



BOARD OF MINISTRY

DISTRICT LICENSED MINISTER MEMO

FIRST-TIME LICENSE CANDIDATES OR RENEWAL LICENSE CANDIDATES

MEMO TO: MITs (Ministers in Training)
TODAY'S DATE: Wednesday, August 23, 2023
FROM: Florida District Board of Ministry
SUBJECT: Information for First-Time District License or Renewal of District License

The information contained in this memo pertains to all district licensed candidates, regardless of your regional area. As always, your attention to the details in this memo is important. Failure to submit all required documents by the deadline can result in the MIT being put on probation. An interview will not be granted to those who do not submit required documents by the deadline two years in a row.

Firm Final Submission Due Date For All Materials – Wednesday, November 15, 2023

All Forms and Documents referred to below are available at

[Floridanaz.com/credentials](https://www.floridanaz.com/credentials) (* = forms indicated below)

****New Submission Process Explained On The Credentials Webpage****

<https://www.floridanaz.com/credentials>

READING ASSIGNMENT NOTICE: Reading assignments to be completed prior to the interview days –
No Reading Assignment For District License Renewal Candidates

For all first-time district license candidates – read the following publications*: **“Nazarene Essentials;” “One Faith, One Lord, One Baptism;” and “The Guide to Ministerial Preparation and Ordination.”** Available for download as PDFs on the district website under the Board of Ministry tab, in English, Spanish, and French. Also suggested – Nazarene Manual paragraphs 500 – 534.3. Readings required for “First Class” also.

1. To be considered for a **first-time district minister's license** from the Florida District, **you must meet the following conditions/ pre-requisites:**

THIS IS VERY IMPORTANT: *Note: If you have a divorce(s) in your past, you must contact the district secretary, Mrs. Mary Egidio, teamfloridanaz@gmail.com to request information about how to handle this situation. You will not be able to apply for a first-time district license until the divorce situation is resolved.

If you **do not have a divorce(s)** in your past, then please proceed to determine if you meet the following basic requirements for consideration of a first-time district license:

- (A) Attended “First Class”** – the required district ministerial process orientation class. It is offered once per quarter. Check [floridanaz.com/fnbi-first-class](https://www.floridanaz.com/fnbi-first-class), to find out when the next class it is being offered. If you have not yet taken it, you will need to be registered for the next class in order to proceed with the district license application process. **“First Class”** may count as one of your first six classes (see below).
- (B) Hold a Local Minister's License:** You must have held a local license for at least one year (12 months) or have renewed the local license if it has been more than one-year since your first local license. You should also have been enrolled and completed “First Class” (see above).
- (C) Have completed or have been credited* with at least one-fourth** (six classes) of the validated course of study for ministers. **“First Class”** can count for one of the 6 for licensing. If you have not yet completed the six classes minimum by the application deadline date, you must wait another year. Contact Rev. Jeanne Morgan, jeanne@floridanaz.com if you have questions. *Requires submission of previous college transcripts. It is strongly urged that you complete the **Nazarene History & Polity** class within the first year of licensing.

(D) For **ALL First-time & "New-to-the-district" Licensed Ministers**: It is the policy of Florida Board of Ministry that your spouse must attend the first license interview with you. Exceptions are extremely rare.

(E) **EXPECTATION: First-time MITs**: It is the policy of the Board of Ministry that your local Pastor is also required to accompany you to the first interview with the Board of Ministry. Please consult with your local Pastor about this expectation. This is only for the first interview.

2. The following steps apply to **ALL** MITs applying for district ministers' license, once the basic qualifications have been met:

****New Submission Process Explained on Credentials Webpage****

(A) **Complete and submit all the required forms*** (see checklist below) by the stated firm submission date – **November 15, 2023**. Email is the required method for transmission (no Faxes or Regular Mail).

(B) **Interview Appointment***: You must make an advanced appointment for the district license interview online at Floridanaz.com/Credentials → **Interview Appointments** on or before **November 15, 2023**.

(C) **Local Church Recommendation Form***: You must request **a recommendation interview with your Local Pastor/ Local Church Board**. It is the MITs' **responsibility** to make sure that local Pastor is informed about the submission deadline – **November 15, 2023**. The Pastor will receive communication about how to submit the recommendation form from the district secretary. Failure to secure a local Church recommendation will result in MIT not being granted a district license this year.

(D) **Ministerial Studies**: As a reminder, those who are currently enrolled in the Ministerial Studies process, must complete a minimum of two classes between March 1 and February 28 each year (until graduated) and send a verifiable report showing grade earned and date completed. All MIT's records will be reviewed prior to their regional interviews. The interview committees will be informed as to the MITs' current studies status. Be sure that **all** your current year's educational records are submitted to Rev. Jeanne Morgan (jeanne@floridanaz.com) by **December 31, 2023**. Please inform Rev. Morgan if you are finishing a class by CY end of February 28, 2024. It is the sole responsibility of the MIT to report completed classes.

