

DISTRICT SECRETARY'S HANDBOOK



CHURCH OF THE
NAZARENE

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GENERAL SECRETARY'S OFFICE

Dear District Secretary,

Greeting in Jesus' name!

Thank you for availing yourself for the work of district secretary. Your work includes many responsibilities. One of your important assignments is to keep accurate and current records for the work of the local church, district, region, and international Church of the Nazarene. Complete and accurate statistics contribute information essential for our denomination to gain insight into strong and weak areas of administration and ministry.

This booklet will assist you in developing uniform and efficient methods of recording churches' activities. It is a valuable resource in preparing for your district assembly and as a guide for creating the district journal.

To assist you with the forms that you might need to prepare for your district assembly, you may access the Document Library at nazarene.org/documentlibrary.

Please direct your questions regarding journals, statistics, credentials, etc. to your regional secretary.

We are interested in your suggestions for changes or additions to this handbook as we continue to develop it as a global resource. Please send comments to the regional secretary.

We appreciate the dedicated service you contribute to the Church of the Nazarene by partnering with us as a district secretary.

May you find God's continuous presence and blessings in your assigned role of service.

The General Secretary's Office Team

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Part I. The Basics

A. Duties

1. Support the district superintendent (DS) and jurisdictional general superintendent (JGS) as they serve and lead the district and assembly.
2. Maintain and provide accurate records. This would include the Annual Pastor's Report (APR), credentials, assembly procedures and minutes, journal completion, and other meeting minutes.
3. Work with the DS to set the dates and times of all district board meetings as appropriate for the district in its development.
4. Prepare for Assembly business and ensure each item is handled during the assembly.
5. Relay information on the district to all leaders and between the district and the field, region, or Global Ministry Center (GMC) as needed.
6. Other duties and tasks as referred by the DS or boards and committees.

B. Terminology

1. Action of the Assembly — Any time the assembly is asked to vote on an item, whether by voice, hand, or written ballot, the assembly has taken "action." These actions should be recorded in the journal as an official record of the business of an assembly.
2. Annual Pastor's Report — The written report of each minister to the Assembly. This report outlines the ministries and reach of a local ministry or evangelist.
3. Annual Pastor's Report Online (APR) — This is the key online reporting system that allows each church and district to easily submit their statistical data. See your regional secretary for more information on how to connect and directly input your information.
4. Assembly Chair — The individual in charge of the Assembly and its procedural work. This may be a JGS or someone he/she appoints.
5. Board of Tellers — Individuals selected to handle any written ballots by counting or totaling the number of ballots cast and the votes of the delegates. The Board of Tellers will have a chairperson who brings the results to the district secretary and district superintendent during the assembly.
6. Certificate of Election — The formal documentation of the nomination and election of representatives to the Assembly. These should be handled carefully and submitted to the district secretary for confirmation and approval prior to the assembly.
7. Credentials — Term used to describe the documents that provide proof of ministerial license or ordination. These may or may not be in good standing and can be revoked, surrendered, filed, etc.

8. Delegates — Individuals elected to represent a larger group in the Assembly. For example, each church should elect and send a delegate(s) to represent them in the business of the district assembly.
9. Document Library — Website with forms used by districts globally. This is not a protected site so items are available and may be updated at any time. nazarene.org/documentlibrary
10. Journal — The official record of the happenings of an Assembly. This includes all actions taken by the Assembly, the reports of its boards, statistical information, financial information, and the updated status of all ministerial credentials associated with the district.
11. Licensed Minister — An individual currently licensed by a district working toward ordination. A licensed minister may serve within that district alone.
12. Mini-Journal — A shortened version of the journal that focuses on the reporting of the district leadership and includes ministerial credentials information.
13. Ministerial Candidate — An individual applying for a district license (first-time or renewal) or an individual applying for ordination.
14. Ministry Conventions — The Church of the Nazarene has local church ministry entities, such as Nazarene Missions International and Nazarene Youth International, which hold their own annual meetings to worship and conduct business for that year.
15. Minutes — The notes of the happenings of a meeting or the Assembly.
16. Ordained Elder/Deacon — A minister within the district formally ordained by a general superintendent during the assembly as a result of completing the required training and service and receiving a recommendation from the appropriate district board.
17. Role Code — A code used to indicate the status or type of service of a minister (See Role and Status Codes sheet).
18. World Evangelism Fund (WEF) — The Church of the Nazarene is committed to reaching our world and making Christlike disciples in the nations. The avenue the church and Board of General Superintendents have designated to make this possible financially is called the World Evangelism Fund. Each church and district is asked to support the raising of funds to keep sending and building God's work around the globe. The base amount for all churches globally is set at 5.5% of the income of the church's annual finances. There may be additional amounts for retirement funding or educational institution funding, but these are set locally in consultation with the region, field, and district leadership. Please consult with regional leadership on the items and amounts that are appropriate for your district.

C. District Boards/Committees

1. District Advisory Board — Board made up of ministers and laypersons to guide the business of the district.
2. District Ministerial Credentials Board/District Board of Credentials — Board made up of ministers to provide oversight of ministers' service and continued ability to serve.
3. Finance Committee — Committee designated to oversee the finances of the district as well as provide accounting and bookkeeping for auditing purposes.

