

# The Colorado District

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CHURCH OF THE  
NAZARENE

## Licensing and Ordination Process

# Licensing / Ordination

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1. Acknowledge and confirm the call of God
2. Register for the Course of Study
3. Apply for a Local Minister's license
4. Attend the Board of Ministry assessment weekend
5. Complete the requirements and apply for a District Minister's License
6. Renew your license and interview with the Board of Ministry annually
7. The Board of Ministry will invite you into a mentoring process leading toward ordination
8. Complete all final interviews and requirements prior to assembly
9. Attend all ordination events in person
10. Report annually for the rest of your life 😊

# Step #1

Acknowledge and confirm the call of God

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## How do I do that?

- ❖ Pray
- ❖ Seek good counsel
- ❖ Look for confirmations
- ❖ Can I be happy doing anything else?

# Step #2

## Register for the Course of Study

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This is done through the district office

- ❖ Email [info@conazarene.org](mailto:info@conazarene.org) and just ask
- ❖ Your pastor will have to sign your application
- ❖ This adds you to our email distribution list
- ❖ There are 25 Courses in the COS
- ❖ Set up a Lifelong Learning Record
  - ❖ <https://learning.nazarene.org/>

# Step #3

## Apply for a Local Minister's License

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### This is done through the local church

- ❖ Your church will help you secure the application
- ❖ The local church will determine the format for the local interview process
- ❖ Make sure your church notifies the district office when you are given a local license so we can clear you through the GMC database

# Step #3

## Apply for a Local Minister's License

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This is done through the local church

- ❖ Must be renewed annually
- ❖ Must complete two courses annually
- ❖ Report to the annual church meeting
- ❖ Shall not administer sacraments or officiate marriages
- ❖ **Shall not** use the title “Pastor” for any reason

# Step #4

## Attend the Board of Ministry Candidate Weekend

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- ❖ Email the district office and request an application packet by September
- ❖ Submit all documents and assessment results by the end of October
  - ❖ Register and pay on the district website
  - ❖ You will need the recommendation of your pastor
- ❖ Attend the assessment weekend in January (With your spouse if you have one 😊)
  - ❖ You may apply for your first district license in the same year or elect to wait a year
  - ❖ The assessment team will provide feedback and recommendations
  - ❖ The goal is to help the candidate begin the process of professional identity development
- ❖ This can be a good year to apply to have the divorce barrier removed, if applicable, during the March interviews with the Board of Ministry

# Step #5

## Apply for a District Minister's License

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### This is done through the district office

- ❖ Must have had a local license for at least one year
- ❖ Need a board recommendation from the local church
- ❖ Need a copy of a current criminal background check
- ❖ Determine Elder or Deacon track
- ❖ Any divorce barrier must be cleared before applying for a district license
- ❖ Application deadline is currently February 28 every year



# Step #5

## Apply for a District Minister's License

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### This is done through the district office

- ❖ Educational Requirements:
  - ❖ Must have completed  $\frac{1}{4}$  of a validated course of study (approx. 6)
  - ❖ Nazarene History and Polity & Doctrine of Holiness are required to be completed complete before applying
  - ❖ You can take courses through NBC, NNU, or the DTC
  - ❖ Must complete at least two courses per year
  - ❖ All educational requirements must be completed within 10 years of first district license
  - ❖ Current transcripts must be on file with district office

# Step #6

## Renew your License and interview with the Board of Ministry Annually

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Application deadline is currently **February 28** every year!

- ❖ Must submit a full application packet every year including:
  - ❖ Board recommendation form from your church board
    - ❖ Local church may have additional requirements
  - ❖ An updated record of your studies
  - ❖ Advisor recommendation form
    - ❖ You select your own advisor
  - ❖ All background checks must be on file

# Step #7

## The Board of Ministry Will Invite You into a Mentoring Process Leading Toward Ordination

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### This is by Invitation, not Application

- ❖ Educational progress is reviewed
- ❖ Time of service is reviewed
  - ❖ This must be in an officially assigned role and listed in the district journal
  - ❖ Minimum of three (3) years full time, more than three years for any part-time service
- ❖ You and your spouse, if applicable, will be invited to interview together with the full BOM
- ❖ You will be assigned an ordination mentor

# Step #8

## Complete All Final Interviews and Requirements Prior to Assembly

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- ❖ Meet regularly with your mentor and ask them to submit mentoring reports
- ❖ Complete the “Supervised Ministry Experience” course if required
- ❖ Attend the DS workshop (usually in January or February)
- ❖ Interview with BOM in March
- ❖ Submit requested documents to district office by April
- ❖ Pay for your background check

# Step #9

## Attend All Ordination Events in Person

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- ❖ Ordination dinner/meeting with General Superintendent
- ❖ Rehearsal for the ceremony
- ❖ Ordination group picture for the District Journal
- ❖ The ordination service
  - ❖ Encourage family and friends to attend
  - ❖ We will reserve seats for them
- ❖ Ordination reception (typically)

# Step #10

## Report Annually for the Rest of Your Life 😊

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As an ordained minister you will submit a report annually:

- ❖ The Annual Pastor's Report
- ❖ Colorado Annual Report of an Ordained Minister
- ❖ Annual Report of a Retired Minister

You must also complete 20 Lifelong Learning Hours annually

- ❖ The best way to track this is through the Lifelong Learning Registry
- ❖ <https://learning.nazarene.org/>

# Contact Information

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District Superintendent, Rev. David Ralph – [dsralph@aol.com](mailto:dsralph@aol.com)

Chairman for the Board of Ministry

District Administrator, Dr. Kevin Compton – [kcompton@conazarene.org](mailto:kcompton@conazarene.org)

Secretary for the Board of Ministry

District Office general contact– [info@conazarene.org](mailto:info@conazarene.org)