**Path to Ordination Checklist**

**Steps to Clarifying Your Call**

* **Talk with your Pastor and/or other mature spiritual mentors**
* **Spend additional time in prayer**
* **Read sections 500-538.9 in the Manual of the Church of the Nazarene.**
* **Determine if your call is to preach (Elder) or does not include preaching (Deacon).** 
  + **The preparation is largely the same for both and you can switch to a different track at a later point if it becomes clear you should be on the other track.**

**LOCAL LICENSE**

**Steps to Obtaining a Local Minister’s License**

* **Advise your Pastor that you would like to obtain your Local Minister’s License**
* **Complete the application form [Application for Local Minister’s License – available on the HIPAC district website on the ‘forms’ tab under ‘resources’]**
  + **You can hold a local license more than one year, but you must complete the application and interview annually with your Local Church Board**
* **Interview with Your Local Church Board**
* **Enroll in HIPAC School of Ministry** 
  + **Email hipac.naz.cos@gmail.com to start the enrollment process.**
  + **Classes are monitored and taught through Edmodo. When you enroll, instructions will be given on how to sign up for HIPAC School of Ministry on Edmodo.**
  + **If you have taken college level courses in the past, some of those courses may count toward ordination, but transcripts must be submitted (certified transcripts are not needed, copies are sufficient).**
  + **Send transcripts vie email to Pastor Malorri Seamon at** [**hipac.naz.cos@gmail.com**](mailto:hipac.naz.cos@gmail.com) **or hard copies can be sent to :**

**Hawaii Pacific District**

**PO Box 1986**

**Kailua, HI 96734**

* **Begin taking courses**
* **Check the district website for upcoming course offerings. You can find a full list of courses required on the checklists and forms page under the studies tab.**
  + **It is possible to obtain your Local License prior to taking any courses. But, the sooner you begin your coursework, the sooner you will have the necessary courses to apply for your District License.**
  + **Students are required to take a minimum of 2 courses per year, and have completed all 25 courses within 10 years.**
  + **There are many options for completing courses other than our HIPAC School of Ministry. Click the link below for a full list of approved degree and non-degree programs that are accepted.** 
    - [**https://usacanadaregion.org/ministry/clergy-development/call-ministry/educ-requirements**](https://usacanadaregion.org/ministry/clergy-development/call-ministry/educ-requirements)
    - **\*Note: Degree programs may require courses that will not count toward ordination. Contact the HIPAC School of Ministry prior to enrolling into a degree program.**
    - **At the end of each semester, it is the student’s responsibility to submit verification of completed course work to the HIPAC School of Ministry. Timely reporting of course work will help ensure the Board of Ministry is properly able to track a student’s progress and current level.**

**DISTRICT LICENSE**

**Steps to Obtaining a District License**

* **Must have held a Local License for a year**
  + **Advise the HIPAC School of ministry that you are ready to seek your District License by emailing hipac.naz.cos@gmail.com.**
* **Must have completed the equivalent of 6 course modules.**
  + **Whether in the Course of Study or at an institution of higher learning, students should be able to demonstrate appreciation, comprehension and application of the *Manual* and the history of The Church of the Nazarene, and the doctrines of holiness. As early as possible, students should take classes to help them satisfy these requirements. Due to timing of courses being offered by institutions, course prerequisites, etc. it is recognized that this may not be possible.**
  + **You may have already completed your degree at an institution of higher learning, before you start the Ministerial application process. It is fine to do the educational piece first, and then begin your ministry service and time – but doing it sequentially rather than simultaneously extends the total time required for ordination.**
* **Complete the District Minister application form: [Application for District Minister’s License – available on the HIPAC district website on the ‘forms’ tab under ‘resources’]**
  + **Send your completed form to hipac.naz.cos@gmail.com**
* **Obtain a “Recommendation to the District Assembly” form from your local church** 
  + **This is the responsibility of your Pastor and Church Board, but you should specifically request this from your Pastor during the Fall of the year.**
* **Interview with the HIPAC Board of Studies and Credentials Board** 
  + **The Interviewer should contact you with information on when and where (usually early January) interviews will be held.**
* **Any divorce barrier must be lifted prior to issuance of the first District License**
  + **Contact the District Superintendent during the early Fall of the year and advise that you need to have a Divorce Barrier lifted.**
  + **The District Board of Ministry will vote on a recommendation to the Board of General Superintendents whether or not to lift the barrier. All paperwork and recommendations will be furnished to the Board of General Superintendent (BGS)**
  + **Your divorce barrier is not lifted until the BGS votes to do so and issues a letter stating so – regardless of a favorable recommendation from the District Board of Ministry.**

**RENEWING DISTRICT LICENSE**

**Renewing your District License**

* **Pursue at least 2 courses per year toward your 25 module course requirements.** 
  + **You may be placed on probation or dropped if this requirement is not met in a given year, and you could be dropped if course work is not completed over multiple years.**
* **Complete the Application Form to renew your District License [Application for District Minister’s License Renewal– available on the HIPAC district website on the ‘forms’ tab under ‘resources’]**
* **Obtain a “Recommendation to the District Assembly” form from your local church**
* **Interview with the HIPAC Board of Credentials**

**ORDINATION**

**Qualifying for Ordination**

* **Completion of all 25 modules or equivalent**
* **Three consecutive years of holding a District License**
  + **The equivalent of three consecutive years of full-time ministry service. Part-time service will be evaluated by the Board of Ministry. In the case of part-time assignment, it should be understood that there should be an extension of the consecutive years of in-service time.**
* **Holding of a valid District License at the point of ordination** 
  + **All steps above including Application & Recommendation to the District Assembly must be completed in the year of ordination**
* **Completion of the Ordination application**
* **An in-person ordination interview with the District Board of Ministry, usually in January.**
* **Participate in the Ordination Service at District Assembly** 
  + **May be required to come the day before Assembly to meet with the General Superintendent.**