D. Appendix

1. Role and Status Codes
2. Mini-Journal Checklist
3. Mini-Journal Template
4. Journal Template
5. Annual Pastor's Report
6. District Ministerial Transfer
7. Ordination Questionnaire
8. District License Application
9. Ordination Certificate Order
10. Manual Quick Reference Grid
11. Items Referred to Ministerial Credentials Board
12. Church Directory Sample
13. District Assembly Order of Business
14. Ministerial Changes Chart

Part II. District Assembly Preparation Timeline

A. During the Assembly Year

1. **Forms:** Many of the forms mentioned throughout this document can be located on the Document Library at nazarene.org/documentlibrary. Several are available in English, French, Korean, Portuguese, and Spanish. To request a form in one of these languages, please contact your regional secretary.
2. **Transfers:** Process transfers in or out of the district as they occur during the year. The District Advisory Board (DAB) may authorize interim transfers. For transfers in or out of the district, use the District Ministerial Transfer form. Send a copy of these forms to your regional secretary.
3. **Contact Information:** Please update the regional secretary with any change of your contact information. We primarily use email for communicating with district secretaries, so it is imperative we have a working email address for you. Updates on ministers' contact information can be sent to the regional secretary at any time.
4. **Timeline Information:** The following is a proposed timeline and not a required timeline. The items listed and timing are intended to help each district secretary determine when they will need to address these details in order to be well prepared for the assembly. The specific timeline for these items will vary from district to district.

B. One-to-Two Months Prior to the Meeting of Ministerial Credentials Board or District Board of Ministry

1. For any licensed minister serving as the lead or senior pastor, send the following items (both first-time and renewals) with the due date:
 - a. Application for a District Minister's License form.
 - b. Renewal requires recommendation of the District Advisory Board. Send the Recommendation to the District Assembly form, with the date and time to meet with the DAB so the minister may obtain the required signatures prior to meeting the Ministerial Credentials Board or District Board of Ministry.
2. For any other licensed minister, send the following items with the due date:
 - a. Send the Application for District Minister's License form (includes renewals).
 - b. Send the Annual Report of Ordained or Licensed Minister Report form. (If they will report as a pastor, evangelist, or retired minister, they should receive the appropriate report form that goes with these designations.)
3. For any licensed minister deemed potentially ready for ordination:
 - a. Send the date and time to meet with the Ministerial Credentials Board or District Board of Ministry.
 - b. Send the Ordination Questionnaire to be left with the Ministerial Credentials Board or District Board of Ministry. Once interviews are completed and recommendations made, the appropriate board will forward the Questionnaire to the district secretary. The district secretary will forward the first page of the document to the regional secretary.

4. Evangelist
 - a. Send the Annual Report of Evangelist.
 - b. The appropriate board must review and approve this assignment annually. The board may determine whether or not the review is done via the written report or in person.
 - c. Send a letter to all the ministerial candidates stating the date they will meet with the appropriate board.

C. Three Months Prior to Assembly

1. Check the forms and applications you will need on the Document Library for updates. Download the current forms.
2. Confirm with the DS the dates for board meetings that must happen prior to the assembly. An example is the meeting of the Ministerial Credentials Board or District Board of Ministry to review candidates and students for ordination or licensing.
3. Send ministerial candidates the dates and time of their interviews with the appropriate board.
4. Send out the appropriate reporting forms to all ordained elders and deacons assigned to the district with the date they are to be returned. If the forms are online, send information on how to find the forms and instructions.

Elder or Deacon	Report Form Required
Serving as lead pastor	Annual Pastor's Report form (Online) Ordained or Licensed Minister Report Certificate of Election forms
Not serving as pastor or evangelist	Ordained or Licensed Minister Report
Retired status	Retired Minister Report
Evangelist/song evangelist	Annual Report Form for the Registered Evangelist

5. Send out remaining reports/forms needed to licensed ministers. They may have received these forms in preparation for the Ministerial Credentials Board interview, so the forms may not need to be sent again.

Licensed Minister	Forms Required
Serving as lead pastor	Annual Pastor's Report form (Online) Application for Minister's License Recommendation to the District Assembly Ordained or Licensed Minister Report Certificate of Election forms
Not serving as pastor or evangelist	Application for Minister's License form Ordained or Licensed Minister Report Recommendation to the District Assembly

D. Two Months Prior to Assembly

1. Collect the approved candidate credential applications from the Ministerial Credentials Board or District Board of Ministry and submit the credential certificate order form to your regional secretary with copy to credentials@nazarene.org.
2. Work with the DS to designate all chairpersons and secretaries for committees who will meet at the assembly. Send these individuals the guidelines and format for their report to be submitted to the district secretary.
3. Gather information from the conventions on officers and provide secretaries with guidelines on the format of their report.
4. Take the list of ministerial transfers since the previous assembly to the appropriate person or board for approval. This item should be included in the report of the board or individual. This may be the DS or the DAB. This may change depending on the district phase and development.
5. Secure any assistants you will need as secretaries to help capture all activities that should be included in the minutes.
6. Work with the DS to ensure the Nominating Committee is formed and the date and time set for their meeting. Note the nominations received and send letters of nomination to nominees.

E. One Month Prior to Assembly

1. Send a reminder of the deadline for APRs to be submitted. Confirm the information has been received for all churches.
2. Review JGS/chairperson requests and the Order of Business with the DS.
3. Locate the previous year's financial report and send to the appropriate person or committee for reference in formatting and presenting this assembly's report.
4. Use the previous year's journal to compare current addresses, role codes, etc. for changes and update the ministerial roles for this assembly's journal. (Ideally, this is the full journal, but some developing districts may use the mini-journal.)
5. Verify signatures and that the number of delegates is correct on the Certificate of Election forms.
6. Confirm you have the needed equipment for the assembly at the location: copier, computer, microphones, speakers, etc.
7. Create and gather all the information that will go into a delegate handout or booklet, including an agenda or Order of Business for the assembly.

