

SOURCEBOOK DIGEST
FOR MINISTRY BOARDS AND CANDIDATES

CHURCH OF  THE NAZARENE

ASIA - PACIFIC

Sourcebook Digest for Ministry Boards and Candidates

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The *Sourcebook Digest* is a summary of the *Asia-Pacific Regional Sourcebook on Ordination and Ministerial Development*, which is commonly called the *Sourcebook*. It does not replace the original sourcebook, instead it attempts to make the processes and details about ministerial development easier to understand. If there are any questions about the content, the reader must review the *Asia-Pacific Regional Sourcebook* for final answers. That is to say, the regional sourcebook and the *Manual of the Church of the Nazarene* are the ultimate authorities.

The purpose of the *Sourcebook*

- The *Sourcebook* establishes the standards for a person to be ordained. It assists education providers and District Boards of Ministry to understand those standards.
- Standards for ordination are governed by four global entities: The International Course of Study Advisory Committee (called the ICOSAC), Global Clergy Development, the General Board, and the Board of General Superintendents.
- The Course of Study Advisory Committee for the Asia-Pacific Region (called the RCOSAC) serves as a liaison with ICOSAC. Together, they ensure that the education providers and boards of ministry meet the standards on the Asia-Pacific Region.
- The *Asia-Pacific Regional Sourcebook on Ordination and Ministerial Development* is based on the *International Sourcebook*. The *International Sourcebook* is an extension of the *Manual for the Church of the Nazarene*.
- The *Regional Sourcebook* governs the establishment and review of all validated sources of study on the region.

Purpose of ministerial preparation

- Ministerial preparation equips people for effective ministry in the Church of the Nazarene.
- The heart of all preparation and ministry is making Christlike disciples who make Christlike disciples.

A focus on Christlikeness in mission shapes the educational endeavour. It emphasises learning while doing ministry in a practical and relational context rather than in a purely theoretical manner. This model (called “The Emmaus Model”) has been adopted by the Asia-Pacific Region as its approach to ministerial formation and preparation (See Figure 1 for a way to visualize this).

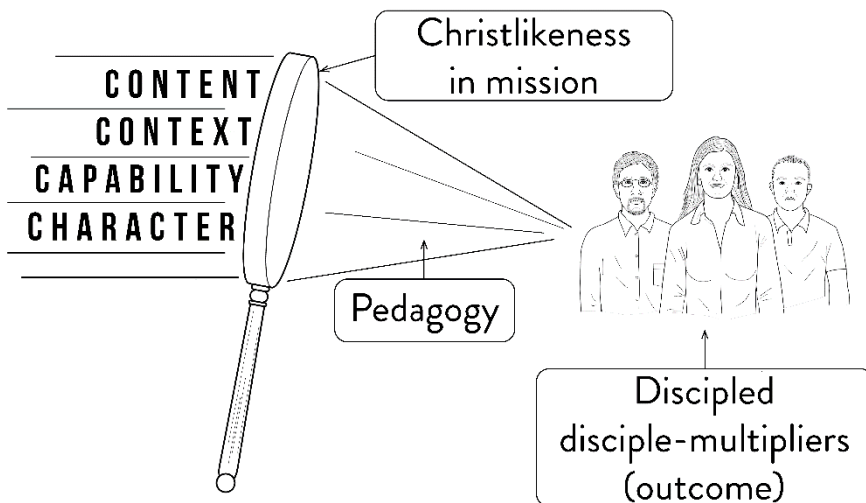


Figure 1: The Emmaus Model

Types of Ministry Certification

God is the one who calls people to ministry. However, the church has the responsibility to confirm the genuineness of this call by observing the fruitful ministry of the person. This ministry begins in the local church.

There are four ministry certifications.

