

Step-by-Step Preparation for Ministry
Guidelines & Procedures
Philadelphia District Church of the Nazarene
[Guide to Ministry Preparation and Ordination Resource \(2017\)](#)

Step One: **Clarification of the Call**

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

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

- Receive **Recommendation by your Pastor and Approval from the local Church Board.**
- Establish prayer partners and a cooperative relationship with your **Advisor** who will walk alongside you in your ministry preparation journey. **Your local Pastor acts as your advisor**, unless otherwise notified by the DS. Questions can be directed to the **Course Studies & Mentoring Coordinator**
- Be involved in an **Assignment for Ministry** in your local church
- The Local church is responsible to obtain and keep on file **Background checks** of all individuals that hold a local license. **Copies are to be sent to the District Office.**
 - **For Pennsylvania residents and those working or volunteering in ministry in PA:**
 - **1. Child Abuse Clearance,**
 - **2. State Police Criminal Clearance and**
 - **3. FBI Clearance. Forms and more information can be found at:**
<http://www.dhs.pa.gov/provider/childwelfareservices/index.htm>
- Have Pastor Complete the **Local Ministers License Verification Form**, which is **required by the General Secretary and is available online at:**
<https://forms.nazarene.org/published/general-secretary/credential-verification.html>
or if you prefer a form to fill out, scan and send to the district office,
<http://nazarene.org/sites/default/files/doclib/local/VerificationCredentialHistoryRequestForm.pdf>.
- **Fill Out the Ministerial Studies Registration Form; Send in with the Annual Ministerial Studies Fee of \$50.00;** check should be made payable to the Philadelphia District Church of the Nazarene.
 - This Annual fee is due by Fiscal Yearend or January 31st until the year of ordination.
- **Send official transcript(s) of any post-high school level college courses to the Ministerial Studies Registrar at the District Office.**

****Please note, in order to become district licensed you must have the following requirements completed AFTER all items above have been satisfied:**

1) You must hold a Local Minister's License for at least one year 2) You must have completed at least six (6) courses in the Course of Study for Ministers as outlined in the *Manual*. 3) Two of the six (6) courses must be the History & Polity of the Nazarene Church and the other Doctrine of Holiness.

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

- **Must Have completed 6 courses**, two of which **must be** “Nazarene History and Polity” and “Doctrine of Holiness”.
- **Pastor Advisor of student must Submit Recommendation from the church board** to the District Secretary. This Form can be found on www.philanaz.org
- **Submit District License Application Annually** to the District Secretary.
 - Estimated Due Date is late January / early February
 - Once the application is received and processed, applicants are interviewed by members of the Board of Ministry each year, estimated date is late February.
- **Attend the Ministry Assessment Conference (MAC)**
 - Those interested in attending MAC Weekend must notify the MAC Coordinator the summer before their first District License since this is required prior to being considered for a District License.
 - Spouse (if applicable) is required to attend as well

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

- **Complete District License Renewal Application**
 - Form is required every year. Save a copy to update each year.
- **Completion of two (2) courses per year is required** to remain district licensed.
- **Pastor of student must Submit Recommendation from the church board** to the District Secretary. This Form can be found on www.philanaz.org
- **Attend the annual interview meeting** with Board of Ministry sub-committee

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

- **Graduated from the Ministerial Studies Program**
- **Complete a six-month Internship in final year of District Minister's License** .
 - Contact Internship Coordinator
 - Internship Fee of \$140 is required for the program.
- **Must have a minimum of three (3) years of full-time consecutive ministry experience** or the equivalent thereof
- **Must be actively serving in a full-time ministry position at the time of ordination**
- **Must attend the required Holiness Symposium for Ordination Candidates**, normally held in January. This meeting will include a strong concentration on our doctrine of Holiness prior to meeting with the Board of Ministry for your final ordination interview.
- **Submit Ordination Application ALONG WITH a District License Application** to the district secretary. Yes, Both forms are required. Estimated time due late January / early February
- **Pastor Advisor of district licensed minister must Submit Recommendation from the church board** to the District Secretary. This Form can be found on www.philanaz.org

Step Six: **Ordination**

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

FOR FURTHER INFORMATION, CONTACT

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