F. The Month of Assembly

1. Confirm the APR is completed by all churches and forward them to field/regional leadership.
2. Print the APR reports your DS would like presented at the assembly.
3. Update a church directory listing with any changes to church addresses or email, along with contact information for the senior pastor. Again, this may vary with district status and development. Ideally, this is part of a complete district journal submission and each district should work toward having this completed at the end of their assembly.
4. Purchase necessary supplies such as paper, pens, etc.
5. Prepare any ballots needed for the assembly.

G. At the Assembly

1. Support the DS and chairperson presiding at the assembly with any items they request.
2. Have the agenda and Order of Business finalized and printed for distribution.
3. Assist the chairperson and DS in keeping the assembly schedule on time.
4. Review and update role codes for ministers with the appropriate codes. See the Role and Status Code document.
5. Note daily proceedings according to *Manual* 205-205.29.
6. In the minutes of the assembly, include the name of each minister reporting, whether in person or by written report.
7. Properly note the names and credentials of newly ordained and recognized ministers.
8. For all elections, note the number of votes cast and the number of votes needed for election with the election results.
9. Gather all reports of the officers and district boards or committees and include these in the minutes of your assembly.
10. Assembly committee reports should be in alphabetical order with the name of the chairperson and secretary shown at the end of the report. These reports should include the Nominating Committee report for the committee. Typed or electronic signatures are acceptable, as well as handwritten signatures.
11. Any unused certificates or permanent credentials are to be returned to the General Secretary's Office with the JGS.

H. Following the Assembly

1. Finalize all district journal information (full or mini-journal) and send to your regional secretary within 30 days of your assembly. See the journal templates in the back of this handbook or online in the Document Library.
2. Deliver any undistributed licenses or certificates to ministers not in attendance.
3. Complete the “following the assembly” portion of the credentials request order form to confirm ordinations did take place as anticipated. You may send this signed and completed form with the JGS to ensure it arrives in the General Secretary’s Office. If you are able to scan and email the document right away, you may send it to credentials@nazarene.org.
4. Send district leaders an updated listing of all leaders with phone numbers and email addresses. This would include the DS, convention presidents, etc.
5. Send an updated list of committee members and boards with their contact information to the DS and keep them on file in the district office.
6. Work with the regional secretary to ensure the APR data is complete and submitted for final year-end reporting of the district, field, and region.
7. Take a well-deserved rest!

I. Proposed Pre-Assembly Timeline

3 Months Prior:	2 Months Prior:	1 Month Prior:	The Month of:
Update forms to be used	Designate helpers for assembly business; provide expectations	Send reminder of APR info due date so you can finalize district report	Confirm APR completed for all churches
Set date and time for credentials board meeting with DS	Collect approved ordination questionnaires and minister's license applications from credentials board	Review JGS/chair requests and Order of Business with DS	Update any church or pastoral info in directory and journal
Send ministerial candidates date and time of interview with the board	Complete and submit credential order form	Gather info and create delegate handouts, agendas, or booklets	Print any APRs wanted at assembly
Send out all report forms or instructions on how to report to ordained and licensed ministers with due dates	Send format info to all committees that will report at the assembly with due date	Send last assembly's finance report to Finance Committee with due date of this year's report	Purchase and prepare necessary supplies
Send out APR information with due date	Compile list of ministerial changes and track approval process	Verify delegates and election forms	Prepare all ballots
Send out Certificate of Election forms with due date	Inform nominees of their nomination	Prepare Order of Business for assembly	
Set date and time for Nominating Committee meeting with DS		Confirm you have needed equipment	

- Feel free to add/remove/rearrange items as they pertain to your district and the business of the assembly.

Part III. Organizing the Assembly

A. Organize the Assembly

1. The secretary has the responsibility of assisting the presiding general superintendent or chairperson appointed by the general superintendent in organizing the business of the assembly. Suggestions are given in the “Order of Business” (Appendix 13), furnished by the General Secretary’s Office. It will be necessary to adapt this to your assembly’s program.
2. At the opening of each meeting, furnish the presiding officer with the “Order of Business.” This agenda will list all special orders, reports, etc. ordered by the Assembly, or that you think should be included in that particular meeting of the Assembly. If any are overlooked or crowded out by the lack of time, they should be included in the agenda of a subsequent meeting.
3. The secretary should provide a chart that will enable him or her to tell when all committees have reported and when all references to any committee or board have been acted upon.
4. Offer the suggestion to the district superintendent that all newly elected boards be called to organize before leaving the assembly. As they meet, they can provide the information needed for completing the board information portion of the directory.

B. Prepare Records and Information that Will Go in the Journal

1. Official Directory — The directory is a listing of district officers and local churches with the ministers and their standing. This is information for the ensuing year. For example, the name of a person ordained by the Assembly in its current session will appear in the directory as an elder or deacon rather than as a licensed minister. Similarly, names “dropped from the roster” for any reason will not appear in the directory but will be listed on the General Information page under an appropriate heading and in one of the reports of the Ministerial Credentials Board or District Board of Ministry. This includes receipted transfers; however, those still in process of transfer should remain on the roster until their transfer has been receipted. Their role code would be listed as TRF and their name followed by “In Process of Transfer to (District Name).” Names of persons granted a minister’s license for the first time will appear in the directory.
2. District Boards — Addresses and phone numbers should be given in all cases except for some district boards where correspondence with individual members is not anticipated. Postal codes and area codes should be used with addresses and telephone numbers. It may be easier to maintain one alphabetical listing of this information in the Official Directory for all board and committee members. If so, list only the members’ names under each board or committee then include a note to refer to the separate listing. If email will be used to communicate, full mailing addresses may not be needed. Feel free to list only the pertinent communication forms. This may be primarily email addresses and phone numbers.
3. Local Church Directories — The Church Directory is the source for updating the information for each church in the journal copy. The form is available in the Document Library and can be filled in on the computer (See sample in Appendix 12). This helps ensure everyone is using the same template, though you may create your own template as long as all data requested on the standard form is provided. Please audit this information very carefully. Be sure all phone numbers, location and mailing addresses, and email addresses are complete.