- **An ordained elder** is a person with a lifetime call to ministry with a preaching commitment. He or she holds ordination credentials that do not expire.
- **An ordained deacon** is a person with a lifetime call to ministry without a call to preach. He or she holds ordination credentials that do not expire.
- **A licensed minister** (also called a district licensed minister) is a person who recognizes a lifetime call to ministry and who has a license from the district assembly to serve as a minister in the Church of the Nazarene. The district license expires after one year, but it may be renewed. A licensed minister is no longer a layperson and must be evaluated annually in order to retain the license.
- **A local minister** is a layperson who is called to essential roles on behalf of the church. This person does not have the rights and privileges of an ordained or licensed minister. Instead, he or she receives a local license from the local church board. This is the first, formal step in discerning whether the person is called to a lifetime of vocational ministry (See Appendix 1).

Educational preparation

When a person feels called by God to become a minister, she or he must begin an educational process. The educational preparation is a part of a lifelong journey of **being, knowing, and doing**.

BEING. To be a minister means...

- ... loving God with all one's heart, soul, mind, and strength and loving the neighbour as oneself. This is an expression of Christian holiness.
- ... having a spirituality with an abiding sense of God's call.
- ... acting in loving fellowship with the community of faith.
- ... having unquestioned integrity and honour.

- ... having compassion, patience, and perseverance.
- ... having self-discipline and self-control.
- ... having humility, gentleness, and sensitivity to others.
- ... having passion and courage.
- ... having wisdom and discernment.
- ... having vision and commitment.

KNOWING. A well prepared minister will have ...

- ... a knowledge of the Holy Scripture and of the methods of its interpretation.
- ... an understanding of Christian theology and especially the place of Christian holiness within it.
- ... a grasp of the history of the Christian church and of its mission through the centuries.
- ... a knowledge of the Wesleyan, Arminian, and holiness theological heritages and traditions.
- ... a knowledge of the disciplines of the spiritual life.
- ... an understanding of the significance and forms of Christian worship and how they fit within the community of faith.
- ... an understanding of Christian ethics, both personal and social.
- ... a knowledge of communication theory and skills, especially preaching, teaching, and interpersonal communication.
- ... an understanding of the dynamics of local church administration and leadership. This includes Christian servant leadership, church management, models of mission and ministry. It also includes understanding how Christian leadership and administration are similar to secular models, as well as how they are different.
- ... an awareness of the brokenness of the human condition. This includes both the individual's brokenness as well as society's brokenness.
- ... an understanding of the dynamics of human interactions. This includes how groups within the local church and

- society interact, as well as the dynamics of marriage and family.
- ... a grasp of the span of human history and culture, particularly of one's own context.
- ... an awareness of cultural trends and influences in contemporary society including religious pluralism.
- ... a knowledge of the operations, policies, and practices of the Church of the Nazarene.
- ... an awareness of the legal framework that affects the functions of the local church within a culture or society.

DOING. The minister is expected ...

- ... to model a godly life and vital piety.
- ... to think prayerfully about personal, familial, and congregational development.
- ... to act with integrity and honour in all relationships.
- ... to respond to others with the love of God.
- ... to lead the people of God in worship, mission, and service.
- ... to equip the saints for the work of the ministry.
- ... to preach the Word of God, if in the "elder track" or an ordained elder, with clarity in a culturally appropriate fashion.
- ... to teach by word and example.
- ... to evangelise.
- ... to nurture the faithful.
- ... to articulate clearly the mission of the congregation and the Church.
- ... to minister to broken persons and society.
- ... to communicate the truth in love.
- ... to listen carefully and to use discretion when counselling others.
- ... to help the people of God as they minister to others.
- ... to organise the local congregation in an appropriate manner.

- ... to assess the effectiveness of the church’s programs and plans.
- ... to acquire skills in the use of technology that are essential for ministry and mission.
- ... to pursue lifelong learning.

Essential elements of the course of study for ministers

The purpose of a course of study for ministers is to help them fulfil the mission statement of the Church of the Nazarene: “to make Christlike disciples in the nations.” In order to accomplish this, the course of study focuses on four elements. Each of these four has multiple outcomes that the course of study strives to meet.

The overall balance of the curriculum elements is as follows:

Content	30%
Competence	25%
Character	10%
Context	10%

The remaining 25% is assigned by the education provider.

