

Alaska District Church of the Nazarene
Board of Ministerial Studies
Policy and Procedures for 2006-2007

INTRODUCTION

Vocational ministry in the Church of the Nazarene is a privilege and sacred duty. We, as called of God, are asking the Body of Christ to recognize and confirm that call, so it is important to approach the educational requirements and the credentialing procedures humbly and gratefully, “(submitting) to one another out of reverence for Christ” (Ephesians 5:21).

A. Enrollment Procedure

The period for enrollment in the Course of Study with the BMS shall be January 1 through December 31. Students will be expected to complete a minimum of two courses per year to remain in the program. All students enrolled in any liberal arts college, Bible college, or seminary with the intent of pursuing a district minister’s license in preparation for ordination as an elder or a deacon must be enrolled with the BMS.

ALL ENROLLMENT FORMS ARE AVAILABLE THROUGH THE DISTRICT’S WEBSITE AT www.alaskanazarene.org.

1. **CONFIRM YOUR CALL.** Speak with your pastor and other mature believers about your call to ministry. Download the *Handbook for Christian Ministries* available at our district’s website or at www.nazarenepastor.org. Work through Stage One of the *Handbook* to confirm your call.
2. **BE ISSUED A LOCAL MINISTER’S LICENSE** from your local church. Only those who have been granted a Local Minister’s license are eligible for enrollment with the BMS.
3. **REQUEST TO ENROLL A STUDENT FORM.** When a Local Minister’s License has been issued, the pastor should send a Request to Enroll a Student form to the BMS Chairman. This form is available at our district’s website. The address and phone number are essential
3. **STUDENT APPLICATION TO ENROLL FORM.** The local minister should complete the Student Application to Enroll form and send it to the BMS Chairman.
4. **TRANSCRIPTS.** If applicable, request official transcripts of all college/Bible school/seminary work be sent to the BMS Chairman for evaluation. This evaluation determines your placement in the Course of Study.
6. **ENROLL IN THE ONLINE MODULAR COURSE OF STUDY.** As of the publication of the 2005 *Manual of the Church of the Nazarene*, the old Directed Course of Study is no longer be available. The Online Modular Course of Study Program available through NNU will be the required method of education for those not enrolled in one of the Nazarene Colleges or Universities, NTS, or NBC or other approved institution of higher education. Information is available at www.nnu.edu/cos.
7. When all forms have been processed, the student will receive an Enrollment Certificate, a Course of Study Student Record (showing courses needing to be completed), assigned placement in the Course of Study (Level 1, 2, 3 or 4) and be assigned an advisor from among the members of our board. *Only those students who have held a Local Minister’s License for one full year and have been assigned Level 2 or higher are eligible to apply for District License.*
8. Your Advisor, BMS Secretary/Chairman are Resource Persons – Use them to guide you through the Course of Study.

B. Guidelines for Directed Studies Students

The COURSE OF STUDY ADVISORY COMMITTEE USA (COSAC USA) has determined that the Directed Studies Program (DSP) will be replaced by the new Modular Course of Study provided by Clergy Development. As of January 1, 2006, the DSP will no longer be available.

As noted above, with the publication of the 2005 Manual of the Church of the Nazarene the Online Modular Course of Study Program available through NNU will be the required method of education for those not enrolled in one of the Nazarene Colleges or Universities, NTS, or NBC or other approved institution of higher education.

NOTE: Only on the rarest of occasions and only after petitioning the BMS will Students currently using the Directed Course of Study method be grandfathered into that program and allowed to continue with an individual course. This grandfathering is dependent on textbooks, study guides, exams and keys being available. *It is the student's responsibility to check with the Advisor, BMS Secretary/Chairman to determine if particular courses should be pursued.* It is strongly recommended that all students transition to the Modular Course of Study immediately.

C. Guidelines for College and Seminary Students

All students enrolled in any liberal arts college, Bible college, or seminary with the intent of pursuing a district minister's license in preparation for ordination as an elder or a deacon are to enroll with the BMS.

