

Structures and Procedures

Ministerial Development Board

Northwest District Church of the Nazarene

1. That the District Assembly elect 24 members to serve on the Ministerial Development Board for the quadrennium
 - a. The Development Board will organize itself around four geographic regional centers (Spokane, Moscow, Tri-Cities, Yakima)
 - b. The regional committees' role will be to provide consistent oversight in both education and experience throughout the entire ministerial preparation journey
 - c. The district nominating committee will be asked to give consideration to placing 6 members in each region
 - d. In consultation with the chairperson and D.S., the secretary will assign "Ministers In Training" (MIT's) to the regional center closest to their home church. In the event that one region seems too small or too large, an MIT may be asked to move to another center on a permanent basis
2. That the board annually *elect* at it's spring meeting two officers
 - a. A chairperson
 - 1) To give oversight to the work of the Ministerial Development Board
 - 2) To work with the regional chairpersons
 - 3) To chair all meetings of the entire board
 - 4) To annually review our structure, for refinement, with the elected and appointed leaders of the board, and to bring recommended changes to the entire board
 - b. A secretary
 - 1) To communicate with pastors and new "*ministers in training*" (MIT's)
 - i. Informing and reminding all pastors annually (in November) of the process for enrolling new MIT's
 - ii. Enrolling MIT's into the NW District Ministerial Development program
 - iii. Using the *Handbook for Christian Ministries* and *The Sourcebook on Ordination* as the documents for counsel and encouragement (see <http://nazarenepastor.org/clergyeducation> for further helps)
 - 2) To maintain records, working with the district office, on all "ministers in training"
 - i. Tracking MIT's both on and off the district
 - ii. Recording educational and experience progress
 - iii. Noting credentialing track (elder or deacon)
 - iv. Noting potential ordination date
 - 3) To coordinate the efforts of the regional secretaries
 - 4) To provide all MIT's a questionnaire developed by the MDB in preparation for regional meetings, and then to provide a copy of the completed questionnaire to the regional secretary

3. That the Chair, in consultation with the D.S., *appoint*, at the spring meeting, two positions

a. A district education evaluator

- 1) To evaluate all transcripts and, within 30 days of receipt, notify MIT's of their academic placement
- 2) To offer academic counsel regarding classes and the educational process that would best suit the time restraints and learning style of the MIT
- 3) To forward to the district education director and the board secretary a record of the placement

b. A district education director

- 1) To administer the District Learning Center program
- 2) To enroll MIT's in classes at the District Learning Center
- 3) To oversee the curriculum and recruitment of instructors, in consultation with the D.S. and the Board chair
- 4) To maintain current records on all MIT's by noting grades and classes completed in the district's educational program
- 5) To maintain records on where all MIT's are studying and as much as possible to track their progress, especially on-line students
- 6) To communicate quarterly to the board secretary any changes in educational progress
- 7) To pass on to regional coaches any issues of concern about an MIT

4. That the chair, in consultation with the D.S., *appoint* at the spring meeting, regional officers:

a. A regional chairperson

- 1) To oversee the work of the region
- 2) To chair all regional meetings

b. A regional secretary

- 1) To notify all MIT's of the January meeting date (usually the last Saturday of January) and location (TBD in consultation with the regional chair), and then to set up a schedule for all MIT's for a personal interview
- 2) To receive from the MDB secretary the completed questionnaire necessary for the interview and prepare a copy for all members of the regional committee
- 3) To record the committee's work on two forms
 1. "Annual Report—MIT Tracking" to track Educational and Experience issues
 2. "Annual Report—MIT Action" to note specific actions and recommendations
- 4) To maintain an active file with the reports on all MIT's assigned to the region
- 5) To send to the district office by February 15 a copy of the reports
- 6) To determine, in consultation with the regional chairperson, the best time for a "mid-point review" and notify the MIT at which annual meeting this will occur. This involves extra time spent with the MIT to thoroughly review progress
- 7) To determine potential ordination dates and prepare for the "final exploration" one year prior to ordination.

5. That an Executive Committee be established.

- a. Its members will include: the D.S.; district chair and secretary; the education evaluator and director; and the 4 regional chairs
- b. Meetings of the executive committee can be called by the D.S. or the MDB Chair.

