**Key**

* **Action Steps** – Check them

off as you complete them

* **Information** – Important things

You need to know!

**Steps to Clarifying Your Call**

* Talk with your Pastor and/or other mature spiritual mentors
* Spend additional time in prayer
* Read the Clarifying Your Call section under the School of Ministry tab on the South Texas District web site ([www.southtexasnaz.org](http://www.southtexasnaz.org)).
* Read sections 500-538.9 in the Manual of the Church of the Nazarene.
* Determine if your call is to preach (Elder) or to serve (Deacon).
  + The preparation is largely the same for both and you can switch to a different track at a later point if it becomes clear you should be on the other track.

**LOCAL LICENSE**

**Steps to Obtaining a Local Minister’s License**

* Advise your Pastor that you would like to obtain your Local Minister’s License
* Complete the application form [*Application for Local Minister’s License –* available on the district website]
  + You can hold a local license more than one year, but you must complete the application and interview annually with your Local Church Board
* Interview with Your Local Church Board
  + Ask your Pastor about the likely questions the Board will ask you.
* Enroll in South Texas District School of Ministry
  + The School of Ministry is the “Gateway” or “Portal” which the South Texas District utilizes as its means for tracking the progress of your journey toward ordination. Therefore, even if you are taking your actual coursework through an institution of higher learning (see next bullet), you must enroll in the District School of Ministry.
  + There are two forms and a $25 enrollment fee required for enrolling in the School of Ministry. Forms: *Enrollment Questionnaire* and *Certification of Role of Ministry – both available on the district website.*
  + If you have taken college level courses in the past, some of those courses may count toward ordination, but transcripts must be submitted (certified transcripts are not needed, copies are sufficient).
  + Send both forms, transcripts, and an enrollment fee of $25.00 made payable to “South Texas District” to the School of Ministry Registrar:

Rev. Bob Seal

C/O New Horizon Church of the Nazarene

1201 North F.M. 3083 Rd. E

Conroe, TX 77303

* Begin taking courses
  + It is possible to obtain your Local License prior to taking any courses. However, the sooner you begin your coursework, the sooner you will have the necessary courses to apply for your District License.
  + Students are required to take a minimum of 2 courses per year, and have completed all 24 courses within 10 years.
  + There are many options for completing courses.
    - Nazarene Bible College\* (degree or non-degree MPP programs count toward ordination), [www.nbc.edu](http://www.nbc.edu)
    - Mount Vernon University (degree or non-degree CMP programs count toward ordination), [www.mvnu.edu](file:///C:\Users\conro\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\www.mvnu.edu)
    - Northwest Nazarene University\* (Online, degree and non-degree programs count toward ordination), [www.nnu.edu](http://www.nnu.edu)
    - Other Nazarene institutions of higher education\*
    - Other approved institutions of higher education – Non Nazarene (Before enrolling in an institution of higher education contact the School of Ministry Registrar Rev. Bob Seal to verify the institution is approved, (936) 756-3507)

\***Note**: Degree programs may require courses that will not count toward ordination. Contact the School of Ministry Registrar prior to enrolling into a degree program.

* + At the end of each semester, it is the student’s responsibility to submit verification of completed course work to the School of Ministry Registrar. Timely reporting of course work will help ensure the Board of Ministry is properly able to track a student’s progress and current level.

**DISTRICT LICENSE**

**Steps to Obtaining a District License**

* Must have held a Local License for a year
  + Advise the Registrar of the School of ministry that you are ready to seek your District License
* Any divorce barrier must be lifted prior to issuance of the first District License
  + Contact the Secretary to the District Board of Ministry (DBM) during the early Fall of the year and advise that you need to have a Divorce Barrier lifted.
  + The Secretary will send you the necessary paperwork to be completed by the applicant. You must furnish the signed, original paperwork to the Secretary.
  + You (and your current spouse, if you are remarried) will need to meet with the DBM for an interview concerning your divorce situation. These meetings are typically in January in Austin, TX.
  + The DBM will vote on a recommendation to the Board of General Superintendents whether or not to lift the barrier. All paperwork and recommendations will be furnished to the Board of General Superintendent (BGS)
  + Your divorce barrier is not lifted until the BGS votes to do so and issues a letter stating so – regardless of a favorable recommendation from the DBM.
* Must have completed the equivalent of 6 course modules.
  + Students at institutions of higher learning are strongly urged to take History & Polity of the Church of the Nazarene during their first semester of courses. However, due to timing of courses being offered by institutions, course prerequisites, etc. it is recognized that this may not be possible.
  + You may have already completed your degree at an institution of higher learning, before you start the Ministerial application process. It is fine to do the educational piece first, and then begin your ministry service and time – but doing it sequentially rather than simultaneously extends the total time required for ordination.
* Complete the District Minister application form: *Minister License Application* – available on the website
  + You will give this form to your DBM Area Representative – or alternatively you can mail the signed, original to the District Secretary, Bernadette Stevens, P.O. Box 1457, Cypress, TX 77410. Email is not acceptable as it must be the original. Maintain a copy for your records.
* Obtain a “Recommendation to the District Assembly” form from your local church
  + This is the responsibility of your Pastor and Church Board, but you should specifically request this from your Pastor during the Fall of the year.
  + Form: *Recommendation to the District Assembly* – available on the website
* Interview with a member of the DBM Area Representative
  + The Interviewer should contact you with information on when and where (usually early January) interviews will be held for your Area.
  + You will also receive an information email in the Fall telling who the members of your Area Ministerial Development Team (Interviewers) are and their contact information. If they do not contact you, contact them!

**RENEWING DISTRICT LICENSE**

**Renewing your District License**

* Pursue at least 2 courses per year toward your 24 module course requirements.
  + You may be placed on probation or dropped if this requirement is not met in a given year, and you could be dropped if course work is not completed over multiple years.
* Complete the Application Form to renew your District License
* Obtain a “Recommendation to the District Assembly” form from your local church
* Interview with a member of the District Ministry Development Teams
* File your Annual Report for the previous year with the District Secretary

**ORDINATION**

**Qualifying for Ordination**

* Completion of all 24 modules or equivalent
* Attendance (with your spouse, if married) at the South Texas District Assessment Weekend.
* Three consecutive years of holding a District License
  + The equivalent of three consecutive years of ministry service if full time and 4 consecutive years of ministry service if part time.
* Holding of a valid District License at the point of ordination
  + All steps above including Application & Recommendation to the Dist Assembly must be completed in the year of ordination
* Completion of the Ordination application
  + Bring the original, signed application to the ordination interview and give to the District Secretary. It must be filed with the Global Ministries Center
* An in-person ordination interview with the DBM, usually in Austin in January.
* Participate in the Ordination Service at District Assembly
  + May be required to come the day before Assembly to meet with the General Superintendent.