

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 **March 12, 2019**. **We have placed all the forms, letters and instructions you need on the district website for your convenience.** Go to <http://www.neokdistrict.org> Resources – Clergy Credentialing, then you will find the options pertaining to your specific need.

The instructions below will complement and reinforce what you read on the website. You will notice that the instructions below are categorized into various groups. Simply identify which category pertains to you and follow those instructions.

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 Monday, March 4.

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](tel:9188511178). Again, I look forward to seeing you on March 12.

MIT Interview Day March 12.

- 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 posted on the <http://www.neokdistrict.org> Resources – Clergy Credentialing site and also sent out by Thursday, March 7.
- 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, 2018)

1. **The applicant must have a Local Minister's License for one year, have completed one fourth of a validated Course of Study, including History and Polity of the Church of the Nazarene and Doctrine of Holiness, and completed the General Secretary Screening for license before he/she is eligible to apply for a District License.**
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 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** – All First-Time applicants are to have completed one quarter of the Course of Study requirements, including History & Polity and Doctrine of Holiness. See *Nazarene Manual* paragraph 532-532.9 for further clarification.

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
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 March 12 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)

Otoniel Dannemann – otodann@gmail.com (Hispanic Region)

All transcript questions need to be received or resolved before the March 12 meeting.

10. **NEO – MIT Orientation** – All first time and transfer MIT's will meet with Dr. McKellips for a brief orientation on March 12, just prior to or following your interview.

Group 2

Renewal of District License for Current MIT's on the NEO District

1. **NEO – Renewal Applicants Insights, 2019** – This is different than **NEO – 1st Time and Ordination Applicants Insights**.
2. **Local Involvement and Formal Agreement between MIT and Church** For those not serving as lead pastor – annually you will need a recommendation from your local church for a District License and an updated Formal Agreement for your ministry responsibilities.
3. **Course of Study**– All MIT's seeking renewal are expected to complete at least two classes in a Validated Course of Study each year. Your Regional Board of Ministry Committee will review your progress during your annual interview. Please send any documentation of classes completed or any questions to be considered by the District Education Evaluators to the appropriate representative listed below.

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

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

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

Otoniel Dannemann – otodann@gmail.com (Hispanic Region)

Any questions regarding course credits need to be received or resolved before the March 12 meeting.

4. **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 March 4. 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 February board meeting.

4. **Local Involvement and Formal Agreement between MIT and Church** For those not serving as lead pastor – annually you will need a recommendation from your local church for a District License/Ordination and an updated Formal Agreement for your ministry responsibilities.
5. **Completion of Course of Study**– Contact your regional education evaluator to give him documentation of any classes completed this year and to confirm that you have completed the Course of Study. All questions regarding courses completed need to be received or resolved before the March 12 meeting.

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

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

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

Otoniel Dannemann – otodann@gmail.com (Hispanic Region)

6. **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 March 7. Refer to the Mentor Assignment sheet to confirm your assigned mentor.
7. **Please note that your spouse is expected to be present at your Ordination Interview.**
We recommend that you and your spouse dress appropriately for this important occasion.

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