

5. Is there a particular ministry role you believe God is leading you to pursue (i.e. pastor, evangelist, missionary, other)? Yes No If Yes, please comment:

6. Describe your involvement in ministering to others up to this point in time and ways it seems God has enabled you in such ministry?

7. Are you now, or have you ever been, involved in a court case where charges were brought against you? Yes No If Yes, please explain.

8. Having read Parts II and III and paragraphs 500-502.6, 532-532.7 of the *2017-2021 Church of the Nazarene Manual*, do you find you are in harmony with the doctrine, polity, and practices of the Church of the Nazarene? Yes No

Please note any questions or differences:

9. If granted a Local Minister's License, will you faithfully follow the guidance of your pastor and avail yourself of opportunities to serve the church? Yes No

10. Will you diligently prepare for ministerial service by following the Course of Study* prescribed by the Church of the Nazarene? Yes No

Since financial integrity is essential for effective ministry, it is necessary to ask the following questions.

11. Do you (and/or your spouse) carry any financial debts? Yes No

12. Are you current on all debts? Yes No

Describe how you demonstrate financial responsibility?

RELEASE PERMISSION

I attest the above information is true and accurate. I also hereby grant permission for the release of any records of my work or personal information, including a background check, for the purpose of informing the General Church, its district leaders or its boards, and my local church pastor and leaders as to my fitness for ministry, my progress in and completion of the Course of Study requirements, and other data as needed.

Signature of Applicant _____ Date _____

Please return this application to the pastor of your local church. (Keep a copy for your records)

*See *Guide to Ministerial Preparation and Ordination* <http://www.nazarene.org/licensing-and-ordination>

INTERVIEW GUIDELINES FOR THE LOCAL CHURCH BOARD

CANDIDATE FOR LOCAL MINISTER'S LICENSE

The following *2013-2017 Manual* references should be available and/or read to the local church board: Part II, Part III, Part IV, 400-1.6, 500-502.6, 527-528.2, and 903- 903.18. Copies of the completed "Application for Local Minister's License" should also be available.

The local church board has the responsibility to license persons who request it and who are qualified to become local ministers. Consistent with the requirement that "the candidate must first be examined" the following guidelines are designed to be used in a personal interview with the applicant by the local church board in conjunction with the completed "Application for Local Minister's License." These questions must be answered to the satisfaction of the pastor and the local church board where the candidate is a member in good standing.

	Yes	No
1. Does the candidate have a clear testimony of salvation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the candidate testify to being sanctified?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is this candidate able to provide an adequate explanation of his or her beliefs concerning entire sanctification?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the candidate accept the Bible as ultimate authority in religious practice, belief, and ethics?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the candidate loyal to the local church body and amenable to leadership?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the candidate understand and accept the doctrine and polity of the Church of the Nazarene?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the candidate a faithful tither?	<input type="checkbox"/>	<input type="checkbox"/>
8. Describe the devotional life of the candidate.		
<hr/>		
9. How does the candidate's home life model scriptural standards?		
<hr/>		
10. If the candidate is married, does the spouse give a clear testimony to salvation?	<input type="checkbox"/>	<input type="checkbox"/>
11. If the candidate is married, does the spouse give a clear testimony to sanctification?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the spouse in support of the candidate entering the ministry?	<input type="checkbox"/>	<input type="checkbox"/>
13. If divorced, did this person claim biblical basis for such divorce? (531.3, 532.3) Explain:		
<hr/>		
<hr/>		

Note: Details of said divorce must be submitted to the Jurisdictional General Superintendent for review in accordance with *Manual* 320. Is the candidate willing to do so? Yes No

14. In your judgment, does the candidate have a clear call of God? Yes No

Inasmuch as financial integrity is essential for effective ministry, it is necessary to ask the following questions.