The intended outcomes are described in 56 ability statements. Those statements are in the *Asia-Pacific Regional Sourcebook on Ordination and Ministerial Development* or online at <https://equippingforservice.org/welcome/regional-course-of-study/>

District boards of ministry

There are two main boards that guide and monitor candidates for ministry through their formation and preparation. The district of the local church where the minister is a member oversees his or her progress.

1. Ministerial Studies Board

This board is elected by the District Assembly. It has five or more assigned ordained ministers. It is responsible for the following.

- Guiding candidates through a validated course of study.

- Ensuring that the process of preparing a candidate for ordination complies with the *Sourcebook*.
- Reporting the candidates' progress in a validated course of study to the Ministerial Credentials Board and the District Assembly.
- Promoting the lifelong learning of all ministers on the district.

2. Ministerial Credentials Board

This board is elected by the District Assembly. It will have five or more assigned ordained ministers. It is responsible for the following.

- Evaluating candidates' progress through a validated course of study
- Examining candidates' spiritual and character formation.
- Examining candidates' behaviour in life and ministry. This includes an evaluation of their overall fitness for the ministry to which they feel called.
- Making recommendations to the district assembly for district licensing, renewal of a district license, or ordination as an elder or deacon.

In the case of districts where the number of available ordained clergy is limited, a Board of Ministry can be elected by the District Assembly instead of the two boards of ministry. This combined Board of Ministry will conduct the business of both the Ministerial Studies Board and the Ministerial Credentials Board. Once there is sufficient development of the district to enable two separate boards to be elected, the Board of Ministry is no longer required.

In pioneer areas, the regional director may make exceptions to how to create the ministry boards. He or she will do this in consultation with the RCOSAC and with the approval of the general superintendent.

Pathway to ordination

The ordination process is a lifetime of formal and informal development.

Stage 1: local minister. The first step on the formal journey toward ordination is when the candidate applies for a local minister's license. The pastor and board of the local church usually issue this license. In some cases, the district must issue it. Then, if the candidate has not already begun, he or she should enrol in a validated course of study.

- The local minister's license expires after one year, but may be renewed. See the section below about how to renew a local minister's license.
- The local minister will give a report at the annual church meeting.
- The local minister is not a member of the clergy. She or he remains a layperson during this time of discernment.

Stage 2: licensed minister. The next step in the formal process toward ordination is recognition of the minister by the district assembly.

The local minister must submit an application for a district minister's license. Then, the candidate will meet with the district boards of ministry for an interview. The boards will decide whether to recommend the candidate to the District Assembly, which will then vote whether to grant a district license.

- The minister's license expires after one year, but it may be renewed. See the section below about how to renew a district minister's license.
- The licensed minister will give an annual report to the district assembly.
- The licensed minister is a member of the clergy if he or she is officially assigned a ministry role by the district assembly.

If a local minister meets all of the following requirements, he or she may apply for the initial district minister's license.

- Submit the “Application for District Minister’s License” at the required time to the Board of Credentials.
- Have held a local minister’s license for at least one year.
- Have the local minister’s license renewed before the district assembly.
- Have the recommendation of the church board that issued the local minister’s license.
- Have completed at least 25% of the required courses in the validated course of study.
- Commit to completing at least two courses in the validated course of study in the coming year.

If the local minister does not meet all of these requirements, he or she should continue as a local minister for another year.

Stage 3: ordained minister. Ordination is the confirmation by the church that the licensed minister demonstrates the gifts and graces that validate his or her call to ministry. Ordination is not a right but a privilege. The District Assembly votes whether to elect the candidate to the ordained ministry. Once elected, the candidate must participate in a public ordination service presided by a general superintendent or someone designated to do so.

- Ordination credentials do not expire.
- Ordained ministers will give an annual report to the district assembly.
- Ordained ministers are members of the clergy.

