

Pastor's Checklist for Ministerial Credentials

Colorado District of the Church of the Nazarene

When the local church board grants a local minister's license:

- ☐ Notify the district office of the action and the person's full legal name
- ☐ The district office will request the required Verification of Credential History
- ☐ You may request a local minister's license certificate at:
 - <https://usacanadaregion.org/clergy-development/call-ministry/request-for-local-ministers-license>
 - Check "yes" when asked if the verification of credential history has been submitted
- ☐ Conduct a criminal background check on the candidate prior to issuing the license
 - Contact the district office if you need a resource for conducting background checks
- ☐ Send a copy of the completed criminal background check to the district office
- ☐ Encourage the candidate to connect with a Nazarene school for ministerial education
 - This needs to be a "Validated Course of Study"
- ☐ Have the candidate complete and submit the "Register a Call to Ministry" form
 - This can be found on the district website under the pastor tab
 - Download the form into Adobe for a fillable form you can save to your computer
 - This step gets the candidate into our database for email communications
- ☐ Local licenses must be renewed annually
- ☐ **Remember to not** use the title "Pastor" for anyone with a local license. For purposes of legal liability, this title is reserved for clergy. A person becomes clergy once they receive a district license or are ordained.

My board wants to recommend a locally licensed minister for a district license:

- ☐ Ensure the candidate has held a local license for at least one full year
- ☐ Ensure the candidate has completed at least ¼ of a validated course of study including:
 - *Theology of Christian Holiness* (or equivalent)
 - *The Mission, Ministry and Identity of the Church of the Nazarene* (or equivalent)
- ☐ Ensure the candidate has already completed the Ministry Candidate Weekend
 - Applications can be requested August – September each year from the district office
- ☐ Conduct a local interview and board review process
- ☐ Submit the Board Recommendation Form to the district office by February 28
- ☐ District licenses must be renewed annually
- ☐ **Remember**, for a person to begin accruing time of service credit toward ordination, they must have a district license **and** an official assignment approved by the District Superintendent. The Request to Hire Staff form, to receive the District Superintendent's approval, is available on our website under the Pastor tab. conazarene.org