

**PLEASE READ THIS MEMO THOROUGHLY**



**BOARD OF MINISTRY  
DISTRICT LICENSED MINISTER MEMO**

**MEMO TO:** Candidates for **District License**

**DATE:** Tuesday, December 05, 2017

**FROM:** Rev. Steve Egidio, District Secretary, Florida District

**SUBJECT:** Applying for a District License, first-time or renewal

On **Friday & Saturday, February 16-17, 2018**, the Board of Ministry will interview candidates for district license consideration at **First Church of the Nazarene, 5020 N.W. 23rd Ave., Gainesville, FL 32606**. Whether you are applying for a **first-time** district minister's license or **renewal** of district minister's license, **you are required to attend these interviews**. This is separate from the Ministerial Candidate Workshop which you may also be required to attend sometime after you are issued your first district license and before you may be considered for ordination.

Forms and documents mentioned below are available at **Floridanaz.com → Board of Ministry → Credentials**

**NEW THIS YEAR:** **All candidates** are required to read the Holiness Today publication – **Nazarene Essentials** – before coming for the license interview in February. You can obtain a copy (download or order a print version) of this publication from the following websites: [HolinessToday.org](http://HolinessToday.org) or [Nazarene.org](http://Nazarene.org). There are links on the district website noted above for this purpose. You may also get a copy from the district office for \$3.00 postage charge – 863-644-9331.

To be considered for your **first district minister's license** from the Florida District, **you are responsible to do the following things:**

- Carefully review the 2013-2017 MANUAL, Part IV (section 500), entitled "*Ministry and Christian Service*."** The requirements for your career in the Church of the Nazarene are described in this section. You may download a copy of the *2013-2017 Manual* from [Nazarene.org](http://Nazarene.org). You should also **download and review** the **Guide to Ministerial Preparation and Ordination 2017** and **The Sourcebook on Ordination 2016**. These are very valuable resources which contain complete information about the process. You may download them for free at <http://usacanadaregion.org/clergy-education>.
- If you have NOT yet done so, you **should attend "FIRST CLASS."** It is the mandatory orientation class to introduce candidates to the ministerial preparation process for Florida District Church of the Nazarene. You can find information here: **Floridanaz.com → Board of Ministry → Ministry Preparation**.
- Determine if you have met the basic requirements for obtaining a first-time district license:**
  - express a call to ministry, more than just a desire to serve in Church, but a sense of calling by God to give a lifetime of service as a trained and ordained minister. **Attending the "First Class" will help clarify some of these issues.**
  - have held a local minister's license for at least one full year (12 months leading up to the district assembly in which you may be granted your first district license);
  - must have **completed one-fourth** (six classes) of the validated course of study for ministers, whether you have attended a Nazarene College or Seminary, or have taken courses through an approved online program on your district or online with Nazarene Bible College or another Nazarene college. You should submit previous non-Nazarene college transcripts to the FNBI Director, Rev. Robert Yates, to have those courses evaluated. Some courses may be transferrable. In ALL CASES, your course work must be evaluated and verified, as outlined in the **2013-2017 MANUAL**, Par. 527.1. Contact information below.
- ALL First-time & New-to-the-district Licensed Ministers:** It is the policy Florida Board of Ministry that your spouse is required to attend the interview with you.
- EXTREMELY IMPORTANT** - If you have been previously divorced, please read the section below "**SPECIAL NOTE TO CANDIDATES ABOUT DIVORCE.**"

**\*Note:** If you are a first-time candidate you must meet all conditions outlined in number 3 above, and do not have a past divorce to move beyond #4 above. If you do not meet these basic requirements, you will need to wait to be considered for your first district license until a future year. If applicable, please review the explanation regarding divorces below.

The following steps are for **ALL** district ministers' license candidates, once the basic qualifications have been met and/ or renewal of license is requested:

6. **Complete and send all the requested forms** (see checklist below) to the District Secretary by the stated due dates. Email is the preferred method. Send to [steve@floridanaz.com](mailto:steve@floridanaz.com). If you need to mail the forms, only if email is not an option, the mailing address is: **Rev. Steve Egidio, District Sec., c/o Florida District Resource Center, 4720 Cleveland Hgts Blvd., Ste 303, Lakeland, FL 33813.**
7. **Interview Appointment** → online form submission: You must make an advanced appointment for the district license interviews online at → [Interview Appointments](#) on or before **January 15, 2018**. After this date, you must contact Rev. Egidio to set up an interview time. Keep in mind the best times will be available before January 15, 2017. There will be advanced appointments for Friday afternoon and Friday evening only online. Saturday morning appointments will be assigned **only** as absolutely needed.
8. **Take care of these tasks immediately:** You must request a **recommendation from your Local Pastor/ Local Church Board** (the proper form is included in the material packet). It is **your responsibility** to make sure that the church board gets this form in plenty of to act on it and send the completed recommendation form to the district office **before the Credentials Board convenes in February 16-17, 2018**. The form is included with this letter.
9. **Ministerial Studies:** The Studies Committee will be reviewing all candidates' studies records prior to the February 2018 interviews. They will be making recommendations to the Credentials Committee about the status of the candidates' progress. Candidates not fulfilling the studies requirement will be recommended for non-granting of new license or non-renewal of license.
  - **For license renewal candidates:** You must complete two classes each year (unless you have been graduated from the course of study in a prior year). You must report the completed classes by January 15, 2018 and/ or be in the second class in progress to be completed on or before February 28, 2018. If you DO NOT complete the required two classes under these conditions your license renewal may be denied.
  - **For new license candidates:** To qualify for a first district license, you MUST complete at least **six classes** of the course of study prior to **January 15, 2018** or in be the sixth class in progress to be completed by February 28, 2018. No exceptions. You will otherwise not be recommended for district license. You should have also attended **"FIRST CLASS"**, which could count as one of your required six classes.