Timeline

This validated courses of study is based on the assumption that it will take a candidate studying full-time three years to complete. The Church of the Nazarene expects a licensed minister to complete a valid course of study within 10 years of the time she or he receives the initial district license for ministry. Therefore, because the minister must complete 25%

of the course work before receiving the initial minister's license, the remaining 75% of the work will be accomplished between three and ten years.

Renewal of a minister's license

Because completing a validated course of study takes at least three years, the local minister and district licenced ministers must request that their licenses be renewed each year. The requirements for renewal are slightly different depending on whether the person is a local minister or a district licenced minister.

Local ministers

The local minister and the pastor should meet to discuss whether to renew the local minister's license. If the pastor recommends it, the local church board will vote whether to renew the license. The decision should be based on the following criteria.

- The candidate has made progress in a validated course of study.
- The candidate continues to grow in the gifts and graces for ministry. This should be true and evident, even if the candidate is unsure about his or her call to the ordained ministry.

If the district has assigned the local licensed minister to a role of ministry, then the district superintendent is the one to recommend the renewal of the license. Then, the District Advisory Board will vote whether to renew the local minister's license.

District licensed minister

The district licensed minister will meet with the Board of Credentials and the Board of Ministerial Studies before the district assembly. The ministry boards will evaluate the minister's progress in the course of study, life, and ministry. Then the boards will vote whether to recommend that the district assembly renews the license. The boards will interview and

evaluate the progress of the minister during the past year. The decision should be based on the following criteria.

- The minister made progress in a validated course of study. The minimum is two courses in a validated course of study each year.
- The minister continues to grow in the gifts and graces for ministry.

If the minister receives a favourable recommendation from the boards of ministry, the district assembly will vote whether to renew the district license.

Special circumstances

Divorce. If a person is divorced, he or she must provide an explanation of the circumstances. The explanation and supporting documents must be sent to the Board of General Superintendents before the district assembly votes whether to grant the first license. That is to say, the candidate and the boards of ministry must receive notification that the divorce has been removed as a barrier to receiving a district license.

Ministers transferring from another denomination. It is possible for persons who are licensed or ordained in another Christian denomination to have their credentials recognised and transferred to the Church of the Nazarene. They must meet the following criteria.

- They must present a letter of good standing from the denomination from which they have come.
- They must have transcripts of their coursework to indicate how their studies correspond to the validated course of study.
- They must successfully complete the following courses in a validated course of study taught by an approved Nazarene educator.
 1. Nazarene Identity
 2. Doctrine of Holiness
 3. Foundational Theology (Wesleyan Theology)

4. Pastoral Theology
5. Community Engagement
6. Wesleyan Interpretation of Scripture

The District Advisory board will perform background checks of transferring minister. Then, if the minister is approved for transfer, he or she must present their ministerial credentials to the district advisory board, which will be responsible to issue replacement credentials.

District Boards' Partnerships with the Church

A person seeking ordination must complete at least three years of ministerial preparation or its part-time equivalent. However, completion of a validated course of study is just one part of the overall process. The candidate for ordination must also have three years or its equivalent in an intentional internship (mentoring) journey while in an assigned ministry role. The internship may be concurrent with the studies.

This mentoring journey involves...

- ... the minister or ministerial candidate
- ... the district boards of ministry
- ... the authorised education provider of the validated course of study
- ... and the local church.

The following diagram will help visualize the partnership.