4. Roster of Ministers — Accuracy in including the names of all elders, deacons, and licensed ministers is very important. Failure to include any name might jeopardize an individual's standing, rights, and privileges as a minister. Please use the name as it appears on the credential with the year of ordination or licensing.
5. Identify the assignment of each elder, deacon, and licensed minister by only the codes as shown on the Role and Status Codes form found in the Document Library.
6. In addition, indicate the church where the minister has his or her membership. If serving as a pastor, the membership should be held at the church where the minister is currently assigned and pastoring. If the minister is not pastoring, the minister must be ACTIVELY serving as a MEMBER of a Nazarene church. Please confirm this for any minister not serving as a pastor or unassigned. If they are not actively serving and a member of a local Nazarene congregation, the minister's credential should be considered for removal or to be filed by the appropriate board.
7. Daily Proceedings — Directions for the preparation of the district assembly journal are given in *Manual 207-207.6*. Note that this is an official record of proceedings and not a reporter's write-up for a newspaper. Include only significant happenings and not a detailed report.
 - a. Familiarize yourself with the proper use of the words "meetings" and "sessions" (See *Robert's Rules of Order Newly Revised*.) Say, "Tuesday afternoon meeting," not "session"; but "the ninth session," meaning from the opening to the final adjournment.
 - b. Make sure there is an entry in the journal of the name of each minister reporting in person or in writing. Also, list by name each minister who does not report.
 - c. Please DO NOT list the names of any missionaries in your minutes or journal — other than the ministers' rolls. Their information will be audited and then sometimes removed. This is for their security and protection.
 - d. Make sure that the proper names of individuals who are ordained to the ministry or whose credentials from other denominations are recognized appear in the journal record of the ordination service and in the Ministerial Credentials Board report.
 - e. The name of the church making the recommendations should be recorded in the action of reference to a board or committee.
 - f. In the recording of elections, indicate the total number of votes cast and the number of votes necessary for an election.
 - g. Work for concise, yet complete and accurate minutes. In routine meetings, the simple facts and actions should be recorded. For anniversaries and special services, more detail may have historical value.

8. Reports — Reports of all officers, boards, and standing committees should be included in the minutes as follows:
 - a. District Advisory Board should include these items from the year's minutes:
 - Churches officially disorganized according to *Manual* 106.1
 - Churches officially merged according to *Manual* 105
 - New churches organized according to *Manual* 100
 - Changes of church name according to *Manual* 101.1
 - Churches declared inactive (*Manual* 106)
 - Duplicate credentials authorized (*Manual* 538.7)
 - Interim transfers of ministers to/from other districts (*Manual* 537)
 - Recommendation of the renewal of license for those licensed ministers serving as pastor on your district (*Manual* 532.5)
 - b. Ministerial Studies Board will report the progress of each person in a validated Course of Study for the particular area of Christian service.
 - c. Ministerial Credentials Board report should include:
 - Persons recommended for ordination, recognition, or restoration/return of credentials
 - Those granted licenses, certificates, or annual commissions
 - Any who may be removed from the ministerial roster along with reason (elders, deacons, or licensed ministers — include those not renewed or deceased)
 - Those granted retired relationship
 - Those transferred and receipted or received on transfer (be certain you have returned a receipt of transfer to the sending district)
 - All information important to the credentials of the ministers on that district. No minister shall be added to/removed from the roster of elders, deacons, or licensed ministers without a record of the action in the report of this board
 - d. Other assembly committee reports are to be arranged in alphabetical order and the name of the chairperson and secretary of the committee should appear at the end of the report.
9. Other Conventions — This is a DISTRICT journal and it is suggested that the journals of the conventions (NMI, NYI, and SDMI) not be included in it. However, many districts do include a digest of these conventions or a short summary of the happenings.
10. Statistical Reports — The growth of our church has increased the demand for accurate and factual global statistics. This global statistical program (Annual Pastor's Report – APR online) has been carefully developed to meet this global need. Please give careful attention to the accuracy of each piece of information in this report. As district secretary, please audit the information before sending it on to the field or region.
11. Cooperation of the pastors in submitting their reports early will enable you to audit and print out the statistical reports before the assembly begins. Note the provision of *Manual* 114.1 for the closing of the statistical year prior to the convening of the assembly.

C. Prepare Certificates and Licenses

1. Local certificates and license templates are available through your regional secretary in English, Spanish, French, and Portuguese. You may fill them out on the computer and print them on special stock paper to make a nice certificate for presentation. If these are prepared and presented before the assembly closes, it will save the necessity of sending them through the mail. Care should be taken that only persons properly approved by the Assembly receive any official credential, certificate, or license.

2. The district secretary assumes responsibility for preparing credential orders for each person who will receive an ordination or recognition certificate. These orders must be emailed no later than eight week in advance of the district assembly to the regional secretary. This lead time is necessary for certificates to be processed with translations, printing, numbering, and embossing of the certificates. We will work with each district, field, and region to return the certificates prior to the assembly if at all possible. When mailing is not a reasonable option, they may arrive with global or regional personnel.

