What the Pastor and Church Board Need to Know About the Local/District Licensed Minister

1. It is important to read Manual 529-529.7 when an individual testifies to a call to ministry.
2. It would be helpful to read the “Ministerial Development Process” document.
3. Verify that the one called to ministry registers with the District Board of Ministry.
4. Have the candidate for a Local Minister’s License read and complete [the Application for a Local Minister’s License](http://www.orpac.org/download/local-miniwsters-license-applicaton/?wpdmdl=3734&masterkey=5808f3ad0b434)
5. Consider using this document as a guide for a Church Board interview for a [Local Minister’s License](http://www.orpac.org/download/local-license-interview-guidelines/?wpdmdl=3736&masterkey=5808f4f41c342)
6. You may prepare a Local Minister’s License certificate to give to the candidate in a public service or contact the USA/Canada Regional Office to verify whether their office can provide one for you: usacanadaregion@nazarene.org.
7. The Local Minister is required to give a report each year at the Annual Meeting of the church. This may be done in writing.
8. The Local Minister’s License may be renewed on an annual basis but it is not required. Renewal is based on completion of at least 2 courses in a validated course of study within the first two years of holding a Local Minister’s License and the continued demonstration of necessary gifts and graces for ministry under development.
9. Once a local minister has held their local license for at least one year and has completed one-quarter of the Course of Study for Ministers, he or she will be eligible to apply for a District Minister’s License. It is important that the local church pastor and board be firmly convinced that the district license candidate is indeed called to ministry and demonstrates gifts and graces for ministry. The District Board of Ministry relies on the local church to faithfully and prayerfully appraise each licensed minister candidate before recommending them for a district license; no candidate should be recommended in hopes that the Board of Ministry will do the hard work of evaluating and turning them down for a license.
10. The local church board will want to complete the [Recommendation for a District License](http://www.orpac.org/download/district-license-application-pdf/?wpdmdl=3576&masterkey=57e9ae3bca3fc) at its September or November board meeting in order for the candidate to be interviewed for a district license in January.
11. When an associate pastor at your church, whether paid or unpaid, receives his or her district license, they will be considered as “assigned” to your local church and will begin to accrue time-in-service toward ordination. Ordination requires at least 3 years of full-time assigned ministry (less than full-time assignment requires an upward adjustment in the time-in-service component). Some pastors/church boards will place their newly-district-licensed ministers on their staff in order to use them in ministry and thus allow the licensee to accrue time-in-service.