed as the interview is conducted. It is recommended the spouse be included in the interview.
 - h. After the interview is completed, the candidate is dismissed from the meeting. The local church board discusses the interview and votes whether or not to issue a local minister's license.
 - i. Upon favorable local church board vote, a local minister's license is issued for a period of one year (*Manual* 503.1, 503.3).
 - j. Upon favorable local church board vote, the local church pastor mails a copy of the completed "Interview Guidelines" to the district superintendent along with a copy of the local church board's written recommendation.
 - k. The local church pastor enrolls the licensee with the District Ministerial Studies Board (*Manual* 231) who will advise the candidate on the appropriate validated course of study to begin. The DMSB will give guidance to the local church pastor and the new Local Minister relative to the Ministerial Course of Study.

3. IF THE CANDIDATE IS PASTORING THE CHURCH WHERE HIS OR HER LOCAL CHURCH MEMBERSHIP IS HELD:

- a. The candidate completes the “Application for a Local Minister’s License” and submits a copy to the district superintendent and district advisory board (*Manual* 529.2).
 - b. The district superintendent interviews the candidate regarding his or her gifts and graces for ministry and his or her call to ministry, as well as outlining the responsibilities of being a local minister (*Manual* 514.11). It is recommended the spouse be included in the interview.
 - c. The LOCAL/DISTRICT MINISTER’S LICENSE CANDIDATE FORM must be filled out and sent to the General Secretary’s Office. This form is new in the local minister’s license process. The General Secretary’s Office will review the data against their credentials database. A result of this review will be sent back to the district office. The Local/District Minister’s license candidate form can be accessed at www.nazarenepastor.org. A local license should not be formally recognized until the results of this form are known.
 - d. Recommended: The district is urged to run a criminal background check on all first-time Local Minister’s License applicants.
 - e. If the district superintendent finds the candidate has met the requirements for a local minister’s license, the district superintendent will schedule a candidate interview with the district advisory board recommending the issuance of a local minister’s license (*Manual* 129.12). It is recommended the spouse be included in the interview.
 - f. The district advisory board interviews the candidate using the candidate’s “Application” and the “Interview Guidelines for a Local Minister’s License.” The “Guidelines” form should be completed as the interview is conducted. It is recommended the spouse be included in the interview.
 - g. After the interview is completed, the candidate is dismissed from the meeting. The district advisory board discusses the interview and votes whether or not to issue a local minister’s license.
 - h. Upon favorable district advisory board vote, a local minister’s license is issued for a period of one year (*Manual* 503.1, 503.3).
 - i. The district superintendent enrolls the licensee with the District Ministerial Studies Board (*Manual* 231.1) who will advise the candidate on the appropriate validated course of study to begin. The DMSB will give guidance to the new Local Minister relative to the Ministerial Course of Study.
4. It is recommended that the license be presented in a public service by the local church pastor/district superintendent, after reviewing with the congregation the qualifications of the candidate, and explaining that the person has been enrolled in the Ministerial Course of Study.
 5. The local church pastor/district superintendent is responsible as mentor to give continued encouragement to the candidate and to guide him or her in pursuing the ministerial course of study and the requirements for re-licensure (*Manual* 514.11).

* See www.nazarenepastor.org/clergyeducation