ESSENTIAL PARTNERSHIPS IN MINISTRY FORMATION

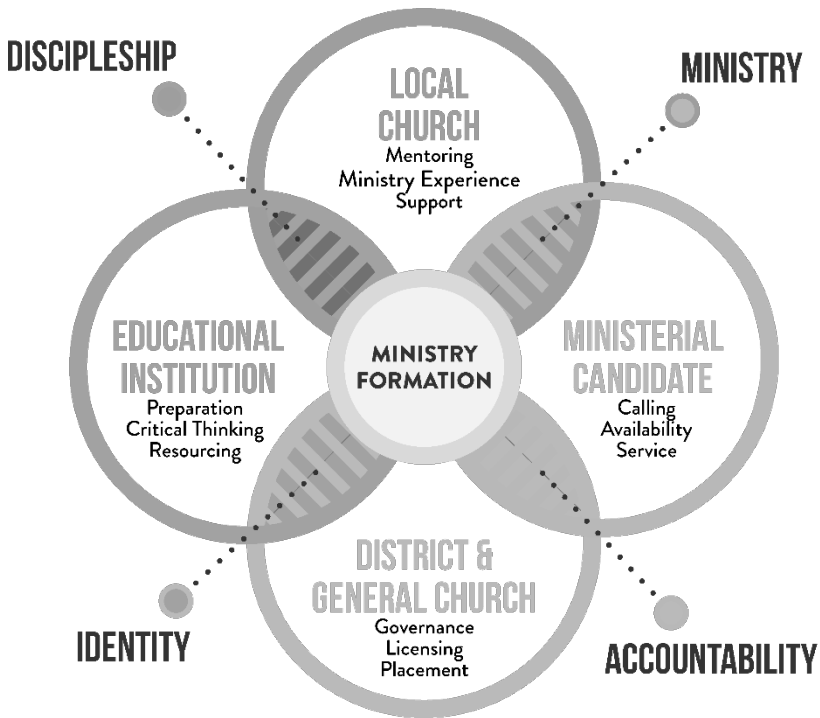


Figure 2: Essential Partnerships in Ministry Formation
(developed by Nazarene Theological College, Australia)

The Board of Ministerial Studies keeps careful records of each candidate's progress through the validated course of study. This record forms an important part of the annual interview with the Board of Credentials. The education provider keeps the student's academic records. The education provider will share information with district boards as needed.

The candidate will first need to give permission to the education provider to share his or her records.

The Board of Credentials assesses annually the candidate's ministry formation progress and makes a recommendation to the District Assembly whether to renew the license. However, this assessment is formative in nature. That is to say, it is not an impersonal statement of facts. Instead, it will include recommendations to the candidate of further activities and procedures to continue in ministry formation. The board will explore with the minister or ministerial candidate such aspects as ...

- ... personal experience of salvation and sanctification
- ... knowledge of Bible and theology
- ... acceptance of Nazarene doctrine
- ... understanding of the values and policies of the Church of the Nazarene, the Covenant of Christian Character, and the Covenant of Christian Conduct
- ... gifts and graces for ministry
- ... capability in ministry
- ... intellectual, moral, and spiritual development
- ... general fitness for ministry

Lifelong Learning

Every licensed or ordained minister must commit to lifelong learning. This involves intentional participation in at least 20 hours of study each year. Lifelong learning takes different forms. The most common are seminars or formal classes (either for audit or credit) that inform ministry theory or practice. The minister will record his or her lifelong learning by using the website learning.nazarene.org and providing a record as part of the annual minister's annual report to the District Assembly.

Appendix 1

Registration of My Call to Ministry

Full Name: _____

Address: _____

Phone: _____

E-mail: _____

Instructions: Discuss this information with you pastor, then fill in the details. Give a copy to your pastor. Then, send a copy to the District Superintendent and the District Ministerial Studies board.

I feel called to minister in the following areas:

_____ Church Administrator	_____ Chaplain	_____ Educator
_____ Evangelist	_____ Christian Ed	_____ Music
_____ Missionary	_____ Pastor	_____ Unsure
_____ Song Evangelist	_____ Lay Minister	

My local church: _____

My local pastor's name: _____

My Nazarene District: _____

Date: _____ My Signature _____

Date: _____ Pastor's Signature _____

Appendix 2

Ministerial Credentials Board

Interviewing Ministerial Candidates

The following questions will assist members of the District Ministerial Credentials Board when interviewing ministerial candidates. They were designed to help prepare the candidate for ministry and to help the board evaluate the candidate's progress toward ordination in the Church of the Nazarene (*Manual* 532.3).

The questions below are samples. The candidate's responses will help guide the interview process, and the committee may ask more or fewer questions. Additional questions are listed at the end.