15. Does the candidate carry financial debt? Yes No

16. Is he or she current on all debts? Yes No

17. How does the candidate demonstrate financial responsibility?

COMMENTS: _____

Date of Board Interview: _____ Local License Issued? Yes No

Signatures: _____
Pastor Church Board Secretary

IF THE CANDIDATE FOR LOCAL MINISTER'S LICENSE IS A SUPPLY PASTOR . . .

The district superintendent and the district advisory board must approve the granting of the local minister's license for a supply pastor (*Manual* 208.12, 523, 529-529.4). These guidelines properly filled out and signed will aid the district superintendent.

Name of Candidate: _____

Name of Local Church: _____

Recommended by: _____
(Name of Pastor)

Date of district advisory board action: _____

Date of district superintendent approval: _____

Signed: _____ Date: _____
District Superintendent

REQUEST FOR VERIFICATION OF CREDENTIAL HISTORY

CHURCH OF THE NAZARENE

Along with a criminal background check, an essential step in qualifying any individual seeking a local or district minister's license is to verify the individual's credential history in the Church of the Nazarene with the General Secretary's Office. Such verification is an indispensable exercise of due diligence by local church and district boards in fulfilling their respective responsibilities in relation to ministerial licensing. *See next page for more information.*

Credential history verification is required when . . .

- An individual applies for a local minister's license for the first time from the congregation of which the individual is currently a member (even if the individual held a license while a member of another congregation).
- An individual applies for a district minister's license for the first time from the district on which the individual is currently a member, unless there is a record on file at the District Office of verification previously by a local church or by another district.

How to submit this verification request:

- ✓ Requests initiated by a local church should be submitted to its District Office
- ✓ Requests received or initiated by a district should be submitted to the General Secretary's Office (gensec@nazarene.org; FAX, 913-577-0848; 17001 Prairie Star Parkway, Lenexa, KS 66220)

Completing by hand? Please print!

DATE OF REQUEST _____

FULL NAME OF APPLICANT _____

NAME OF LOCAL CHURCH _____

APPLICATION FOR CHECK ONE Local Minister's License District Minister's License

REQUESTED BY _____

PLEASE PRINT NAME

SIGNATURE

INDICATE ROLE OF PERSON MAKING REQUEST

- Pastor District Superintendent Secretary, District Board of Ministry
 Other _____

NAME OF DISTRICT Metro New York District - Rev. Christine Paolino

DISTRICT CONTACT INFORMATION: Email Address pastorchristine@mynaz.com

OFFICE USE ONLY

VERIFIED BY _____ DATE VERIFIED _____

STATUS: Cleared Flagged Date notification sent to District Office _____

COMMENTS _____

SIGNATURE OF GENERAL SECRETARY _____ Date Signed _____

Why Verify an Individual's Credential History?

One of the persistent threats to the safety of the children and youth served by our local churches is the possibility that someone with a history of misconduct may escape arrest and conviction, relocate to a new area, and re-engage in such misconduct. Too often, the prelude to such misconduct is the perpetrator's securing the trust of those subsequently victimized. In light of this fact and as part of a non-monetary agreement reached in an out of court settlement involving a misconduct case, our office has committed to helping local churches and districts reduce this risk.

If, as a result of the verification process, a situation comes to our attention that may potentially have bearing upon whether an individual seeking a local or district license qualifies for such, we note and retain the details available to us. In the settlement, we agreed to make every effort to cross-reference the names of first-time candidates for local or district minister's licenses against our records so that any concern that may come to light may be addressed prior to the issuing of a license.

While this procedure does not replace the need for a criminal background check on every person seeking a local or district license (as well as on anyone wishing to serve in children's or youth ministry endeavors), it does provide an additional measure of protection to local church boards and to district boards of ministry.