Fill in the form completely. Each field calls for an item necessary for a complete record and for the preparation of the permanent certificate. It is very important to signify gender since the narrative on the credential uses gender.

You will receive temporary bond certificates for the recognition of a credential. Once the confirmation of recognition is received (see the bottom of the order form), the permanent recognition certificate will be ordered and can be claimed by the minister by returning the temporary bond certificate.

When replacing a temporary certificate with the permanent certificate, the following steps for distribution are followed:

- a. The General Secretary's Office will then notify the regional office that the permanent certificate is ready.
 - b. Upon receipt of the minister's temporary bond certificate, the district may release the permanent certificate to the minister.
3. When filling out the order forms for permanent credentials or inscribing recognition certificates, use the full name of the candidate. Example: Franklin William Smith, not Frank W. Smith or F. W. Smith. Example: Alice Bertha Jones, not Mrs. John D. Jones or Mrs. Alice B. Jones. Please indicate which name is the given name and surname or family name. Be careful to spell all names correctly. These names will be entered into the permanent credential record in the General Secretary's Office.
 4. The regional secretary should also receive the signed Questionnaire for all individuals ordained or recognized by the Assembly. The regional secretary will send the needed information to the general secretary.
 5. Duplicate Credentials — The DAB may recommend to the JGS the issuing of a duplicate credential to a minister whose credential has been lost, damaged, or destroyed. Please include that action in the General Information section as well as in the minutes of the District Advisory Board meeting. The completed request form should be sent to the regional secretary. The creation of the duplicate is done by the General Secretary's Office (Manual 538.7).
 6. District License Certificates — Please be sure you are using the license certificate with your current JGS's signature.
 7. Ministry Certificates — Electronic templates for all lay ministry and evangelist certificates are available in English, Spanish, French, and Portuguese through the regional secretary.
 8. Transfer and Ministerial Change Forms are available in the Document Library. Please use the District Ministerial Transfer form only when a minister changes districts.

9. Transfer of Jurisdiction — If for any reason the name of an elder/deacon has been removed from a district roster, that elder/deacon may not be recognized by any other district without written consent by the district from whose roster the name was removed. There are two possible exceptions.

Districts may transfer such jurisdiction upon request, provided the request is initiated in writing by a District Assembly (District Advisory Board) to the district having jurisdiction. The transfer may be given if the District Assembly (District Advisory Board) of the district where the minister lost or gave up the ministerial standing responds affirmatively (*Manual 538.12*). A district is not required to transfer the jurisdiction. A district that does receive a transfer of jurisdiction is also not required to grant reinstatement to the minister, but may consider either approving or denying it.

A minister who has been denied reinstatement twice may personally issue a request to the Board of General Superintendents for consideration and transfer of responsibility to another district under the provisions and conditions set forth in *Manual 540.11*.

Also, a recent ruling was approved by the Board of General Superintendents regarding a clarification for the transfer of jurisdiction process:

“A minister who resigns his or her credential while under discipline is not eligible for a transfer of jurisdiction (*Manual 538.12, 540.11*) since the individual automatically becomes a layperson once the resigned credential status is approved by a District Advisory Board of the district where the minister formerly held membership. Neither the Board of General Superintendents nor a District Advisory Board would have transfer of jurisdiction authority over a resigned credential since the individual is a layperson and is no longer a district credentialed minister. When a transfer of jurisdiction matter is being considered, contact should first be made with the General Secretary’s Office to verify the actual credential status that may have been assigned for a minister’s credential before additional actions are taken.”

10. Credential Presentation Folders — These folders are made especially for the presentation of the ordination/recognition certificates. Each regional office may receive a supply for this purpose. Please contact the regional secretary for availability or instructions on where to source a similar folder locally.
11. Do Not Send Items with the General Superintendent — Please DO NOT send items such as ordination/recognition questionnaires with your JGS. They have busy travel schedule so it may be weeks before they physically return to the GMC. Please keep the originals for your office and email scanned, signed copies directly to the regional secretary or General Secretary’s Office as is appropriate.

Part IV. The District Assembly Journal

The journal is the official record of the proceedings of the Assembly. Extreme care should be taken to make this an accurate and complete record of the business of the Assembly and all of its committees and boards.

A. Preparation

1. Please use Microsoft Word or a compatible program. Use a standard font such as Times New Roman, Arial, and Courier, etc. Please make the font large enough to be read easily when the document is converted to a PDF format. A font size of 11 or larger is preferred.
2. A single-spaced page in the portrait orientation is preferred. All formatting of the journal is the district's responsibility. The format in which the journal is received will be the format in which the journal is stored as a permanent file.
3. If you wish to include photos of the DS and JGS (chairperson) on the title page of the journal, please use approved photos only. Approved photos of the general superintendents may be found at nazarene.org/organization/board-of-general-superintendents/individual-photos.
4. When collecting information for the church directory, encourage pastors to include an email address with their contact information.
5. Pay careful attention to the spelling of names of people mentioned in the journal. You may check spellings with the actual credential and the name should appear with the same spelling throughout the journal.
6. If using an alphabetical list of names, do not run columns from one page to another and back again. Make these lists within each page before continuing to the next page.
7. Use complete sentences in the journal. Information on happenings should be concise.
8. Use the reviewed version of the previous year's journal as a starting point for this year's journal. This will contain any revisions made in the review. Items such as spelling are corrected, and this provides an accurate list of churches and ministers from which you can make additions, deletions, and changes for the current year.

