

What the Local Pastor and Local Church Board Need to Know About the Local/District Licensed Minister
All materials, documents and forms referred to below are accessible at
FLOIRDANAZ.COM/BOARD OF MINISTRY

1. The Local Pastor and Candidate should read and discuss the following:
From the ***Church of the Nazarene Manual 2017 – 2021***:
 - a. ***The Church Constitution*** (pages 26-43), and ***The Covenant of Christian Conduct*** (pages 46-61);
 - b. ***Ministry & Christian Service***, Sections 500 – 534.4;
 - c. The ***“Guide to Ministerial Preparation and Ordination 2017”***.
2. The Local Pastor should read the summary document ***“Sequence of the Ministerial Candidate’s Journey”***, and the document ***“Local Church Procedures for Issuing a First-Time Local Minister’s License”***.
3. Verify that the one called to ministry registers with the District Board of Ministry, by using the ***“Register Your Call to Ministry”*** form.
4. The Local Pastor should submit the required ***“Request for Verification of Credential History”*** to the district office for a first-time local license. This must be done before a first-time local minister’s license is approved or issued to the candidate. The district office will contact the Local Pastor when the verification has been cleared by the General Secretary’s office.
5. Have the candidate for a Local Minister’s License read and complete the ***Application for a Local Minister’s License***, and schedule the candidate to meet with the Church Board for an interview.
6. Use the document ***“Interview Questions for Local Minister’s License”*** as a guide for a Church Board interview for a Local Minister’s License.
7. Should the local Church Board approve issuance of a first-time local license, and the credential history has been cleared, the Local Pastor may order a local minister’s license form from the USA/Canada Regional Office at the following website - <https://www.usacanadaregion.org/request-for-local-ministers-license>.
8. The Local Minister is required to give a report each year at the Annual Meeting of the church. This may be done in writing.
9. The Local Minister’s License may be renewed on an annual basis. Renewal is based on completion of at least 2 courses in a validated course of study within the first two years of holding a Local Minister’s License and the continued demonstration of necessary gifts and graces for ministry under development.
10. Once a local minister has held their local license for at least one year and has completed one-quarter of the Course of Study for Ministers, he or she may be eligible to apply for a District Minister’s License. It is important that the local church pastor and board be firmly convinced that the district license candidate is indeed called to ministry and demonstrates gifts and graces for ministry. The District Board of Ministry relies on the local church to faithfully and prayerfully appraise each licensed minister candidate before recommending them for a district license; no candidate should be recommended in hopes that the Board of Ministry will do the hard work of evaluating and turning them down for a license.
11. The local church board will want to complete the ***“Recommendation for a District License”*** at a Local Church meeting prior to the District Board of Ministry in order for the candidate to be interviewed for a district license in February. The local Church recommendation is required for district license consideration.
12. When an associate pastor at your church, whether paid or unpaid, receives his or her district license, they will be considered as ***“assigned”*** to your local church and will begin to accrue time-in-service toward ordination. Ordination requires at least 3 years of full-time assigned ministry (less than full-time assignment requires an upward adjustment in the time-in-service component). Some pastors/church boards will place their newly-district-licensed ministers on their staff in order to use them in ministry and thus allow the licensee to accrue time-in-service.