Follow the enrollment procedures outlined earlier and:

1. **YEARLY REPORT AND TRANSCRIPT.** A transcript of courses taken the previous year should be sent to your BMS Chairman/Secretary each year. This is due no later than the last day of February of each year. Send a report to your Advisor or BMS Chairman to arrive no later than the last day of February of each year. Include a description of courses taken and a plan of study, setting a timetable for future goals.
2. **DISTRICT MINISTER'S LICENSE** If applying for a district minister's license, send an official transcript to the BMS Chairman when
 - (a) one-fourth of the Nazarene College/Seminary ministerial program or one- third of the Nazarene Bible College ministerial curriculum has been completed, or
 - (b) graduating from a Nazarene institution, at which time a final evaluation will determine if all **Manual** requirements have been met.

Note: Students not attending Nazarene institutions will have their transcripts evaluated.

3. *Only those students who have held a Local Minister's License for one full year and have been assigned Level 2 or higher are eligible to apply for District License.* To be assigned Level 2 means completing one-fourth of a validated college/university course of study for ministers.

D. Guideline for Online Modular Course of Study

1. As of 2005, all new students enrolled with the Alaska District Board of Ministerial Studies will be required to enter the Online Modular Course of Study Program available through NNU (if not enrolled in one of the Nazarene Colleges or Universities, NTS, or NBC or other institutions of higher education). Information can be found at www.nnu.edu/cos/.
2. **YEARLY REPORT AND TRANSCRIPT.** It is the student's responsibility to report all progress to your Advisor, BMS Secretary or BMS Chairman each year. This is due no later than the last day of February of each year.
3. **DISTRICT MINISTER'S LICENSE.** If applying for a district minister's license a student enrolled in the Online Modular Course of Study must have completed one-fourth of the 24 modules including *Nazarene History and Polity*. *Only those students who have held a Local Minister's License for one full year and have been assigned Level 2 or higher are eligible to apply for District License.* To be assigned Level 2 means completing one-fourth of a validated course of study for ministers

E. Guidelines for Lay Minister Candidates

Requirements

In the Church of the Nazarene, we believe all Christians should consider themselves ministers of Christ and seek to know the will of God concerning their appropriate avenues of service. Any member of the Church of the Nazarene who feels called of God to fulfill a specialized ministry as a layperson, but does not necessarily profess a call to preach or to full-time ministry may receive a Certificate of Lay Ministry from the local church board. This certificate helps validate the participating layperson's commitment to a body of believers and study of a chosen area of ministry.

Application for a Lay Ministry Certificate is contingent upon the recommendation of the local church pastor and a commitment to complete the equivalent of one-fourth of a validated course of study in the Elder track, and a CLT area of

study in a chosen ministry. The Continuing Lay Training office will record course completion as they are reported by participants and/or pastor.

The local church board, upon the recommendation of the pastor, shall initially examine the lay minister candidate as to personal experience of salvation, effective involvement in church ministries, and knowledge of the work of the church, and satisfy itself as to the lay minister's qualifications for such ministry.

Once you have received approval from your pastor and local church board, you can register on-line with Continuing Lay Training. Please go to: <http://clt.nazarene.org/> to find out more about this program.

Enrollment

- 1. PASTOR/CHURCH BOARD RECOMMENDATION.** You will first need the recommendation of your pastor. The local church board, after receiving the pastor's recommendation, will be the one to approve you for the Certificate of Lay Ministry.
- 2. REGISTER.** Upon approval, you, your pastor, or the church board secretary can register you with the CLT office at <http://clt.nazarene.org/> or by calling the CLT office toll-free at 888-243-2767.
- 3. ENROLL WITH THE DISTRICT BOARD OF MINISTERIAL STUDIES.** See the Enrollment Procedure in this manual.
- 4. RENEWAL.** The church board, upon the recommendation of the pastor, may renew the certificate of the lay minister annually, if the lay minister has completed at least two subjects in the lay ministry educational program as outlined by Continuing Lay Training. The lay minister shall report annually to the church board.

