



Welcome to the credentialing process on the Los Angeles District Church of the Nazarene! The Board of Ministry is excited to partner with you in discerning God’s call on your life, and we want to support and equip you to faithfully respond to that call. This document is designed to guide you through the process and requirements for credentialing on our district. If at any point you have questions, please contact our district office.

# Step One: Local Minister’s License

Your credentialing journey starts with a Local Minister’s License, which must be granted to you by your Local Church Board and Lead Pastor. In order to prepare and understand the process, read pages 1-14 of the [Guide to Ministerial Preparation](#) and the following paragraphs from the [Church of the Nazarene Manual](#): 500-502 (“The Call and Qualifications of the Minister”), 521 (“Education of Clergy”), and 523 (“The Local Minister”). Then, coordinate with your Lead Pastor to complete the following application requirements.

Application		
Tasks	Details	Status
Complete a Local Minister’s License Application packet and be approved by the Local Church Board.	Application and Guidelines are available through the District Office.	<input type="checkbox"/>
Complete an official Background Check in compliance with AB 506.	If you need assistance, contact the District Office	<input type="checkbox"/>

If you have personally experienced a divorce, you must complete the appropriate forms for Divorce Barrier Removal.	Please contact the District Superintendent for instructions and forms regarding this requirement.	<input type="checkbox"/>
<b>Annual Renewal</b>		
Renew your local license annually with your Local Church Board.	Coordinate this with your Lead Pastor.	<input type="checkbox"/>
Begin/Verify an approved Course of Study program. Complete at least 2 courses in the first 2 years you hold a Local License.	To enter the Course of Study, please contact the Secretary of the Board of Ministry. (You can begin <i>before</i> receiving a license.)	<input type="checkbox"/>
Enter/maintain an official Mentoring Relationship with an approved pastoral leader.	Contact the District Coaching Coordinator to find/approve a Mentor.	<input type="checkbox"/>

## Step Two: District License

Following God's call to vocational ministry in the Church of the Nazarene will require a District License. Read pages 14-26 of the [Guide to Ministerial Preparation](#) and the following paragraphs from the [Church of the Nazarene Manual](#): 524-526 ("The Licensed Minister," "The Deacon," and "The Elder"). Then check your eligibility and complete the following application requirements.

<b>Eligibility Requirements</b>		
Tasks	Details	Status
Hold a Local License for 1 full year.		<input type="checkbox"/>
Complete one-fourth of a validated Course of Study, including an approved course on the Doctrine and Polity of the Church of the Nazarene.	Please contact the Secretary of the Board of Ministry with any questions and for a list of educational options.	<input type="checkbox"/>

## Application

Attend the District License Workshop in September.	Dates will be sent out by the District Office to your Lead Pastor.	<input type="checkbox"/>
Contact the District Coaching Coordinator to confirm that you are in an official Mentoring Relationship with an approved pastoral leader.	Provide the name and contact information of your pastoral Mentor.	<input type="checkbox"/>
Identify an Assigned Ministry role in your local church as agreed upon by you, your Lead Pastor, and your Local Church Board. Submit a description of your Assigned Ministry Responsibilities, including your expected weekly hours of service, with your application.	An Assigned Ministry includes 1) Specifically outlined ministry responsibilities in the local church. 2) Monthly accountability with the Lead Pastor and Church Board. 3) A paid or unpaid compensation agreement, with a full-time or part-time schedule (this should clearly list weekly hours worked).	<input type="checkbox"/>
Be recommended for a District License by your Local Church Board. Their <a href="#">recommendation</a> should be submitted to the District Office <b>no later than November 21st</b> .	Coordinate with your Lead Pastor.	<input type="checkbox"/>
Complete the District License Application Packet and return it to the District Office <b>no later than November 21st</b> .	This includes your Application, Code of Conduct, Background Check, and Credential Verification forms. This paperwork is available on the <a href="#">District Website</a> . <b>Give yourself time to fill out!</b>	<input type="checkbox"/>
Submit <b>Official Transcripts</b> for all completed courses to the Secretary of the Board of Ministry <b>no later than November 21st</b> .	Transcripts can be submitted throughout the year.	<input type="checkbox"/>
Ensure both your Mentor and Supervisor submit evaluations to the <b>District Office no later than November 21st</b> .	Your Supervisor is the pastor supervising your ministry (often your Lead Pastor).	<input type="checkbox"/>

## Annual Renewal

Attend the District License Workshop each September.	Dates will be sent out by the District Office to your Lead Pastor.	<input type="checkbox"/>
Complete at least two courses from the Course of Study each year.	Submit transcripts to the Secretary of the Board of Ministry.	<input type="checkbox"/>
Complete the District License Application Packet and return it to the District Office <b>no later than November 21st</b> . Ensure your Local Church Recommendation, Supervisor Evaluation, and Mentor Evaluation are all submitted on time.	This paperwork is available on the <a href="#">District Website</a> . <b>Give yourself time to fill out.</b>	<input type="checkbox"/>
Maintain an “Assigned Ministry” role, your Mentoring Relationship, and have satisfactory development/growth affirmed by your Local Church Board and Lead Pastor.		<input type="checkbox"/>

After you have submitted ALL of the requested documents to the District Office, you will be scheduled for a January interview with the Board of Ministry at the District Office.

First-time License interviews are scheduled for 1-hour and will take place before the full Board of Ministry. Renewal Interviews are scheduled for 45-minutes and are conducted by a smaller interview committee.

These interviews are designed to support you and review your personal growth and ministry development. Ask your Lead Pastor and Mentor to help you prepare. Read Timothy Gaine’s article, [“My Tips on Preparing for Board of Ministry Interviews.”](#) And thoroughly review the [Interview Questions/Guidelines](#) document.

# Step Three: Ordination

When the Board of Ministry believes you are ready, they will invite you to apply for an ordination interview. To be considered for an ordination interview, you must complete the renewal of your current district license as outlined in STEP TWO above, with the following conditions:

Eligibility		
Tasks	Details	Status
Be considered a minister in good standing.		<input type="checkbox"/>
Graduate from the Course of Study.		<input type="checkbox"/>
Currently hold a District License in an Assigned Role and, at one time, have held a District License for at least 3 consecutive years while in an Assigned Role.	The 3-year requirement is for Full-Time ministry (at least 30 hours per week). Part-Time ministers will require additional consecutive years based on documented local church ministry records.	<input type="checkbox"/>
Attend the Ministerial Candidate Workshop at Point Loma Nazarene University.	MCW takes place the Friday-Sunday after Father's Day each year (late June). You are encouraged to attend as early as possible after you have held a District License for 1 full year.	<input type="checkbox"/>
Receive an invitation to apply from the District Board of Ministry and complete the Ordination Application.	This invitation may be granted, according to the discernment of the Board of Ministry, following your District License Renewal Interview.	<input type="checkbox"/>
If you are invited for an ordination interview, it will take place in March before the full Board of Ministry. After that interview, the board may recommend that you be ordained at the following District Assembly. (Your election to ordination will still require the approval of the jurisdictional General Superintendent and a vote from the District Assembly.)		

# District Contacts 2024-2025

District Office	District Superintendent
626-446-7300 office@ladistnaz.org 225 E. Santa Clara Street, Suite 300 Arcadia, CA 91006	Mark Lehman 209-419-0525 mark@ladistnaz.org
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