Be sure that **all** your educational records are submitted to the Board of Ministerial Studies, on or before **January 15, 2018**. These records would include your latest college or university transcripts and/or records of completion of work of the Course of Study classes taken through the district program. If you are progressing through a combination of district classes and online classes, **you** must make sure you have notified the Studies Board of all class work done so that you can receive proper credit. Contact information is: Rev. Robert Yates, [pstrbob777777@gmail.com](mailto:pstrbob777777@gmail.com); 407-538-3155. Be advised, the online courses @ NBC, NNU, NTS do not report your classes to the district board. This is solely your responsibility.

**You should regard this interview day as an application and interview for an important job or position that you would like to have as your lifetime career.**

Here are some tips:

- **Dress for the position you want, not the position you have.** Dress like you intend to have a professional position and want to be treated like the most qualified person available.
- **Take care of all the details before you come to the interview.**
- **Show that you are interested in ministry in the Church of the Nazarene.**
- **Make plans now to attend the weekend of District Advance, including the Ordination service. District Advance will be held on April 27-28, 2018 in Lakeland, FL. Additional information will be available soon.**

**Mailing address:**

Rev. Steve Egidio, District Secretary  
c/o Florida District Resource Center  
4720 Cleveland Heights Blvd., Suite 303, Lakeland, FL 33813  
Cell #: 863-409-3718; Fax: 863-648-2710  
Email: [steve@floridanaz.com](mailto:steve@floridanaz.com)

**Location of Credential Interviews:**

First Church of the Nazarene  
5020 N.W. 23rd Ave.  
Gainesville, FL 32606

**Dates:** February 16-17, 2018

**Check List of Forms and Deadlines:**

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| <input type="checkbox"/> 2018 District Licensed Minister's Application; | due by <b>January 15, 2018</b> , submitted via email                   |
| <input type="checkbox"/> 2018 Annual Licensed Minister's Report;        | due by <b>January 15, 2018</b> , completed and submitted online        |
| <input type="checkbox"/> 2018 License Interview Appointment (online);   | due by <b>January 15, 2018</b> , completed and submitted online        |
| <input type="checkbox"/> 2018 Local Church Recommendation Form;         | due by <b>January 31, 2018</b> , submitted via snail mail or fax       |
| <input type="checkbox"/> Divorce Information Letter submissions;        | <b>due by January 15, 2018; submitted via regular mail only</b>        |
| <input type="checkbox"/> 2017-2018 Classes completed submissions;       | due by <b>January 15, 2018</b> ; submitted via email or regular mail** |

**Questions concerning the license application process and/ or your meeting with the board**, you may contact Rev. Steve Egidio, 863-409-3718, email: [steve@floridanaz.com](mailto:steve@floridanaz.com); **\*\*Questions concerning your studies and transcripts** should be directed to Ministerial Studies Board – Rev. Bob Yates, [pstrbob777777@gmail.com](mailto:pstrbob777777@gmail.com), 407-538-3155.

## **BOARD OF MINISTRY**

### **\*\*SPECIAL NOTE TO APPLICANTS ABOUT DIVORCES\*\***

The Church of the Nazarene considers marriage to be a sacred institution, created by God, which reflects the relationship between Jesus Christ and His Church. Therefore, divorce is determined to be an act that goes against God's best will for his creation, humankind (man and woman). Thus, divorce is a sin. We recognize that sometimes there are mitigating circumstances under which a divorce is inevitable. Those circumstances do not negate the act of sin. Only the blood of Jesus Christ can do that. Also, it is a fact that current statistics show divorce occurs as often within the Church as it does outside the Church. Therefore, divorce cannot be ignored or simply passed-off as a cultural reality or inevitability. It does not matter who filed for the divorce. The reasons given for it do matter. For the Church of the Nazarene, especially regarding its ministers, divorce is a barrier to future ministerial licensing and ordination, and must first be removed as a barrier before consideration for district licensing and/ or future ordination is given. The procedure described below is Florida District's current process for handling this situation. Please read this document carefully. If you need clarification, please contact me (contact information listed below).