Study Procedure

- 1. ENROLL IN THE ONLINE MODULAR COURSE OF STUDY.** The candidate shall pursue the Online Modular Course of Study Program available through NNU. Information is available at www.nnu.edu/cos. The student must complete the equivalent of one-fourth of a validated course of study in the Elder track. Continuing Lay Training recommends the satisfactory completion of following courses:
 - Communicating the Gospel in a Pluralistic World
 - Exploring Christian Ministry
 - Exploring Nazarene History and Polity
 - Practicing Wesleyan-Holiness Spiritual Formation
 - Telling the New Testament Story of God
 - Telling the Old Testament Story of God

F. Guidelines for Ministerial Candidates Transferring from Other Denominations

Ordained ministers from other evangelical denominations, desiring to unite with the Church of the Nazarene and presenting their ordination papers, may have their ordination recognized by the district assembly, after satisfactory examination by the District Ministerial Credentials Board as to their conduct, personal experience and doctrine, provided that: **(1)** they demonstrate appreciation, comprehension and application of the Manual and history of the Church of the Nazarene by successfully completing the related portions of a validated course of study; **(2)** they file with the district assembly the Ordination/Recognition Questionnaire, carefully filled in; and **(3)** they meet all requirements for ordination as outlined in **428-28.3** or **429-29.3**. (**203.6, 225, 424**)—*Nazarene Manual 2005-2009*

Further, it is explained in the *USA Handbook for Christian Ministries (USAHB)*

Recognition of Minister's Orders

Ordained ministers from other evangelical denominations who wish to join the Church of the Nazarene may do so if they meet all requirements for ordination as outlined in *Manual* paragraphs **225, 424, 428-3, 429-3, and 430-2**. There will also be an examination by the DMCB as to their conduct, personal experience, and doctrine. The candidate must demonstrate competency on **(1)** the *Nazarene Manual*; **(2)** the history of the Church of the Nazarene; and **(3)** the doctrine of holiness. The DMSB will recommend ways to meet these three requirements satisfactorily.

Ordained and licensed ministers transferring from other evangelical holiness denominations must send a letter of request, including verification of their current elder's orders or license to the District Superintendent, who will communicate with the Chairman of the BMS. The Chairman will outline the procedure for fulfilling the educational requirements for recognition of elder's orders (see **Manual ¶430**).

Requirements

For Elders or Deacons:

- Must satisfactorily complete *Exploring Nazarene History & Polity* and *Becoming a Holy People* through the Online Module course of Study available from NNU.

For Licensed Ministers:

- All licensed ministerial candidates transferring from other evangelical holiness denominations shall enroll as per this Policies and Procedures Manual and send transcripts to the BMS Chairman for evaluation as to status and placement in the Course of Study.

SECTION II - POLICIES

A. BMS Purpose and General Requirements

1. The purpose of the BMS is to verify that all ministerial students on the Alaska District have met the minimum educational requirements set forth by the **Manual** and the *Handbook for Christian Ministries* before receiving a district minister's license or being ordained. The BMS will communicate with the Ministerial Credentials Board its findings as to the educational standing of prospective district license candidates.

2. The BMS recommends that each ministerial candidate on the district attend an educational institution in preparation for ordination with the Church of the Nazarene. We recommend a Nazarene liberal arts college, Nazarene Theological Seminary, Nazarene Bible College, or other quality accredited colleges or seminaries.

3. The BMS also works in cooperation with Continuing Lay Training and local churches in administering the "*Lay Ministry's Certificate*" program.

4. The period for enrollment in the Course of Study with the BMS shall be January 1-December 31.

5. The **Manual** requires the BMS to evaluate its students' transcripts from all educational institutions and to administer their Course of Study. Whatever mode of study the student pursues, the BMS shall ensure that **Manual** requirements (**¶402-¶429.3**) and procedural regulations outlined in the *Handbook for Christian Ministries* are satisfied.

