

Instructions for Local and District Licensed Ministers 2010

To qualify for a **first** district minister's license, the following conditions must be met:

I. Local Ministers

1. Held a local minister's license for one full year.
2. Complete six courses administered by the District Board of Ministry (including the *Manual of the Church of the Nazarene*) by **March 15, 2010**.
3. Complete an *Application for Minister's License*, and mail to the district secretary, Dr. Mark L. Hostetler, 5360 Clem Rd., Portage, IN 46368 (marklhostetler@verizon.net or 219-762-7179), by **March 15, 2010**.
4. Attach a *recommendation* from the church board from the church you hold membership in, and mail to the district secretary, Dr. Mark L. Hostetler, 5360 Clem Rd., Portage, IN 46368 (marklhostetler@verizon.net or 219-762-7179), by **March 15, 2010**.
5. Meet with the Board of Ministry, **Saturday, March 20, 2010** at South Lake Church of the Nazarene, 7355 E. 81st Ave., Crown Point, IN (219-947-3353) **with your spouse** (there will be no childcare). Behavioral-based performance interview sessions will be held with each couple by members of the Board of Ministry on Saturday. **YOU ARE RESPONSIBLE** to make the appointment with Dr. Mark L. Hostetler, 5360 Clem Road, Portage, IN 46368 (219-762-7179).

To qualify for **renewal** of district minister's license, the following conditions must be met:

II. District Licensed Ministers

1. Complete an *Application for Minister's License*, and mail to the district secretary, Rev. Mark L. Hostetler, 5360 Clem Rd., Portage, IN 46368 (marklhostetler@verizon.net or 219-762-7179), by March 15, 2010.
2. Complete an *Annual Report of Ordained Minister or Licensed Minister* (not submitting a pastor's, evangelist's, or retired minister's report form) and mail to the district secretary, Dr. Mark L. Hostetler, 5360 Clem Rd., Portage, IN 46368 (marklhostetler@verizon.net or 219-762-7179), by March 15, 2010.
3. Attach a *recommendation* from the church board from the church you hold membership in, and mail to the district secretary, Dr. Mark L. Hostetler, 5360 Clem Rd., Portage, IN

46368 (marklhostetler@verizon.net or 219-762-7179), by **March 15, 2010**. (Licensed ministers *who are pastors* are exempt from this item).

4. Passed at least two subjects in the Course of Study or have presented in writing an explanation for failure to pass at least two courses that is satisfactory to the Board of Ministry by **March 15, 2010**. If enrolled in a college, documented evidence of satisfactory progress in studies must be presented. No district license will be issued until the student has completed the *Manual* of the Church of the Nazarene course. In the event that the minimum two subjects were not completed, you must bring a letter of explanation with you to be presented to the Board of Ministry (*Manual*, par. 427.3).
5. Meet with the Board of Ministry, **Saturday, March 20, 2010** at South Lake Church of the Nazarene, 7355 E. 81st Ave., Crown Point, IN (219-947-3353) **with your spouse** (there will be no childcare). Behavioral-based performance interview sessions will be held with each couple by members of the Board of Ministry on Saturday. **YOU ARE RESPONSIBLE** to make the appointment with Dr. Mark L. Hostetler, 5360 Clem Road, Portage, IN 46368 (219-762-7179).

III. Candidates for Ordination

1. Must have achieved graduation from the course of study *within ten years* from the granting of first district license.
2. Complete a renewal *Application for Minister's License* and an *Application for Ordination*, and mail to the district secretary, Dr. Mark L. Hostetler, 5360 Clem Rd., Portage, IN 46368 (marklhostetler@verizon.net or 219-762-7179).
3. Meet and complete all *Manual* requirements (i.e. age, experience, service, education, etc.)
4. Meet with the Board of Ministry, **as husband and wife**, at a special called meeting, **Thursday, March 25, 2010** at the District Office in Valparaiso (this meeting will be *by appointment only*)--**YOU ARE RESPONSIBLE** to make the appointment with Dr. Mark L. Hostetler, 5360 Clem Road, Portage, IN 46368 (219-762-7179).

<p>All District Assembly and related forms may be accessed by going to www.nazarene.org. Click on the 'A to Z Directory', select the letter 'G' and then 'General Secretary of the Church of the Nazarene'. Once on the General Secretary's page click on 'District Forms' and download the forms to your computer from the self extracting files found at the bottom of this page. Hard copies will be sent to those who do not have internet access. The forms may be filled out on computer and then printed. Please note that only the MS Word® forms will transfer via email. Simply fill in the form and "save as" under a different name on your hard drive then send it as an email attachment. The Adobe forms WILL NOT transfer via email. All the data will be lost. Submission of these must be done in hard copy via mail or fax.</p>
