***Greetings to all the MIT’s of NEO***
(That’s Ministers in Training on the Northeast Oklahoma District)

I trust you are having great days in your ministry training and I look forward to the upcoming MIT interview day on ***February 27, 2018***. You will notice that the instructions below are categorized into various groups.  Simply identify which category pertains to you and follow those instructions. We have placed all the forms and letters on the district website for your convenience if you need to access this information. Go to <http://www.neokdistrict.org> Resources – Clergy Credentialing, then you will find the options pertaining to your specific need.

***Please note: It is the responsibility of the MIT to communicate and coordinate all procedures called for in preparation for the interview/renewal process. (Board evaluation, ministry agreement, etc.)***

***All forms must be SIGNED AND RETURNED to the District Office by Tuesday, February 13th (see attachments).***  The district office address is 6705 E. 81st Street, Suite 130, Tulsa OK 74133.  You may scan the completed documents and send them to neokdistrict@neokdistrict.com. If you have any questions that I can help you with, please email me at jthornton68@gmail.com or call me at 918 851-1178.  Again, I look forward to seeing you on February 27.

**MIT Interview Day** February 27.

* Tulsa Hills Church 840 W. 81st, Tulsa OK 74132
* Interview timeslots will be assigned after you return your completed forms. The interview schedule will be sent out by Monday, February 19.
* Ordination interviews will take place in the morning.
* District License interviews usually take place in the afternoon.

**Group 1**

**First Time Application for District License OR New to the NEO District (Transferred since May 1, 2017)**

1. **The applicant must have a Local Minister’s License for one year and have completed Level One of the Course of Study prior to receiving a District License.**While you do not need to show the actual license, the Local Church Board must have this action on their board meeting minutes.
2. **Background Check -** All MIT’s must have a completed background check on file with the district office at the time of approval or renewal. This does not need to occur annually, but must be current to begin the MIT process.
3. **Communication on Special Issues including Divorce** – If you have been divorced, you need to have divorce removed as a barrier to ordination before you get your first district license. IF you have ever been divorced or have other special issues that require further attention, please notify me or Dr. McKellips,
4. **District Minister License Application – Naz.** Complete all portions of the application.
5. **NEO – 1st Time and Ordination Applicants Insights.**Complete all portions of the form.
6. **Church Board** Evaluation (for those not serving as lead pastor) - The church board secretary is to complete a form in summary of the individual church board evaluations. Please only send in ONE summary form along with the **Recommendation–Naz** form.  Since it is vital to have this completed, please ask your pastor to include this during the January or February board meeting.
7. **Local Church Involvement**  (for those not serving as lead pastor) – go over this document with your pastor.  Ask for your Pastor’s counsel on how to best share this with the church board to make clear their responsibilities in the credentialing process.
8. **Formal Agreement between MIT and Church** (for those not serving as lead pastor)**.**  Complete all portions including necessary signatures.
9. **Academic Transcript/Process** – For those applying for a District License for the first time, the NEO Education Evaluators have asked Nazarene Bible College to help in evaluating transcripts to see which of the required courses are completed.

***Student’s process:***

1. Visit [www.nbc.edu/go/evaluation](http://www.nbc.edu/go/evaluation)

2. Select the appropriate Nazarene district from the drop down menu

3. Provide student contact information

4. Complete a FERPA release form\* provided by the NBC counselor

5. Provide transcripts when requested by NBC’s counselor

6. Take a FREE course, if you desire to do so.

*MIT’s are urged to submit their records to NBC at least by Feb. 1 in order to give them time to process your information before the Feb. 27 interview date*

We recognize there are a variety of educational options (OSM/NBC, NNU, SNU, etc.) and it can become confusing as to which classes are necessary for a specific track. Members of the Board of Ministry will be working with you to ensure the approach that best suits your goals. If you have further questions to be considered regarding your transcript status, you may contact the member of the District Education Evaluators that serve on your Regional Committee of the Board of Ministry:

Geoffrey Gunter - ggunter50@gmail.com (Tulsa Region)

Dr. Russell Hosey - revhosey@aol.com (West Region)

Tim Odom - pastortodom@collinsville-nazarene.com (East Region)

 All transcript questions need to be received or resolved by the February 27 meeting.

