

MINISTERIAL PREPARATION



at the **northwest district**
northwest district

INITIAL STEPS

Student completes and submits all initial paperwork.

All paperwork should be sent to the district office.

(info@northwestdistrict.org or mailed to 919 Airport Rd, Sheridan, WY 82801).

MEMBERSHIP

- Student must be a member in a local Wesleyan Church within the Northwest District.

CALL TO MINISTRY

- Student must communicate a call to ministry to his/her local pastor.

ENROLL AT THE WESLEYAN HEADQUARTERS

- To register and complete the online process, go to:
https://twchub.force.com/ministerialdevelopmentportal/s/enroll?language=en_US. This is a vital step in ministerial preparation, as they are the clearinghouse for all academic course work. This will not only register the student in the official student database – but will also provide us access to the student transcripts. If you are not registered with Headquarters, we are unable to accept you into our program.
- Copies of your transcripts should be sent to: The Division of Education and Clergy Development, PO Box 50434, Indianapolis, IN 46250 or emailed to education@wesleyan.org. Let them know you're beginning the process and would like to know which classes you already have completed for licensing or ordination.
- By completing this step, you will get access to the Ministerial Student Portal, where you will have access to your account information and transcripts.

INITIAL PAPERWORK

- **Recommendation Form** from your local pastor or Local Board of Administration.
- **DBMD #1 Form** - Complete this Personal Data Inventory within 30 days.
- **DBMD #2 Form** – Four (4) Reference Forms are recommended and one must be from the local pastor. Don't forget to sign the first page before sending the form to your references. Have your references complete the form and send it to the district office.
- **Background Check** – Student will agree to be screened for a criminal background. Please complete the Authorization Request for background check and information. If you've recently had a background check with your local church, let the district office know.
- **DBMD Interview** – Student will be scheduled for an initial interview with the DBMD.
- **Picture** – Email a picture of yourself to info@northwestdistrict.org to include on our DBMD Database. This is only for the DBMD members to see.

Must be recommended by the church, DBA, DBMD and vote by the district conference to grant the license.

ANNUAL STEPS FOR MINISTERIAL STUDENTS

TWO CLASSES PER YEAR – Student must complete a minimum of two classes each year to maintain Ministerial Student status. Student must communicate with the school to make sure grades and transcripts are sent to Headquarters at education@wesleyan.org.

ANNUAL REPORTS – Student must complete annual reports

- **DBMD #3** – Subsequent Years Form. This report is requested each year prior to the student annual interview. The district office will let the student know when this is due each year.
- **Annual Service Report** – This should be completed online in TWCHub when prompted by the district office. The due date is May 25 each year.
- **Annual Interview with DBMD** – Student will be expected to meet with the DBMD for an interview. The Northwest District DBMD will provide feedback, accountability, and encouragement throughout the interview process. Also, following each interview, the DBMD will provide a *Response Form* – containing positive findings, as well as next steps for each student. A copy of the same information will also be sent to the student's local pastor.

LICENSED MINISTER CLASSIFICATION

For Licensed Minister classification the Ministerial Student must:

- Complete the 6 core classes.
 - Starting January 1, 2025, seven courses will be required for academic certification of Licensed Ministers. Anyone who is not certified for licensing by December 31, 2024 will be required to meet the new Licensed Minister course requirements.
- Have been identified *for at least one year* as a Ministerial Student.
- Be under a District appointment to a local church.
- Must be recommended by the church, DBA, DBMD and vote by the District Conference to grant the license.

Licensing Class Requirements

-Church Leadership and Management

-Methods of Bible Study

-Introduction to New Testament

-Introduction to Old Testament

-Introduction to Theology

-Wesleyan History and Discipline

-Doctrine of Holiness (7th required class if student is not certified by December 31, 2024)

ORDINATION CLASSIFICATION

To apply for ordination the Licensed Minister must:

- Complete all educational classes.
- Complete an NEO Assessment – and review the results with our Professional Christian Counselor.
- Complete Supervised Ministry requirements.
- Serve two years as a Licensed Minister – OR – one year, if candidate graduated with an MDIV from an approved seminary or graduation from the Kern Program.

General Class Requirements

Doctrine of Holiness
Advanced Theology
Christian Education
Evangelism and Church Health
Expository Preaching
General Church History
Global & Intercultural Ministries
Introduction to Homiletics
New Testament Elective
Pastoral Counseling
Old Testament Elective
Pastoral Ministries
Philosophy
Psychology
Sociology
Spiritual Formation
Worship
Supervised Ministry

STEPS FOR ORDINATION:

NOTE: Ordination in The Wesleyan Church is a privilege, not a right to be demanded. The Ordination Council (made up of our District Superintendent, DBMD Chairman, plus other DBMD members) has the authority to *grant or deny* Ordination to a candidate.

- Complete *DBMD #5 Form, Ordination Questionnaire*
- Secure four (4) *Ordination References* – from the prescribed list on the DBMD #4 Form.
 - 1. District Superintendent (Send the form to the district office for District Superintendent to complete)

- 2. Vice-chair of the local board
- 3. Two other members of the local board of administration of the congregation. If you are a staff member of a church, give one form to the senior pastor and one to an LBA member.
- Attend the Ordination Interviews
 - Interviews are typically held the day before the District Winter Retreat. If married, the candidate's spouse is expected to attend this interview.
- Must be recommended by the church, DBA, DBMD and vote by the District Conference to grant the license.
- Attend the Ordination Service

It is expected that each ministry candidate will complete this entire process within 7 years or less.

ANNUAL SERVICE REPORTS

Every Ordained Minister will continue to submit the online version of the *Annual Service Report* every year prior to the May 25 deadline. Failure to report for two consecutive years is considered a serious matter and may result in that minister's ordination credentials being placed on file.

PROGRAMS AVAILABLE FOR COMPLETING ORDINATION COURSEWORK

BACHELOR OF ARTS:

Campus or Online
 Houghton College
 Indiana Wesleyan University
 Kingswood University
 Oklahoma Wesleyan University
 Southern Wesleyan University

MASTERS DEGREE:

Wesley Seminary (IWU)
 Asbury Seminary (campus or online)
 6 other Approved Seminaries

EDUCATION (AGE 28+)

FLAME
 Correspondence Course
 Cross Training (OKWU)
 District Extension Classes

*For questions regarding which pathway to take, contact Katy Kinnan at katy.kinnan@northwestdistrict.org.

DBMD REGIONAL TEAMS

EAST REGION: Marc Sundstrom (Chairman)

CENTRAL REGION: Todd Lynch (Chairman)

WEST REGION: Jessica Schmerse (Chairman)

IA/MN REGION: Bob Solon (Chairman)