

## PLAN OF EXAMINATION

### A. DISTRICT MINISTERIAL STUDIES BOARD

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Secretary-Steve Shotts, P. O. Box 369 Benton, IL. 62812

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### ADVISORS

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### B. INSTRUCTIONS TO STUDENTS

#### Eligibility

The board serves only the persons who are properly enrolled. Enrollment is open only to local preachers, deacons-Christian education, deacons-compassionate ministries, deacons-music ministries, and prospective ministers of music who qualify according to the Manual, **231.1; 529.4.**

#### Courses

There are seven general courses administered by the Ministerial Studies Board; elders, deacon of administration, deacon of compassionate ministries, deacon of Christian education, deacon of music, deacon of youth, and lay minister (Handbook of Ministerial Studies).

Ministers, deacons and deaconesses will not be ordained without having completed their respective courses. An exception to this is provided for all commissioned song evangelists who held this status immediately prior to the 1986 assembly season. Those becoming commissioned song evangelists will complete the deacon track in music ministries. Those interested in commissioned or registered song

evangelists' credentials should study carefully all requirements as listed in **Sourcebook on Ordination, Manual 525.1**.

### **Modes of Study**

The options for the course of study are listed below (by preference) as recommended and approved by the Illinois District Ministerial Studies Board.

1. A Nazarene university pursuing a degree in a religious major approved/ validated by Nazarene Clergy Services.
2. Nazarene Theological Seminary.
3. Nazarene Bible College: Pursuing a degree in a religious major approved/validated by Nazarene Clergy Services.
4. Northwest Nazarene University: Online COS – Course of Study Module
5. Nazarene Bible College: NBC Track, MPP Track.
6. A Nazarene District School of Ministry: Module Course
7. A Nazarene university or an accredited university, pursuing a degree in a religious field of study (Subject to evaluation).

The Course of Study is under the immediate supervision of the District Board of Ministerial Studies. Students are advised to pursue preparation or ordination by selecting one of the above-mentioned modes of study. Each student is assigned an advisor to work with in establishing a plan of study.

The competency statements for ministerial education are listed in Manual; **527.3-527.5**. All college and university programs must meet these competency statements for course of study.

### **C. REGULATIONS FOR MINISTERIAL COURSE OF STUDY**

1. It is no longer necessary for students to purchase the Sourcebook for Ministerial Development. This information and more can now be found on the Clergy Education website (<http://nazarenepastor.org/clergyeducation/>) A Candidate Handbook can be downloaded for free from (<http://usacanadaregion.org/clergy-education>) .
2. Each student is encouraged to take **four** courses each year. The general church requires 2 courses per year to be passed to allow a student to continue. However, **“To qualify for ordination, candidates must achieve graduation from a validated course of study within 10 years from the granting of the first district license...” Manual 530.4.** At 2 per year, the student will not succeed. Thus, the Illinois District has chosen to encourage students to complete 4 courses per year. All course work must be completed by the end of the assembly year (April) in order for the student to receive credit for that assembly year. The only exception is for those students enrolled in an institution of higher learning in which the class may not conclude until the board meets in May.
3. A student is placed in a study level based on the number of courses completed regardless of the level of the courses. The only exception is that the course on the Manual of the Church of the Nazarene must be completed before level one is considered complete (unless the student is enrolled in a religion program at a Nazarene institution) and before the student is eligible for a district license.

4. The secretary may not enroll anyone except by written letter from the applicant to include the following information: name (first, middle and last); address; telephone number; e-mail address; course of study desired; church where current membership is held; letter of recommendation from the church pastor where membership is held; copy of local license granted by that church; and official transcripts from colleges or other schools beyond high school. It will be the obligation of the student to see that all the information is sent to the secretary. **Complete enrollment information and all necessary forms for enrollment in the course of study with the Studies Board may be found at: <http://ministerialstudies.illinoisnaz.org/>.**

5. Prior to being issued a graduation certificate, all students must be reviewed by the Ministerial Studies Board. The only exceptions are Nazarene Bible College graduates of the Bible Studies Course who are immediately issued a graduation certificate.