1. **NEO – MIT Orientation –** All first time and transfer MIT’s will meet with Dr. McKellips for a brief orientation on February 27, just prior to your interview.

**Group 2**

**Renewal of District License for Current MIT’s on the NEO District**

1. **NEO – Renewal Applicants Insights, 2018 –** This is different than ***NEO – 1st Time and Ordination Applicants Insights.***
2. **Local Church Involvement (**for those not serving as Lead Pastor) – go over this document with your pastor.  Ask for your Pastor’s counsel on how to best share this with the church board to make clear their responsibilities in the credentialing process.
3. **Formal Agreement between MIT and Church (**for those not serving as Lead Pastor)**.**  Complete all portions including necessary signatures.
4. **Course of Study– *All MIT’s must have completed the course on History and Polity before renewal of district license.* In addition, al**l MIT's seeking renewal are expected to complete at least two courses each year. Rev. Bill Hilton will maintain your official list of courses completed after your first license is issued or your transfer is received. Contact Rev. Bill Hilton to give him documentation of any classes completed this year. He can be reached at 918 407-3885 or osm-neo@cox.net .

If you have further questions to be considered regarding your status in the Course of Study, you may contact the member of the District Education Evaluators on your regional committee of the Board of Ministry:

Geoffrey Gunter - ggunter50@gmail.com (Tulsa Region)

Dr. Russell Hosey - revhosey@aol.com (West Region)

Tim Odom - pastortodom@collinsville-nazarene.com (East Region)

Any questions regarding course credits need to be received or resolved by the February 27 meeting.

1. **MDB Mentoring Component** – It is the responsibility of each MIT to contact their assigned mentor throughout the year for input and review of ministerial progress.  Be sure this is completed prior to February 13.  Refer to the Mentor Assignment sheet to confirm your assigned mentor.

**Group 3**

**Candidates Applying for Ordination**

1. **NEO – 1st Time and Ordination Applicants Insights.**Complete all portions of the form.
2. **Ordination-Recognition Questionnaire - Naz** – Give careful attention to the information requested as this will be reviewed by the General Superintendent prior to ordination.
3. **Church Board Evaluation (**for those not serving as Lead Pastor) - The church board secretary is to complete a form in summary of the individual church board evaluations. Please only send in ONE summary form along with the **Recommendation–Naz** form.  Since it is vital to have this completed, please ask your pastor to include this during the January or February board meeting.
4. **Local Church Involvement** (for those not serving as Lead Pastor) – go over this document with your pastor.  Ask for your Pastor’s counsel on how to best share this with the church board to make clear their responsibilities in the credentialing process.
5. **Formal Agreement between MIT and Church (**for those not serving as Lead Pastor)**.**  Complete all portions including necessary signatures.
6. **Completion of Course of Study–**– Contact Rev. Bill Hilton to give him documentation of any classes completed this year and to confirm that you have completed the Course of Study. He can be reached at 918 407-3885 or osm-neo@cox.net . All questions regarding courses completed need to be received or resolved by the February 27 meeting.
7. **Mentor Evaluation** – It is the responsibility of each MIT to contact their assigned mentor throughout the year for input and review of ministerial progress.  Be sure this is completed prior to February 13.  Refer to the Mentor Assignment sheet to confirm your assigned mentor.
8. ***Please note that your spouse is expected to be present at your Ordination Interview.***

Just a reminder, all forms and letters are available at <http://www.neokdistrict.org> Resources – Clergy Credentialing, then you will find the options pertaining to your specific need. As I mentioned earlier, please contact me if I can answer any questions as we prepare for this important day.

Jim Thornton, NEO District Secretary

jthornton68@gmail.com

918-851-1178