

## ***Northeast Oklahoma District License (Ministers In Training) Instruction Letter***

Welcome to 2025. I trust you are sensing a renewed vision as you begin the new year. We look forward to seeing you at the upcoming **MIT Interview Day on March 4, 2025. (Spanish speaking MIT's will meet on March 3.)**

- **All First-Time License and Ordination interviews will be conducted In-Person.**
- **It is our preference to conduct all License Renewal interviews In-Person. However, Zoom interviews are allowed if necessary. Be sure to indicate which format you prefer when you send in your forms.**
- **All the forms and other items are available on the district website for your convenience. Go to <https://www.neokdistrict.org/resources/>. You will find the forms pertaining to your specific need.** The instructions below will complement and reinforce what you find 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.
- **A digital copy of your academic tracking form is available upon request.** Contact me at [jthornton68@gmail.com](mailto:jthornton68@gmail.com)
- ***It is the responsibility of the MIT*** to communicate and coordinate all procedures called for with your local church leadership 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, February 17.** The district office address is 6705 E. 81<sup>st</sup> Street, Suite 130, Tulsa OK 74133. You may scan the completed documents and send them to [neokdistrict@neokdistrict.com](mailto:neokdistrict@neokdistrict.com). If you have any questions that I can help you with, please email me at [jthornton68@gmail.com](mailto:jthornton68@gmail.com) or call me at [918-851-1178](tel:918-851-1178).

### **MIT Interview Days Spanish**

- Licensing Interviews will take place on Monday, March 3, 2025, 6:00 – 9:00pm, Fuente de Vida Church, 13131 E. 21st Street, Tulsa, OK 74134
- Ordination interviews will take place on the morning of March 4 at Tulsa Hills Church, 840 W 81st Tulsa, 74132.
- Interview timeslots will be assigned after you return your completed forms. The interview schedule will be posted on the <https://www.neokdistrict.org/resources/> site and also sent out by Thursday, February 27.
- All information regarding Removal of Divorce as Barrier that has not previously been approved must be submitted by February 17.

### **MIT Interview Day English**

- Licensing interview will take place Tuesday, March 4, Noon to 4:30pm, Tulsa Hills Church, 840 W 81<sup>st</sup> Tulsa, 74132
- Ordination interviews will take place on the morning of March 4 at Tulsa Hills Church, 840 W 81st Tulsa, 74132.
- Interview timeslots will be assigned after you return your completed forms. The interview schedule will be posted on the <https://www.neokdistrict.org/resources/> site and also sent out by Thursday, February 27.
- All information regarding Removal of Divorce as Barrier that has not previously been approved must be submitted by February 17.

## Group 1

### First Time Application for District License OR New to the NEO District (Transferred since May 1, 2024)

#### All First Time interviews will be conducted In-Person.

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. You may send us a copy of a recent background check to meet this requirement.
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 – 1<sup>st</sup> Time and Ordination Applicants Insights.** Complete all portions of the form.
6. **Applying Biblical Principles to Contemporary Society.** In an effort to clearly communicate and maintain denominational unity, each MIT is to read the entire document as it is copied from the *Manual of the Church of the Nazarene 2023*. Following each portion, indicate your response. This document will be discussed at the time of your interview.
7. **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 send only 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.
8. **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.
9. **Formal Agreement between MIT and Church** (for those not serving as lead pastor). If you are in an assigned pastoral staff position, complete all portions including necessary signatures.
10. **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 521-521.7 for further clarification. Send confirmation of courses completed to the District Office ASAP and definitely before the Feb. 17 deadline.

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:

Jim Thornton – jthornton68@gmail.com (District Secretary, Tulsa Region)

Austin Troyer – austinjtroyer@gmail.com (West Region)

Bret Metcalfe – claremorenazpastor@gmail.com (East Region)

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

All transcript questions must be received or resolved before the March 4 interviews.

11. **NEO – MIT Orientation** – All first-time and transfer MIT's will meet with Dr. McKellips for a brief orientation on March 4.

## Group 2

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

**Renewal interviews via Zoom must be approved and arranged prior to February 27.**

1. **NEO – Renewal Applicants Insights, 2025** – This is different than **NEO – 1<sup>st</sup> 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. If you are not meeting in person, please send any documentation of classes completed to the appropriate representative listed below ASAP and no later than Feb. 17.

Jim Thornton – jthornton68@gmail.com (District Secretary, Tulsa Region)

Austin Troyer – austinjtroyer@gmail.com (West Region)

Bret Metcalfe – claremorenazpastor@gmail.com (East Region)

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

All transcript questions must be received or resolved before the March 4 interviews.

5. **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 17**. Refer to the Mentor Assignment sheet to confirm your assigned mentor.

## Group 3

### Candidates Applying for Ordination or Recognition of Credentials

**All Ordination interviews will be conducted In-Person.**

1. **NEO – 1<sup>st</sup> 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 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 assigned staff ministry responsibilities.
5. **Applying Biblical Principles to Contemporary Society.** In an effort to clearly communicate and maintain denominational unity, each MIT is to read the entire document as it is copied from the *Manual of the Church of the Nazarene 2023*. Following each portion, indicate your response. This will document will be discussed at the time of your interview.
6. **Completion of Course of Study**– Since we are not meeting in person, please send any documentation of classes completed to the appropriate representative listed below. Your regional committee will confirm that you have completed the Course of Study. Unresolved questions regarding courses completed need to be resolved before the March 4 meeting.

Jim Thornton – [jthornton68@gmail.com](mailto:jthornton68@gmail.com) (District Secretary, Tulsa Region)

Austin Troyer – [austinjtroyer@gmail.com](mailto:austinjtroyer@gmail.com) (West Region)

Bret Metcalfe – [claremorenazpastor@gmail.com](mailto:claremorenazpastor@gmail.com) (East Region)

Otoniel Dannemann – [otodann@gmail.com](mailto:otodann@gmail.com) (Hispanic Region)

All transcript questions must be received or resolved before the March 4 interviews.

7. **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 17**. 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.**  
**We recommend that you and your spouse wear business attire 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](mailto:jthornton68@gmail.com)

918-851-1178