6. The BMS meets just the Tuesday before District Assembly to prepare its report for the District Assembly; therefore, it is imperative that students contact their Advisor as to their progress so that their status can be reviewed. All work must be completed and reported to an Advisor by the last day of February (the end of the fiscal year). All Course of Study students must report through their Advisor by the last day of February of each year to the BMS for review of academic requirements. The BMS will notify those students who will need to meet in person.

7. Students not meeting the annual **Manual** requirement (**Manual ¶427.3**) of a minimum of two (2) classes completed each year shall submit a written explanation of this failure. Such explanation shall be satisfactory to the Ministerial Credentials Board and the presiding General Superintendent in order to ascertain a renewal of their district license (**Manual ¶427.3**).

8. If the two required classes are not completed each year, a student may be placed on inactive status. To be reinstated the next fiscal year, the student must take one Module and pay a \$50 reinstatement fee to pursue their studies.

9. Graduation from the Course of Study requires the completion of a one-year field experience/mentoring consisting of a minimum of 200 hours. A student may purchase the "Ministry Internship" notebook from Nazarene Publishing House (1-800-877-0700) to guide them. Submitting a notebook which includes notes, summary and logs of ministry experiences to the BMS chairman when completed is required. The "Ministry Internship" notebook has all the sample forms and evaluations to complete and include in your notebook. It gives you the structure, but the student will design their own experiences in conjunction with a mentor (pastor or staff person). No previous experience shall apply toward this supervised field experience. An alternate route is to download the faculty and student guides for this requirement at

www.nazarenepastor.org. Evidence of satisfactory work completed and competency development will be submitted to the Ministerial Studies Board for evaluation by submitting a notebook of assignments and experiences completed.

10. To qualify for ordination, candidates must achieve graduation from a validated course of study within 10 years from the granting of the first district license. Any exception, due to unusual circumstances, may be granted by the Ministerial Credentials Board, subject to the approval of the general superintendent in jurisdiction.—*Nazarene Manual 2005-2009*

11. A student may request a leave of absence from the Course of Study for a specified time and reason. Approval of a leave of absence is not automatic upon request. Upon approval by the BMS, the accumulation of his or her years will then be suspended until the end of the leave of absence, at which time the Course of Study must be resumed.

E. Summary of Manual Requirements

1. The procedural regulations set forth in the *Manual, Handbook for Christian Ministries* and *The Sourcebook for Ordination*, prepared by COSAC USA must be followed (**Manual ¶402-¶425.2**).
2. Local licensed ministers shall pursue the Course of Study for ministers under the direction of the District BMS (**Manual ¶426.4**).
3. A local license cannot be renewed after two years without the written approval of the District Superintendent if the local minister has not completed at least two subjects in the Course of Study (**Manual ¶426.4**).
4. A local minister, having served in that relation for at least one full year, may be recommended by the church board to the district assembly for a district minister's license if the following education requirements have been met:
 - a. If currently enrolled in a Nazarene institution, complete one-quarter of the units prescribed in the Nazarene college/seminary ministerial program or one-third of the Nazarene Bible College ministerial curriculum or
 - b. Completed one-fourth of a validated course of study for ministers (**Manual ¶427.1**).
5. District licensed ministers must complete a minimum of two (2) courses every year to remain enrolled in the Course of Study and renew their district license (**Manual ¶427.3**).
6. The Course of Study must be completed within ten (10) years from the granting of the first district license (**Manual ¶427.4**) or the student will be dropped from enrollment with the BMS.
7. Graduation from the Course of Study requires the completion of a one-year field experience/mentoring consisting of a minimum of 200 hours. Evidence of satisfactory work completed and competency development will be submitted to the Ministerial Studies Board for evaluation.
8. Ordained ministers transferring from other evangelical denominations must satisfactorily complete *Exploring Nazarene History & Polity* and *Becoming a Holy People* through the Online Module course of Study available from NNU (**Manual ¶430**).
9. Candidates for the Lay Ministry Certificate must complete the equivalent of one-fourth of a validated course of study in the Elder track of the Online Modular Course of Study Program available through NNU which shall be supervised by the BMS and must be accompanied by a pastor's recommendation. (**Manual ¶402-402.8**).