Check List of Forms* and Deadlines* (please submit all that apply to your situation):

***New Submission Process on Credentials Webpage**

☐ **2024 District Licensed Minister's Application**; due by **November 15, 2023**, submitted with Interview request*;

☐ **2024 Annual Licensed Minister's Report**; due by **November 15, 2023**, completed and submitted online*;

☐ **2024 License Interview Appointment** (online); due by **November 15, 2023**, completed and submitted online*;

☐ **2024 Local Church Recommendation Form**; due by **November 15, 2023**, submitted online* from the Sr. Pastor;

☐ **2024 Annual Mentor's report**; due by **November 15, 2023**; submitted to teamfloridanaz@gmail.com, form found at <https://www.floridanaz.com/florida-district-mentoring>

***Note**: submission of forms and documents per new process as explained on the Credentials Webpage.

To be directed to Rev. Jeanne Morgan, (jeanne@floridanaz.com);

☐ **2023-2024 Classes completed submissions**; due by **December 31, 2023** submitted via email.

Dates and Location of Credential Interviews:

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North Region 1/11/2024 @ Gainesville, FL  
Time: 1:00 pm to evening as necessary  
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East Central, 1/18/2024 @ Kissimmee, FL  
Time: 1:00 pm to evening as necessary  
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West Central, 1/25/2024 @ Zephyrhills, FL  
Time: 1:00 pm to evening as necessary  
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Questions? Who to contact?

District License process: District Secretary, Mrs. Mary Egidio, teamfloridanaz@gmail.com

Ministerial Studies: Educational Director, Rev. Jeanne Morgan, jeanne@floridanaz.com.

Interview Schedule: **North Region**: Rev. Dave Pullen, dpullen@tfnc.org

East Central Region: Rev. Jim Knight, jim.knight@hplakeland.com

West Central Region: Rev. Andy Heer, aheer69@gmail.com

****IMPORTANT INFORMATION ABOUT THE BOARD OF MINISTRY REGIONS**

Regarding your credential interviews and other aspects of your ministerial process on Florida District, you have been assigned to a particular Board of Ministry (BOM) Region based on where your local church is located. We have designated three regions; **East Central**, **North**, and **West Central**. The Church list below identifies your region, and the name of the main Board of Ministry leader for that region. All questions and submissions should be directed to your respective regional leader.

EAST CENTRAL REGION: Rev. Jim Knight; jim.knight@hplakeland.com –

Apopka Calvary, Clermont Citrus Heights, Cocoa Launch Pointe (PAC), Deland, Deland Luz Y Verdad, Deltona Life Fellowship, Deltona Nueva Vida, Eustis, Geneva Living Word, Kissimmee Arabic, Kissimmee Casa De Vida, Kissimmee First, Lake Mary GracePointe, Longwood Parkside, Mascotte Casa De Dios, Melbourne Comunidad Cristiana Renacer, Melbourne First, Melbourne Mosaic (PAC), Merritt Island, Oak Hill First, Orlando Bethesda Haitian, Orlando Center Pointe Community, Orlando Ebenezer Haitian, Orlando Grace Tabernacle, Orlando Heart Of Mercy, Orlando Light Of The World (Haitian), Orlando Metro West, Orlando New Life Community, Orlando Renuevo En Plenitud, Orlando Second Haitian, Orlando The Way To Calvary, Orlando Union Park, Orlando United, Orlando Vietnamese, Palm Bay Christian Life, Palm Bay First Haitian, Port Orange, Rockledge Cross Bridge, St. Cloud, St. Cloud Camina (Hispanic), Sebastian Church At The Cross, Tavares, Titusville Calvary, Titusville First, Vero Beach First, Winter Garden Faith Family Community.

NORTH REGION: Rev. Dave Pullen; dpullen@tfcn.org –

Archer, Archer Japanese Community, Gainesville CityLight, Green Cove Springs One Heart, Interlachen Torre de Alabanza, Jacksonville Arabic, Jacksonville Central, Jacksonville First, Jacksonville International Bible, Jacksonville Lighthouse, Jacksonville New Dimensions, Jacksonville Oak Hill, Jacksonville University Boulevard, Lake City, Leesburg, Live Oak, Monticello, Monticello Bethel Iglesia, Ocala First, Ocala Koinonia Hispanic, Ocala Prince Of Peace, Ocala West, Orange Park, St. Augustine, St. Johns Faith Community, Suwannee River, Tallahassee First, Tallahassee New Life, Trenton Community.

WEST CENTRAL REGION: Rev. Andrew Heer; aheer69@gmail.com –

Bartow Oasis De Esperanza, Brandon Center of Unction, Brooksville Bridge Fellowship, Clearwater First, Clearwater Iglesia, Gulfport Hispanic, Haines City First Haitian, Haines City Renacer Familiar, Hernando, Lake Alfred Lugar de Restauracion (PAC), Lake Wales Hispanic, Lakeland Family Church (PAC), Lakeland First Haitian, Lakeland Highland Park, Lakeland Lake Gibson, Lakeland Nuevo Comienzo, Largo Living Hope, Largo First, Mulberry Familia de Dios, New Port Richey First, Pinellas Vietnamese, Plant City Community, Plant City Nuevo Amanecer, Port Richey Casa De Esperanza, Port Richey Living Faith, Riverview Gateway, St. Petersburg Crossroads, St. Petersburg Lealman, Spring Hill Calvary, Tampa First, Tampa First Hispanic, Tampa First Vietnamese, Tampa Grace, Tampa Haitian, Tampa CrossPointe, Tampa Town 'N' Country, Wesley Chapel, Wesley Chapel Fe De Oro, Winter Haven Centro De Adoracion Familiar, Winter Haven First, Winter Haven First Haitian, Zephyrhills.