### **Policy and Process for Removing Divorce as a Barrier**

To those persons seeking potential first-time district licensing, and who have been divorced; The circumstance(s) of your divorce(s) must be reviewed by the District Board of Ministry. This review is accomplished in two steps; 1) specific written information about the divorce must be submitted by the candidate to the Board of Ministry, and 2) a personal interview must be conducted by a committee of the District Board of Ministry.

This committee will then determine whether the information supplied by the applicant, through the letters and interview merits a "divorce removal" recommendation to the full District Board of Ministry. This Board then decides whether to make the recommendation for "divorce removal as a barrier to district-licensing and future ordination" to the Board of General Superintendents, which has final say in the matter. This all must take place before there is ever consideration given for a first district license. Should the District Board of Ministry not make the recommendation to the Board of General Superintendents, for reasons it will explain, the matter will be dropped from further, and future consideration.

### **Procedure for Submitting Requested Information**

**1)** The candidate must provide explanation of the circumstances of the divorce(s), in the form of a letter (note: separated letters required for each divorce), which must be **dated and physically signed**. It is not necessary to include divorce decrees, etc. The letter(s) is to be addressed to the District Superintendent and the Florida District Board of Ministry and is to be sent by **regular mail** to the District Secretary at the address listed below. If time is of the essence, then the letter may be scanned and sent by email, but the original letter(s) must be provided later.

**2)** The candidate and current spouse (if applicable) must also schedule to meet with a committee of the Board of Ministry at the annual interview sessions for ministerial credentials. This meeting is scheduled for February 16-17, 2018. Location to be announced. Instructions for scheduling the interview via online will be sent in due time.

**Details to include in the letter(s) are as follows (please be specific):** **1)** date of marriage (Month & Year), **2)** date when divorce(s) was finalized (Month & Year); **3)** who filed for the divorce; **4)** reason(s) for the divorce; **5)** the date of re-marriage(s) (Month and Year), if any; **6)** include specific steps you and your spouse took in the attempt to restore your marriage; **7)** include specific and clear details of your current Christian testimony of salvation and entire sanctification. If you are remarried, also include a statement from your spouse regarding their current and clear Christian testimony of salvation and entire sanctification. These details should include dates (Months & Years), places and circumstances of how the divorce affected you spiritually and what steps you took to restore your relationship with the Lord; **8)** include details about your current Church and ministry involvement.

**Please use the questions listed below as a guide to answering each question in your letter (or letters).**

The essential details are necessary for the Board of Ministry to understand the circumstances of each divorce situation, especially regarding the spiritual aftermath. Please be forthright and unguarded in your explanation.

**Please note: If there is more than one divorce, please write a separate letter for EACH divorce situation. The letter(s) must be physically signed by you, dated and must be in English (translation is your responsibility).**

The following information will guide you through writing your explanation letters. Your letter(s) should contain:

**A. Include the relevant and significant facts and details regarding the divorce(s) with a clear statement of the reasons for the divorce(s). Include the dates of marriages (month & year), dates of divorces (month & year), and dates of remarriages (month & year), if any, and locations where these took place (city, state specifically). Also, indicate who filed for divorce. Answering these questions will also help you provide the desired information: 1) Were you a Christian at the time? 2) What did you do to try to save your marriage, if anything? 3) In reflecting on the reasons for the divorce, how might you have contributed to the breakdown of the marriage? 4) What might you do differently now? 5) If you were a believer at the time, have you repented and sought forgiveness from the Lord for the divorce, even if it was inevitable due to the circumstances? Please describe that experience.**

**B. Statement regarding any subsequent remarriage (if more than one, please detail each separately): when you met (month & year); how you met; whether your current spouse (if married now) is a Christian and is supportive of your ministry, etc.**

**C. Applicant's personal testimony (*clear and detailed testimony to salvation and entire sanctification*): when (dates, month & year), where and under what circumstances (such as Church service, camp meeting, etc.)? Be sure to include your current spouse's (if applicable) brief testimony. In addition, what are you doing to continue to grow in Christian experience?**

**D. Have you been and are you currently active in ministry in the local church? In what position have you been serving? In what position (*clear and detailed*)?**

***Note: Please be aware, due to the schedule of the meetings of the Board of General Superintendents, we will not be submitting this information for consideration until after our district assembly in April 2018 at the earliest. Thus, you will not be eligible for a district license until the 2019 district assembly, so long as the request we submit is approved and granted. You will be informed when the final determination has been made.***

Send your required Letter(s) by regular mail to:

**Rev. Steve Egidio, District Secretary  
c/o Florida District Resource Center  
4720 Cleveland Heights Blvd., Suite 303  
Lakeland, FL 33813  
Cell#: 863-409-3718  
Email: [steve@floridanaz.com](mailto:steve@floridanaz.com)**