**6. No student will be graduated from the course of study without completing an internship program.**

7. When a student moves to another district, the secretary of the Ministerial Board should transfer the student's records to the new district by contacting the secretary of that district's Board of Ministerial Studies. Students are strongly advised to keep copies of course record sheets and final grades. The District is not responsible for loss of data when transferring to another district.

8. Candidates should be prepared to appear annually before the Board of Ministerial Studies. These meetings will be scheduled by the district office and notification of the meetings will be sent to you.

9. Files for inactive students will be maintained by the Board of Ministerial Studies for no longer than 10 years.

10. Students are required to keep an active e-mail account while enrolled in the course of study.

### **College Students**

College students are responsible to submit to the board documentary evidence of academic standing in harmony with Manual, **527.3, 527.5**.

College students are reminded to plan their curriculum in harmony with Manual, **527.3; 527.5**. Yearly updates should be submitted to the secretary of the Board of Ministerial Studies. **The Board of Ministerial Studies will evaluate the final transcript at graduation, and no requirements stated in the Manual will be waived.**

### **D. CONTINUING EDUCATION**

"Once a minister has fulfilled the expectations of the educational foundations for ministry, he or she will continue a pattern of lifelong learning to enhance the ministry of which God has called him or her. A minimum expectation is 20 contact hours each year (2 accredited continuing education units (CEU's)) (Manual **527.6**).

In order to facilitate the fulfillment of this requirement, a number of qualified events will be promoted through the district and by other means. An individual may receive CEU's by participating in a qualified event sponsored by the district, the general church, one of our colleges or universities or other approved method. When CEU's are available for a sponsored event, notification of the same will be

made at the event and the participants will have the opportunity to sign up for credits. Credits will be based upon the participant attending the entire event and fulfilling other requirements (if applicable) for the event (such as extra reading or writing when appropriate). In all cases, it is the individual participant's responsibility to qualify him/herself for CEU credits.

The Board of Ministerial Studies appoints a continuing education director who shall be responsible to facilitate CEU qualified events and to resource individuals in obtaining CEU credits for events attended. Individuals may also contact the Department of Clergy Development directly with questions or for qualifying and awarding CEU credits for courses taken. All determination of CEU qualifications shall be made by the Office of Ministry. All records of CEU's obtained shall be retained by the Department of Clergy Development and by the individual himself/herself. Courses taken for degree programs are not eligible for CEU credit.

### **E. WHO TO CONTACT**

To enroll in the Ministerial Course of Study, and to obtain information concerning enrollment status, records, or study level, contact Steve Shotts, secretary of the Ministerial Studies Board (E-mail: [stevemsbsec.com](mailto:stevemsbsec.com); **618-200-2417**).

For information regarding continuing education for ordained ministers, contact **Bud Hance**, continuing education director (E-mail: [budhance@gmail.com](mailto:budhance@gmail.com); cell: **417-388-2148** home: **217-323-4038**). For information about clergy education and preparation in the Church of the Nazarene, go to (<http://usacanadaregion.org/clergy-education>).

To purchase textbooks, or the Manual of the Church of the Nazarene, contact the Nazarene Publishing House ([www.nph.com](http://www.nph.com); (**Customer Service**: 800-877-0700).

For relevant application forms for district assembly recognition and renewal, contact Douglas E. Haynes, District Secretary (E-mail: [revdehaynes@sbcglobal.net](mailto:revdehaynes@sbcglobal.net); 618-462-4361).

For educational assistance and personal guidance, you will be assigned an advisor (an ordained elder). He or she will counsel and encourage you throughout your course of study. Do not hesitate to contact your advisor with questions, or when you are struggling with your studies. Your advisor, and all the members of the District Board of Ministerial Studies, are committed to your well-being and success in ministry!