Interview agenda

1. Before the applicant enters the room, the Ministerial Credential Board should review and discuss the completed application for a district license.
2. Invite the candidate to the interview and pray together.
3. Ask the questions below, including any general questions from the list at the end.
4. Temporarily dismiss the candidate.
5. Discuss the candidate's answers and make a decision on whether to recommend the candidate for a license.
6. Invite the candidate to re-join the board. Review the board's findings, and inform him or her of the decision.
7. Ask the applicant if she or he has any questions or recommendations for the board.
8. Pray with applicant.
9. Dismiss the applicant.

YEAR 1: Key issues to address with a new applicant for district license

1. Describe your call to ministry.
2. What is salvation? Share your salvation experience.
3. What is your family situation? What is your spouse's position about your call to ministry? Of your children?
4. What does it mean to be a Nazarene pastor?
5. Have you been divorced? If so, explain the reason and situation.
6. Describe your family life.
7. What does it mean to be entirely consecrated?
8. What does entire consecration precede?
9. Define sin.

YEAR 2: Deeper issues to explore with the candidate for a renewal

1. Explain entire sanctification, and share your experience of it.
2. What is the Lord doing in your life right now?
3. How is your relationship with your family and leaders?
4. What challenges did you overcome in your church this past year?
5. Talk about your spiritual growth.
6. What is your understanding of the gifts of the Holy Spirit? (Specifically prophesy, divine healing, and tongues)
7. What is the difference between the Church of the Nazarene and other evangelical churches?
8. What is your ambition or vision for the growth of the Church of the Nazarene in your country?
9. How many people are you mentoring?
10. How many churches are you involved in starting?
11. How are your studies going?

Repose any questions that had weak responses during the first interview. Use the list of questions at the end, if needed.

YEAR 3 and onward

Continue to clarify any issues that seemed problematic during the previous interviews.

1. How can we pray for you?
2. How is your church plant going?
3. Whom are you discipling or mentoring?
4. What book are you reading? What have you recently read?

Additional Questions for Ministerial Candidates

Choose questions from the following list that seem most appropriate for the candidate based on his or her application or responses to earlier questions.

1. Are you in complete harmony with the policies, government, Covenant of Christian Character, and the Covenant of Christian Conduct of the Church of the Nazarene?
2. Do you look forward to Sunday, or do you dread it?
3. Do you enjoy reading? What have you read recently?
4. Explain to us what you believe entire sanctification means, and give us some specific scripture references to support your position?
5. How have you managed your personal finances? Are you behind in any of your financial obligations at this time? If so, how much? How much of your debt is credit card debt?
6. What is your spouse's attitude toward your ministry?
7. Do you have any serious areas of conflict or disagreement with the Church of the Nazarene?
8. Tell us specifically how your church has grown under your leadership?
 - a. How many have been born again?
 - b. How many have been sanctified?
 - c. How many have joined the church by profession of faith?

- d. Has your Sunday School increased in both average attendance and enrolment?
9. Do you enjoy preaching, and the rigors and discipline of the ministry? Is it a chore for you?
10. How do you react to criticism?
11. Do you see yourself as a member of a district and denominational team? If so, tell us how you feel you fit in the program?
12. Could you do some work in the secular field and still be in the will of God for your life? That is to say, could you do something else besides preaching and still be happy in the will of God?
13. Have you paid your budgets in full?
14. What is your attitude toward our denominational budgets?
15. Why do you want to be ordained?
16. What do you perceive ordination to represent?
17. The General Assembly has taken a strong stand on the charismatic phenomenon of tongues speaking as the evidence of the infilling of the Holy Spirit or as an ecstatic prayer language. Are you in full agreement with this position?
18. Do you have any questions you wish to ask this board?
19. The moral climate of the day, as well as the Scriptures (1 Thessalonians 4:3-5, for example) calls for pure lives above reproach. Is Internet pornography, or any other moral issue (TV, movies, sensual literature), a problem for you?
20. What is your feeling about planting a new church? How would you feel about giving some members from your church as a sponsor for a new church start?
21. Have you ever been convicted of a felony?