B. Using the Table of Contents Checklist

Manual 207.5 provides that "The journal shall be arranged as far as possible according to the table of contents prepared by the general secretary in consultation with the Board of General Superintendents." The following table of contents is presented for your use. Note the cross-references in **RED** — these are provided as an aid to journal preparation for your convenience. Use categories that apply to your district; others should be deleted or noted as "None" rather than left blank.

C. DISTRICT ASSEMBLY JOURNAL TABLE OF CONTENTS (Check List)

I. OFFICIAL DIRECTORY

- _____ A. District Officers
- _____ B. District Boards and Standing Committees
- _____ C. District Organizations
- _____ D. District Zones
- _____ E. District Church Directory
- _____ F. Ordained Elders (Newly ordained ministers are included in this list and must also appear in the Ministerial Credentials report and General Information section. Ministers assigned to churches must appear in the Church Directory as staff. Being the church treasurer or SDMI Supt. are NOT staff roles.)
- _____ G. Ordained Deacons (Same as Ordained Elders list)
- _____ H. Licensed Ministers (Same as Ordained Elders list)
- _____ I. Tenured Evangelists (Must appear in Ministerial Credentials report as recommended, application received, and be approved by the appropriate board or committee on each region and the Board of General Superintendents before they may be listed as EVT)
- _____ J. Commissioned Evangelists (Must also appear in Ministerial Credentials report)
- _____ K. Registered Evangelists (Must also appear in Ministerial Credentials report)
- _____ L. Evangelism Service, Retired (Must also appear in Ministerial Credentials report)
- _____ M. Registered Song Evangelists
(List the first year granted; must also appear in Ministerial Credentials report)
- _____ N. Commissioned Song Evangelist (Same as Registered Song Evangelist)
- _____ O. Retired Song Evangelists, Non-Credentialed
- _____ P. Commissioned Ministers of Christian Education
- _____ Q. Licensed Directors of Christian Education
- _____ R. Ministers and Laypersons Serving Connectional Interests
(Missionaries listed here may be removed from the final version for their safety and security.)

II. GENERAL INFORMATION

- _____ A. Received and Receipted on Transfer — If you haven't sent a receipt of transfer to the sending district, please do so before listing the minister here (must also be listed in Ministerial Credentials).
 - 1. Elders
 - 2. Deacons
 - 3. Licensed Ministers
 - 4. Other (Minister Christian Ed., Director Christian Ed., Minister of Music, etc.)
- _____ B. Granted Transfer and Receipted — (Report only completed transfers since last assembly. If you have not received a receipt of transfer from the receiving district, you cannot list the minister as transferred. See Manual 537.2. Must also be listed in Ministerial Credentials report.)
 - 1. Elders
 - 2. Deacons
 - 3. Licensed Ministers
 - 4. Other (Minister Christian Ed., Director Christian Ed., Minister of Music, etc.)
- _____ C. Elected to Elder's Orders (Must also be listed in Ministerial Credentials report)

- _____ D. Elected to Deacon's Orders (Must also be listed in Ministerial Credentials report)
- _____ E. Granted Recognition of Elder's Orders
(Must also be listed in Ministerial Credentials report)
- _____ F. Granted Recognition of Deacon's Orders
(Must also be listed in Ministerial Credentials report)
- _____ G. Granted Restoration/Return of Ministerial
(Must also be listed in Ministerial Credentials report and the Restoration/Return form must be sent to the general secretary)
- _____ H. Dropped from the Roster of Ministers
(Must also be listed in Ministerial Credentials report)
 1. Elders
 2. Deacons
- _____ I. Deceased (Must also be listed in Ministerial Credentials report with a recommendation to remove the name from the roster of ministers)
 1. Elders
 2. Deacons
 3. Licensed Minister
- _____ J. Granted Retired Relationship (Must also be listed in the Ministerial Credentials report)
 1. Elders
 2. Deacons
 3. Licensed Minister
- _____ K. Granted Minister's License (Must also be listed in the Ministerial Credentials report)
- _____ L. Minister's License Not Renewed
(Must also be listed in the Ministerial Credentials report)
- _____ M. New Churches Organized (Must also be listed in District Advisory Board report)
- _____ N. New Not-Yet-Organized
- _____ O. Churches Disorganized (Must be listed in the District Advisory Board report and submit a Disorganization Request form for general superintendent approval)
- _____ P. Churches Merged
(By permission of JGS and must also be listed in the District Advisory Board report)
- _____ Q. Not-Yet-Organized Churches Dropped
- _____ R. Churches Inactive
(List all inactive churches. Newly inactive must also be listed in District Advisory Board report)
- _____ S. Church Names Changed (Must also be listed in District Advisory Board report)
- _____ T. Church-Type Missions and Parent-Affiliated Congregations
- _____ U. Where to Send Monies

III. PLAN OF EXAMINATION

- _____ A. Members of Ministerial Studies Board
- _____ B. Instructions to Students

IV. DAILY PROCEEDINGS

V. REPORTS

- _____ A. District Officers
 - District Superintendent
 - Other District Officers
- _____ B. District Boards and Standing Committees
 - District Advisory Board
 - Ministerial Credentials Board
 - Ministerial Studies Board
- _____ C. Assembly Committees
 - Assembly Finance (Must include listing of church fund allocations OR a district goal for WEF and any other funding elements)
 - Auditing
 - Daily Journal
 - Nominations
 - Memoirs
 - Other

VI. MINUTES OF THE CONVENTIONS (optional)

VII. FINANCIAL AND STATISTICAL

- _____ A. District Treasurer's Report
- _____ B. Other (District Treasuries, SDMI, NMI, NYI, Camp Meeting, etc.)
- _____ C. Statistical Charts

Part V. Mini-Journal

A. When to Use:

The mini-journal was created as an alternative to the full journal for use with developing districts or districts still training their leadership. The shortened journal may also be used as a supplemental item for a large district to more easily list and track minister information. Please use the mini-journal only after consulting with the regional secretary.