6. That each committee member would be assigned MIT's to coach:

a. The role of the coach

- 1) To work with all assigned MIT's on and off district, monitoring progress by filling out the "Coaching Guide"
- 2) To provide annual oversight and encouragement
 - i. This will include at least one face to face visit annually
 - ii. This will include at least quarterly contact through phone calls and e-mails
- 3) To call the MIT's pastor quarterly
 - i. This will include encouragement to the pastor to be involved in the process
 - ii. This will include a report on how the pastor feels the MIT is doing
- 4) To work on issues that have been identified from:
 - i. the annual regional interview in January (recorded on "Annual Report—MIT Action")
 - ii. the quarterly personal contact initiated by the coach
 - iii. the quarterly progress report from the pastor
- 5) To encourage the completion of the MIT's annual educational goals
- 6) To bring to the annual regional interview two copies of the "Coaching Guide". Be ready to report on the progress of each MIT and to note special areas of concern. Provide the secretary with a form for the file
- 7) To inform/remind each MIT that all educational work they want applied toward ordination must be completed before December 31 of the year prior to assembly

7. That consistent oversight be given in all 4 regions via the following methods:

a. A Questionnaire (Annual Report Form)

- 1) To be developed by the District Ministerial Development Board and filled out annually by each MIT to provide necessary information for meaningful dialog and oversight at the January interview
- 2) To be reviewed annually at the fall meeting to be sure we are covering the necessary issues

b. A file

- 1) To be put together by the regional secretary on each MIT and updated annually so that each subsequent year the regional committee can review issues that have been raised in the past and determine what matters need further oversight
- 2) To bring to the spring meeting a copy of the file for the board secretary

c. A plan

- 1) That each region would establish 3 major events on the ministerial journey for each MIT
 - i. ***At the beginning***
 - a) Explore the call
 - b) Assess indications of gifts and graces for ministry
 - c) Consider the potential role codes of the ministry path that will be pursued
 - d) Encourage the educational direction that will best suit the MIT (NNU, NTS, NBC, District Learning Center, online modules)
 - e) Assign a coach and communicate how the coach will aid in the process
 - f) Offer (if helpful) spiritual gift or psychological tests
 - ii. ***A mid-point review***
 - a) Explore the call again
 - b) Focus on the gifts and graces for ministry that are developing
 - c) Gauge the effectiveness of their educational track
 - d) Review whether they are meeting the experience requirements through work in the local church
 - e) Monitor the attitude toward the church and this process
 - f) Seek to help the MIT determine if they are truly on a path that is confirmed by God and the Church
 - iii. ***A final exploration***
 - a) At the January meeting 15 months prior to possible ordination take a final look at ordination readiness. Explore the question: "Is it clear that the MIT is ready for and will have a place in ministry in the wider church?"
 - b) At this same meeting, the regional committee will take action and prepare to make a recommendation to the full board at the spring meeting on who is likely to be ready for ordination in the following year
 - c) The full board will determine if they want a final interview in the fall or are willing to accept the recommendation of the regional committee

d. An annual meeting

- 1) That each region meets with their MIT's on the last Saturday of January so a report can be made to the full board in early March.
 - i. Make clear that six modules per year is the educational goal but the minimum is two to be eligible for a renewal of district license
 - ii. Make clear that December 31 is the cut-off date for completed work to count toward the annual goal as well as the fulfillment of ordination requirements
 - iii. Make clear that this is the expected and appropriate time for an MIT to meet the board, minimizing make up dates

8. That the entire board meets twice each year.

a. A fall meeting (October)

1) Divorces

- i. The board would meet with MIT's who have a divorce in their past. The full board would need to take action on whether it can pass on "lifting the divorce barrier", submit material to the G.S.'s, hence encouraging the MIT to pursue ordination.
- ii. The goal is to meet MIT's within the first year they are under the oversight of the Board so they will know early in the process how this matter will be treated.

2) Any legal or moral issues that might hinder an MIT

- i. Any special cases, determined by the D.S. or chairperson, that need the attention of the entire board will be presented for careful consideration and counsel

3) Other business

- i. Training will be offered to the entire board to maintain consistency
 - a) In enrollment process for the District Learning Center
 - b) In matters of regional organization
 - c) In educational options
 - d) In interviewing processes
 - e) In coaching relationships
- ii. Any matters that the D.S. or chairperson would like the entire board to consider

4) Ordination

- i. Final determination will be made of who will be recommended for ordination
- ii. A vote will be taken, those that are recommended will be notified and preparations put in place for the March meeting

b. A spring meeting (March)

1) Pre-assembly business

- i. Each region's recommendations will be acted on
- ii. Potential ordination candidates for the following year will be discussed. If the full board wants to interview any of them they will be identified and invited to the fall meeting
- iii. Any business suggested by the chairperson or the D.S. would be cared for

2) Ordination celebration

- i. Those that the committee will recommend to the upcoming assembly for ordination will be invited, with their spouse, to a special dinner
- ii. Each candidate will be invited to share their "call story"

Coaching Guide

The following is designed to assist you in an on-going conversation with each MIT you have been assigned.

