

Checklist for MIT's Paperwork

NAME: _____

REGION: _____

These are items to be completed and submitted to the MIT's respective regional secretary or the district secretary, as instructed below, before an interview appointment for First-time District License, Renewal of District License, Ordination, or Recognition of Credentials will be finalized.

Divorce Barrier**:

_____ If there is a divorce in the MIT's past, that is a barrier to future licensing and ordination. Please contact the district secretary immediately for the information and forms to be filled out and submitted to the District Board of Ministry. This barrier **MUST** be removed before any district license interview can take place. The District Board interview for this purpose will be held in October each year. At the interview the Board of Ministry will determine if your request for removal has merit to make the request to the Board of General Superintendents. The final ruling for the removal request must be made by the Board of Superintendents. The request will be submitted for the BGS's December meeting, from which they will issue a letter of approval or denial. Their ruling is final.

Pre First-Time MITs:

1. _____ **"First Class"** completed, preferably before any other classes are taken, and before a first district license is granted. Note: Some Level 1 -3 students, and new-to-the-district MITs, may be required to take this class as well.

First-time MITs and new-to-the-district applicants:

1. _____ Background check form completed and submitted to the district office by the deadline date posted on the Credentials webpage.
2. _____ Employment Eligibility form completed and submitted to the district office by the deadline date posted on the Credentials webpage.

First-time District License* or Renewal District License:

1. _____ Divorce Barrier Removed** – attach the approval letter from the Board of General Superintendents.
2. _____ *COS transcripts showing at least six classes completed, submitted to Educational Director.
3. _____ Application for District License completed and submitted as instructed on the Credentials webpage. Do **not** email to regional secretary or the district secretary
4. _____ Local church board recommendation, signed by both the pastor/chairman of the Board and the secretary of the board, including the date of the board meeting approval. The Pastor will handle this submission on your behalf. Just be sure you schedule the local interview before the submission deadline on the Credentials webpage.
5. _____ Annual Report of Licensed Minister (use the link on the Credentials webpage).
6. _____ Annual Mentor's Report submitted to teamfloridanaz@gmail.com by your Local Mentor (direct them to <https://www.floridanaz.com/florida-district-mentoring> for the report form) .
7. _____ Reading assignment completed. Any paperwork submitted, if required.
8. _____ Completed the Ministerial Workshop (required one-time).

Note: The documents listed above must be received by THE DEADLINE DATE THAT IS POSTED ON THE CREDENTIALS WEBPAGE to ensure time for review by the Board. This is the MIT's responsibility.

Ordination and Recognition of Credentials Candidates: (Interviews in October, by invitation only. Submission Deadline will be stated in the invitation letter).

Must complete all forms required as listed below (all by the deadline date):

1. _____ Ordination questionnaire completed and submitted (for both Ordination & Recognition)
Note: If a divorce barrier has been removed, the approval letter from the Board of General Superintendents must be attached to this form. Contact the district secretary with any questions about this.
2. _____ District License Application for Renewal (for renewal of district licensed)
3. _____ Local Church Recommendation. You must schedule a local interview before the submission deadline. The Recommendation Form will be submitted by the local Pastor on MIT's behalf.
4. _____ Annual Minister's Report (if not a Sr. or Lead Pastor), by deadline date.

Please note: It is the candidate's responsibility to make sure all paperwork and reports are submitted by the DEADLINE DATE communicated in the invitation letter the MIT received. This includes any forms that must be filled out and submitted by the MIT's senior pastor. Failure to submit all paperwork by the stated 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.

Any questions? Please contact your regional secretary or the district secretary.

Other Notes:

Florida District Board of Ministry (BOM) Contact Information

Florida District Board of Ministry webpage - <https://www.floridanaz.com/fl-dist-board-of-min>

BOM Co-Chair: Rev. Jeanne Morgan, jeanne@floridanaz.com, 863-838-2692

BOM Secretary / District Secretary: Mrs. Mary Egidio, mary@floridanaz.com, 863-644-9331

BOM Educational Director (Interim): Rev. Jeanne Morgan, jeanne@floridanaz.com, 863-838-2692

BOM Regional Contacts:

North Region: Rev. Dave Pullen, dpullen@tfcn.org, 850-345-7770

East Central Region: Rev. James Knight, jim.knight@hplakeland.com, 580-399-3431

West Central Region: Rev. Andrew Heer, aheer69@gmail.com, 316-832-5616