B. Why It Is Being Used Now:

Since 2010, much emphasis has been placed on the APR with online entry of annual statistical information. As this important tool and process developed and gained use across our global church, we have greatly increased our ability to quickly gather actual data and report summaries on the items that our statistical teams and leadership need. If you are part of a team that accomplishes this each year, congratulations for doing a great job!

An unintended consequence has been a marked decrease in the completion and submission of the district journal. The information supplied in this handbook on the full journal is still the preferred method for reporting on all aspects of the district business and credential items. However, the mini-journal is a way for us to regain a critical piece of data that is missing when only the APR is being submitted.

With the loss of journal submissions, the regional and global levels have lost access to information on our ministers' assignments and credentials status. Now, after several years without this information from the majority of our districts globally, we are in need of a way to recover this lost information. While it may prove impossible to recoup all that has been missed, we can begin to collect information from this time forward and rebuild much of a pastor's credential and pastoral service history.

The mini-journal information would quickly allow leadership at all levels from the district to the General Secretary's Office to update our information for every pastor in ministry. This year has been chosen as the year we start this important process of updating and auditing the information we have on file for each minister. Your participation in sending credential information, whether through a full journal or a mini-journal, is key to our global success.

Ministers are more mobile today than at any other time in our history. Where once it was commonplace for pastors to move only within their home districts, today we regularly see pastors moving across district, country, and regional lines! This is an amazing time for our church, but also one in which we must be aware of pastoral history and service as we attempt to support and recommend each pastor as they make a move to another district. Thank you for your participation and timely work on credentials!

We appreciate your understanding, and if you are currently able to complete a full journal with accurate and complete credential information, the mini-journal is not for you. Please continue to work with the regional secretary and global offices on any corrections requested from the review of your journal prior to the next assembly cycle as we work to complete a global audit.

C. Forms:

You will find the mini-journal has the following items available for use:

1. Mini-Journal Checklist (Available online and in Appendix 2) — This is an overview of each item and what information should go in this area. Please pay attention to the board that must recommend or approve an item. The requirements are the same as with the full journal, unless a district has not yet developed to the point where it can create each of the boards. If a district does not yet have a Ministerial Credentials Board or District Board of Ministry and a Board of Ministerial Studies, the District Advisory Board would be responsible for each credential recommendation to the Assembly.
2. Ministerial Roster Mini-Journal — This is available in two formats, Excel and Word. Please choose the format that is best for you. You do not need to complete both the Excel file and the Word document. If the roster of ministers in your district requires more lines, please feel free to insert what you need.

D. How Long Should We Use a Mini-Journal?

The number of years a mini-journal is used will depend on the development of the district and its leadership. We recommend that this be discussed among the district, field, and regional leadership each year. The district should begin utilizing the full journal reporting format when appropriate understanding and personnel are available.

E. Can We Use Parts of the Mini-Journal to Help Update Our Credential Information This Year?

YES! As the General Secretary's Office is reviewing the credential information, it would be very helpful for all districts to utilize the Ministerial Roster at least once in the next few years. This provides vital information that will help us ensure we have each minister on file as a unique individual without duplication of records due to variations in spelling, etc. A date of birth is also helpful as we update our information. Please do not feel obligated to complete the form every year in addition to the full journal, but use it as a supplement as is appropriate.

Click on the titles below to download items from the online Document Library.

[Appendix 1 — Role and Status Codes](#)

[Appendix 2 — Mini-Journal Checklist](#)

[Appendix 3 — Mini-Journal Template](#)

[Appendix 4 — Journal Template](#)

[Appendix 5 — Annual Pastor’s Report](#)

[Appendix 6 — District Ministerial Transfer](#)

[Appendix 7 — Ordination Questionnaire](#)

[Appendix 8 — District License Application](#)

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Appendix 9 — Ordination Certificate Order

For the latest version of all elder and deacon ordination certificate order forms, please contact the regional secretary. The item included here is a sample only.

Ordination Certificates (Elder)

Church of the Nazarene
 Official Record
 (MANUAL 534-534.3)

District _____

Date of Ordination _____

City, State and Country _____

Certificates to be Signed by: General Superintendent _____

District Superintendent _____

District Secretary _____

The General Superintendent will hand carry certificates to the district for ordination.

Permanent Credentials are available in these approved languages: (English, French, German, Portuguese and Spanish)
 Language requests other than the approved languages will need approval in writing from the Regional Director.

Regional Secretary: The order of names below appear in what order?

CLICK ON THE CELL BELOW, use the drop down arrow at the right side of cell to choose the best format for this culture:

Given 1-Given 2-Auxiliary Family-Family

Family names should be typed in: All Upper Case letters

Certificate Number	ELDER'S NAME IN FULL <small>(Please type names in the order they should appear on the certificate, using complete names, not initials)</small>	Sex M/F	Language
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

IMPORTANT: PLEASE FILL IN COMPLETELY AND EMAIL to your Regional Office at least 8 weeks prior to your assembly. Keep a copy of this order for your record. **FOLLOWING THE ASSEMBLY, please make any needed corrections to this form, and sign it below to certify that all of the above ministers were ordained. Return a copy of this form with the General Superintendent to the GMC.** The Credential Certificates are provided through the courtesy of the Office of the General Secretary.