- Start by calling the pastor and letting him/her know that you have been assigned to coach an MIT attending their church. Emphasize that you are coming alongside the pastor to make this a great experience and that you will check in at least once a quarter to see how things are going on the local level.
- It is the desire of the NW District Ministerial Development Board that you have **quarterly contact** with each MIT. If at all possible make the first one in person and be sure you establish good boundaries in working with members of the opposite sex.
- The top categories and questions in all 4 areas should be reviewed regularly. The “Exploration” section should be worked with in an ongoing manner. Revisit areas that you think need follow-up work.
- Make the MIT comfortable knowing you are coming along side to offer support and encouragement.
- Reframe the questions/discussion to make your time conversational and uplifting.
- Make notes as you go along as well as at the conclusion of each meeting. Add follow-up notes in subsequent conversations. You are to oversee and monitor the progress of this MIT so over the next several years you should see growth in content, competence, character and context.
- **Note:** you will need to make a summary of this guide for the annual interview in January. This will enable the regional committee to be informed as they work with you in guiding each MIT on their journey.

1. Content

• *Education*

- Is the educational path you have chosen to pursue working for you?
- Are you on target to complete the goals you have set for this year?
- Are there any unique problems I can help you with?

• *Critical Thinking*

- Dialog about the recent classes taken and ask for a summary of what is being learned.
- Dialog about how they are applying this to their life and ministry.
- As you listen how well do you feel that the MIT is analyzing and synthesizing their learning into life and ministry?

• *Exploration*

- *Talk with your MIT about...* (these are guidelines and are not exhaustive)
 - the role and value of the *Old Testament* in their life, ministry and devotions
 - the *New Testament* engaging in discussions you think would be meaningful from the life of Jesus and the writings of Paul
 - the differences in the Reformed *view of scripture* and Article of Faith IV in our Manual
 - the *nature of God* and how they are growing in their understanding
 - the *nature of sin* and how they would explain it to a person with limited understanding
 - the importance of the *sacraments*
 - the appealing and the problematic issues they find in *the doctrine of holiness*
 - the *understanding of what holiness is* and the difference it makes in their life and their preaching/teaching
 - the *history of the Church of the Nazarene* and some of the unique personalities in its history
 - the *Articles of Faith* and how well they understand them and are able to explain them

- how they handle the *“Covenants of Character”* in the Manual and how they would approach them in introducing someone to their church
- the questions that are posing the greatest *challenge in ministry* at this time

2. Competency

- ***Church involvement***

- What is the MIT’s involvement in their local church?
- Ask about their relationship with their pastor

- ***Experience***

- What are the specific ministries that the MIT is engaged in and are there any issues that need to be addressed?
- How are they bringing their ministry into alignment with God’s call on their life?

- ***Gifts and Graces***

- What spiritual gifts and ministry graces does the MIT evidence for ministry?
- Where are they finding the most fruitfulness and enjoyment in ministry?

- ***Exploration***

- ***Talk with your MIT about...*** (these are guidelines and are not exhaustive)
 - ***public speaking*** opportunities and the challenges and joys they present
 - ***resources*** they find helpful in preparing to teach/preach
 - their ***philosophy of ministry*** and help them shape it as you work with them
 - ***disciple-making*** and how they would go about it in the local church
 - ***conflict resolution*** and any situations they are presently working with
 - ***problem solving skills*** and how they go about it (suggest some scenarios)
 - ***developing ministry teams*** and what it would be like to work with a church board
 - how they would work to bring ***change*** to a group of people
 - ***counseling*** situations and when to refer and how to establish boundaries
 - the value of personality ***inventories*** and pre-marital counseling aids
 - how to conduct ***weddings and funerals***
 - how to make the ***Eucharist and baptism*** meaningful moments
 - the purpose of ***worship*** in their life and the life of the church
 - personal passion for ***evangelism*** and if it is a part of their lifestyle
 - the role of ***evangelism in the church*** and how to get a congregation to be engaged in it
 - the role of the church in ***community involvement*** to meet needs
 - the purpose of ***Christian Education*** in the life of the church
 - the value of ***small groups*** in developing disciples
 - the methods of ***protecting our children and teens*** from physical and sexual abuse

3. Character

- **Relating with God**
 - How does the MIT describe his/her relationship with God?
 - What spiritual disciplines have they cultivated in their life?
- **Christian life–style**
 - Talk about what safe–guards have been built into their lives in the area of finance, pornography, the “Covenant of Character” and the “Covenant of Conduct” in the Manual.
 - Talk about interaction with people (family, neighbors, church) and see if there are any struggles in demonstrating Christ–like character in those interactions.
- **Exploration**
 - **Talk with your MIT about...** (these are guidelines and are not exhaustive)
 - some of the **spiritual markers** that are significant on their spiritual journey
 - some of the **“pits”** (like Joseph) they have experienced and God has used them for good
 - personal **integrity** and how to maintain it
 - the strategies they have in leading those in their sphere of influence to be **growing Christians**
 - **balance** in their life in regard to keeping a healthy body and soul
 - the role of their **spouse** in their present and future ministry of the MIT
 - their **marriage** (if applicable) and how they are growing together, nurturing the relationship
 - their **role models** (personal and through reading) that are impacting their lives
 - **financial management** and how it reflects on them personally and their ministry