GENERAL SECRETARY
CHURCH OF THE NAZARENE

Procedures for Issuing a Local Minister's License

1. The candidate should read Part II, Part III, Part IV, 400-401.6, 500-502.6, and 903-903.18 in the *2013-2017 Manual of the Church of the Nazarene* and become familiar with the *Handbook for Christian Ministries*.*
2. The candidate completes the "Application for a Local Minister's License" and submits a copy to the local church pastor.
3. The local church pastor interviews the candidate regarding his or her gifts and graces for ministry and his or her call to ministry, as well as outlining the responsibilities of being a local minister (*Manual 514.11*). It is recommended the spouse be included in the interview.
4. If the local church pastor finds the candidate has met the requirements for a local minister's license, the pastor will schedule a candidate interview with the local church board recommending the issuance of a local minister's license. It is recommended the spouse be included in the interview.
5. The LOCAL/DISTRICT MINISTER'S LICENSE CANDIDATE FORM must be filled out and sent to the General Secretary's Office. This form is new in the local minister's license process. The General Secretary's Office will review the data against their credentials database. A result of this review will be sent back to the local pastor through the district office. The Local/District Minister's license candidate form can be accessed at www.nazarenepastor.org. A local license should not be formally recognized until the results of this form are known.
6. Recommended: The local church is urged to run a criminal background check on all first-time Local Minister's License applicants.
7. The local church board interviews the candidate using the candidate's "Application" and the "Interview Guidelines for a Local Minister's License." The "Guidelines" form should be completed as the interview is conducted. It is recommended the spouse be included in the interview.
8. After the interview is completed, the candidate is dismissed from the meeting. The local church board discusses the interview and votes whether or not to issue a local minister's license (*Manual 129.12, 503.3, 529.1*).
9. Upon favorable local church board vote, a local minister's license is issued for a period of one year (*Manual 129.12, 529.1*).
10. Upon favorable local church board vote, the local church pastor mails a copy of the completed "Interview Guidelines" to the district superintendent along with a copy of the local church board's written recommendation.
11. The local church pastor enrolls the licensee with the District Ministerial Studies Board (DMSB) (*Manual 231.1*), who will advise the candidate on the appropriate validated course of study to begin. The DMSB will give guidance to the local church pastor and the new Local Minister relative to the Ministerial Course of Study.
12. It is recommended that the license be presented in a public service by the local church pastor, after reviewing with the congregation the qualifications of the candidate, and explaining that the person has been enrolled in the Ministerial Course of Study.
13. The local church pastor is responsible as mentor to give continued encouragement to the candidate and to guide him or her in pursuing the ministerial course of study and the requirements for re-licensure (*Manual 514.11*).

14. Local licensed ministers attending one of the Nazarene institutions of higher education will be required to inform both the local church pastor and the District Ministerial Studies Board of their status by providing (a) transcripts of courses completed and (b) the current subjects being studied.