(Sign after ordination service) **I certify that the following individuals were ordained at the**

_____ (year) _____ **District Assembly**

Name _____ **District Secretary**

OFFICE OF THE GENERAL SECRETARY (credentials@nazarene.org)

GMC USE: _____ Rev'd _____ Translation _____ BC _____ PERM to GS/Mail to Dist _____ Dist Complete _____ Scan Date _____ Fil

Appendix 10 — Manual Quick Reference Grid

Subject or Question	Manual References
Duties of the district secretary	219
Transfer of minister/credential between districts	537 - 537.2
Transfer of licensed minister — what documentation is needed?	537.1
Approval to issue and create a duplicate credential	538.7
Procedures for credential to be filed, surrendered, revoked, etc.	539 - 539.13
Preserving the journal	207.4, 220.7
What is entered in the journal when an ordained or licensed minister joins another denomination? Correct term is “Expelled.”	532.9, 538.10, 107, 112
What is entered in the local church membership roster for an ordained or licensed minister who joins another denomination?	112
Where do I send Licensed Minister Applications?	The Regional Secretary
Where do I send Ordination Questionnaires?	The Regional Secretary
What items go through the <u>District Advisory Board</u> (DAB)?	224 - 228
Roles of ministry and definitions	505 - 528.2
How do we officially designate a minister with “retired” status?	536 - 536.2
Requirements to be a licensed or ordained minister	532 - 535.2

Appendix 11 — Items Referred to Ministerial Credentials Board

The following items are referred to a Ministerial Credentials Board once that board is established:

- New Licensed Minister Application
- Renewal of Licensed Minister Application
- Evangelists' registrations or commissioning
- Transfer of credentials INTO the district
- Transfer of credentials OUT of the district
- Other special licenses or commissions

You may wish to create a chart to track the documents needed and where they are in process to be sure something is not lost or delayed.

Appendix 12 — The Church Directory

It is helpful to gather all local church information for a directory in a consistent format. It is suggested that the church name is typed in ALL CAPS. Please provide each local church with the format to be used that is easily incorporated into the district journal. Some districts collect the information online; others find it beneficial to have a printed sheet available to hand each pastor as they arrive at the assembly, to be returned at the end of the day. Feel free to collect this information in the way that best suits the needs of the district.

Below is a sample that may be easily used:

CHURCH NAME: _____

Year Organized: _____ Church Number: _____

Mailing Address: _____

Location Address: (if different than mailing address) _____

Email: _____ Phone: _____

Website: _____

Assigned Pastor:

Pastor Name: _____ Start Date: _____

Spouse Name: _____

Address: _____

Email: _____ Preferred Phone: _____

Other Assigned Licensed or Ordained Ministers:

Assigned Ministry: (associate pastor, children's pastor etc.) _____

Pastor Name: _____ Start Date: _____

Spouse Name: _____

Address: _____

Email: _____ Preferred Phone: _____

Other Church Leaders:

Name: _____ Position: _____

Name: _____ Position: _____

Appendix 13 — District Assembly Order of Business

The order of business will vary according to the plans and wishes of the JGS or chairperson presiding over the assembly. It will be necessary to adapt the daily agenda to the needs of the assembly as well. Consult the JGS/ chairperson on the business to be covered and prepare the agenda for each meeting or session accordingly.

SAMPLE- Business agenda

The first day/afternoon:

A. Organization of the Assembly:

1. Election of assistant secretaries
2. Election of Assembly assistants (pages, treasurer, reporters, etc.)
3. Set the time of meetings
4. Set the bar for delegates of the Assembly
5. Seat Alternate delegates
6. Ordering any standing committees
7. Ordering any special committees
8. Other items as needed

B. Fixing Special Orders (Set date and time for each to happen)

1. Report of the DS (date and time)
2. Election of DS (date and time)
3. Election of boards and officers (date and time)
4. Anniversaries to be celebrated (date and time)

C. Introduction of Guests

D. Authorize greetings to be sent

E. Reports of Pastors (as time permits)

F. Report of the Nominating committee

G. Items referred to Committees

H. Announcements and Committee Calls

Newly elected/appointed committees are called together to organize before departing the assembly.

Other potential business items you may need to include are:

- A. Report of the Ministerial Credentials Board related to any transfers (should be prepared to give this report on the first day.)
- B. Reports of Boards and officers
 - 1. District Advisory Board
 - 2. Ministerial Credentials Board
 - 3. Ministerial Studies Board
 - 4. SDMI (not always read)
 - 5. NYI (not always read)
 - 6. NMI (not always read)
- C. Reports of Elections by tellers
- D. Reports of any Standing Committees
- E. Reports of any Assembly Committees

Evenings

Programs of evening events or services (ordination service) are set by order of the District Assembly.

Appendix 14 — Ministerial Changes Chart

Feel free to use this type of grid for your own information, but it would also be beneficial to send with your journal. It will make reviewing ministerial credentials/moves much faster if all information is easily found in one place.

Within the District: (sample district: Argentina Ejemplo)

FROM	Pastor Full Name	TO	Date
Unassigned	Fred J Sample	Belen Primero	01-01-2018

- Options — church to church/church to retired unassigned/church to educator/etc.

To/From the District:

Pastor Full Name	IN/OUT	Assignment/District	TO/FROM	Assignment/District	Date Effective
Mario E C Ejemplo	IN	Pilar 1/Argentina Ejemplo	FROM	Getsemani/Peru Algo	01-01-2018
Marcos P Algo	OUT	Mision 2/Argentina Ejemplo	TO	Quito 4/Ecuador	Not yet received