4. Context

- **Church**
 - What is the social context that the MIT is working in and how are they making a relational connection between the church and the surrounding community?
- **Mission**
 - How do we effectively minister in a post modern world?
- **Exploration**
 - **Talk with your MIT about...** (these are guidelines and are not exhaustive)
 - the **social context** of their ministry setting
 - how a **Wesleyan theology** relates to ministry
 - how the **bible integrates** with contemporary life
 - the **church’s role** in the world
 - exemplifying Jesus’ **intolerance of sin and his irreversible love for the sinner**
 - valuing **minority groups** and cultivating an **inclusive church**
 - the on–going role of the church in **world evangelism**
 - the need to see our immediate surroundings as a **mission field**

Coaching Notes

MIT's name _____ MIT's Pastor _____

Coach's name _____ Used in Assembly year 20____ to 20____

Meeting dates with MIT's (the 1st visit each year should be in person, others can be via phone or e-mail)

1. 2. 3. 4.

Dates of conversation with pastor (Quarterly phone calls to check with the pastor about your MIT are vial)

1. 2. 3. 4.

Record your insights below

Content

Competency

Character

Context

Conversations with the MIT's pastor

Annual Report—MIT Tracking

MIT's Full Name _____ Date _____

1) Local Church _____ 2) Track: Elder Deacon

3) What role code has the local church board assigned? _____ 4) Are they: full time part time?

5) How much "time of the service" have they met this year? Full year half year other: _____

6) Assigned Coach (from MDB) _____

Educational choice

- *Graduate School:* NTS other seminary (Name: _____)
- *University:* NNU other college or university (Name: _____)
- *Bible College:* NBC other Bible college (Name: _____)
- *On line:* NNU NBC other institution on line (Name: _____)
- *District Center:* NW District other locations (Name: _____)

Educational Work

Educational work completed during the last year:

How much of their educational work have they completed to date?

How much of their experience requirements have they met to date?

Specific oversight

- *Has the initial interview exploring call been done?* Yes No
- *Has the mid-course evaluation been scheduled?* Yes No
- *Has the year for the final exploration been identified?* Yes No

Ordination potential

When does the MIT project to be done with the education requirements?

When does the MIT project to be done with the experience requirements?

Hence what could be the earliest date for ordination?

Place a copy in the MIT's file and submit a copy to the district office by February 15!

Guidelines for Each Region

1. Regional Committee's function

- ask questions
- probe and challenge
- bring to light weaknesses or needs
- affirm and encourage
- compliment strengths
- reinforce commitment to ministry
- encourage educational pursuits
- talk about local church involvement
- talk about district involvement
- review the coaching report and progress

2. Regional committee's report

- Fill out a form on each MIT for future follow up
- Report on 3 areas
 - i. Note affirmations
 - ii. Suggestions
 - iii. Prescriptions necessary for consideration of ordination

3. Regional Action

- Determine on each MIT whether you will ***grant, renew, refer, or drop***. This report will be given to the full board. In the case that you ***refer or drop*** give details of your reasons.
- Submit to the board secretary and the district office your recommendation on each MIT you were assigned to interview, within a week of your regional meeting.
- Review strategic dates annually so they are planned for in advance
 - i. initial interview (first time you meet)
 - ii. mid-point review (a best guess at when an MIT is half way along so more in-depth exploration can take place so concerns can be honestly addressed. Are they truly called? will they be considered for ordination or do they not evidence gifts and graces?)
 - iii. final exploration (needs to happen in the January meeting the year prior to ordination so that a full report can be given to the board in February. The full board will decide if they need an interview of if they accept your recommendation for ordination.)

Annual Report—MIT Action

MIT's name: _____ Track: Elder Deacon

Committee members present: _____

Date and location of interview: _____

Recommended Action: Grant Renew Drop Refer

Notes about the action: _____

Affirmations for ministry:

- 1.
- 2.
- 3.
- 4.
- 5.

Committee suggestions:

- 1.
- 2.
- 3.
- 4.
- 5.

Prescription conditions before ordination would be considered:

- 1.
- 2.

Committee Chair _____ Committee Secretary _____

Place a copy in the MIT's file and submit a copy to the district office by February 15!