* See www.nazarenepastor.org/clergyeducation

**IF THE CANDIDATE FOR A LOCAL MINISTER'S LICENSE IS
SERVING AS A SUPPLY PASTOR...**

1. The candidate should read Part II, Part III, Part IV, 400-401.6, 500-502.6, and 903-903.18 in the *2013-2017 Manual* of the Church of the Nazarene and become familiar with the *Handbook for Christian Ministries*.*
2. **IF THE CANDIDATE IS PASTORING A CHURCH OTHER THAN THE CHURCH WHERE HIS OR HER LOCAL CHURCH MEMBERSHIP IS HELD:**
 - a. The candidate completes the "Application for a Local Minister's License" and submits a copy to the local church pastor issuing the original license (*Manual* 428.1).
 - b. The local church pastor interviews the candidate regarding his or her gifts and graces for ministry and his or her call to ministry, as well as outlining the responsibilities of being a local minister (*Manual* 514.11). It is recommended the spouse be included in the interview.
 - c. The local church pastor seeks the approval of the application process from the district superintendent and the district advisory board prior to consideration and issuance of the local minister's license by the local church board (*Manual* 208.12, 523, 529.3).
 - d. If the local church pastor finds the candidate has met the requirements for a local minister's license, the local church pastor will schedule a candidate interview with the local church board recommending the issuance of a local minister's license (*Manual* 129.12). It is recommended the spouse be included in the interview.
 - e. The LOCAL/DISTRICT MINISTER'S LICENSE CANDIDATE FORM must be filled out and sent to the General Secretary's Office. This form is new in the local minister's license process. The General Secretary's Office will review the data against their credentials database. A result of this review will be sent back to the local pastor through the district office. The Local/District Minister's license candidate form can be accessed at www.nazarenepastor.org. A local license should not be formally recognized until the results of this form are known.
 - f. Recommended: The local church is urged to run a criminal background check on all first-time Local Minister's License applicants.
 - g. The local church board interviews the candidate using the candidate's "Application" and the "Interview Guidelines for a Local Minister's License." The "Guidelines" form should be completed as the interview is conducted. It is recommended the spouse be included in the interview.
 - h. After the interview is completed, the candidate is dismissed from the meeting. The local church board discusses the interview and votes whether or not to issue a local minister's license.
 - i. Upon favorable local church board vote, a local minister's license is issued for a period of one year (*Manual* 503.1, 503.3).
 - j. Upon favorable local church board vote, the local church pastor mails a copy of the completed "Interview Guidelines" to the district superintendent along with a copy of the local church board's written recommendation.
 - k. The local church pastor enrolls the licensee with the District Ministerial Studies Board (*Manual* 231) who will advise the candidate on the appropriate validated course of study to begin. The DMSB will give guidance to the local church pastor and the new Local Minister relative to the Ministerial Course of Study.

- 3. IF THE CANDIDATE IS PASTORING THE CHURCH WHERE HIS OR HER LOCAL CHURCH MEMBERSHIP IS HELD:**
- a. The candidate completes the "Application for a Local Minister's License" and submits a copy to the district superintendent and district advisory board (*Manual* 529.2).
 - b. The district superintendent interviews the candidate regarding his or her gifts and graces for ministry and his or her call to ministry, as well as outlining the responsibilities of being a local minister (*Manual* 514.11). It is recommended the spouse be included in the interview.
 - c. The LOCAL/DISTRICT MINISTER'S LICENSE CANDIDATE FORM must be filled out and sent to the General Secretary's Office. This form is new in the local minister's license process. The General Secretary's Office will review the data against their credentials database. A result of this review will be sent back to the district office. The Local/District Minister's license candidate form can be accessed at www.nazarenepastor.org. A local license should not be formally recognized until the results of this form are known.
 - d. Recommended: The district is urged to run a criminal background check on all first-time Local Minister's License applicants.
 - e. If the district superintendent finds the candidate has met the requirements for a local minister's license, the district superintendent will schedule a candidate interview with the district advisory board recommending the issuance of a local minister's license (*Manual* 129.12). It is recommended the spouse be included in the interview.
 - f. The district advisory board interviews the candidate using the candidate's "Application" and the "Interview Guidelines for a Local Minister's License." The "Guidelines" form should be completed as the interview is conducted. It is recommended the spouse be included in the interview.
 - g. After the interview is completed, the candidate is dismissed from the meeting. The district advisory board discusses the interview and votes whether or not to issue a local minister's license.
 - h. Upon favorable district advisory board vote, a local minister's license is issued for a period of one year (*Manual* 503.1, 503.3).
 - i. The district superintendent enrolls the licensee with the District Ministerial Studies Board (*Manual* 231.1) who will advise the candidate on the appropriate validated course of study to begin. The DMSB will give guidance to the new Local Minister relative to the Ministerial Course of Study.
4. It is recommended that the license be presented in a public service by the local church pastor/district superintendent, after reviewing with the congregation the qualifications of the candidate, and explaining that the person has been enrolled in the Ministerial Course of Study.
5. The local church pastor/district superintendent is responsible as mentor to give continued encouragement to the candidate and to guide him or her in pursuing the ministerial course of study and the requirements for re-licensure (*Manual* 514.11).

* See www.nazarenepastor.org/clergyeducation