



2018 District Minister License Application Process & Due Dates

Attn: District License Candidate & Senior Pastors

CALLED To Serve

Dear Pastors,

It is time to begin the process for renewal of District Ministers Licenses, and for applying for a First-time District License. Your help is needed in helping us notify applicants regarding the timeline and actions for their submitting of the License Application, as noted below. **Please remember that District Licenses are issued for a one-year period and must be renewed annually.**

For All District License Applicants & Their Pastors:

Candidates for Ordination (Application Due Date: March 3) and Candidates for District License Renewal (Application Due Date: March 23)

The candidate application must be filled out online at this special website URL:

<https://www.districtapplications.com/>

**** candidates need a username & password - read info below**

- **To apply for Ordination**, the candidate must submit an application on the website, be an assigned District Licensed minister, must have completed and graduated from the Course of Study, be recommended by the local pastor and church board and meet the requirements for ministry service. Those who qualify for ordination this year, or next year, will be contacted and invited to **interviews with the Board of Ministry on Saturday, March 10**, at Richardson Church. We ask that spouses attend the interview.
- **To apply for District License Renewal**, the candidate must submit an application on the website, be in an assigned ministry role, be recommended by the local pastor and church board, and have completed two approved courses in the course of study during the last year. **Candidates must be interviewed by the Board of Ministry on Saturday, April 7**, at Richardson Church. We ask that spouses attend the interview.

Candidates for First-Time District License – (Application Due Date: March 23) If you are entering an application for the first time, we ask that you contact the N/E TX District Office by phone at 214-484-6511 or via email to districtofficenaz@netxnaz.net as soon as possible to request application website access and supply basic contact information (full name, address, phone #, and email) - then a user-name and password will be emailed to you.

- ***To apply for a First-Time District License***, you must submit an application on the website, have held a local minister's license for at least one year, completed at least six courses in the Course of Study for Ministers (or one-fourth of an accredited College/Seminary course of study for ministry), and must also be recommended by the local pastor and church board. **All first-time candidates for district license will be interviewed by the Board of Ministry on Saturday, April 7**, at Richardson Church. We ask that spouses attend the interview. A background check must also be completed (you will be sent a link for this.)

Course of Study Classes - Attn: All Candidates

Please collect a transcript(s) of all the courses completed this year, but preferably a transcript of *all* courses completed. This information should be sent as soon as possible to Ministries Studies Lead, Rev. Mark Hendrick at mark60hen@aol.com and bring the transcript(s) with you to the interview. If you want to be declared graduated, you will need to bring a certified copy of all courses completed, or have it sent to the District Office. As always, you will need to also bring a time log of hours spent in ministry, as well as the ministerial duties you are responsible for in your current ministry role.

Note: If a candidate has ever been divorced, the circumstances of that divorce must be discussed with the District Board of Ministry for that to be removed as a barrier to ordination. This must be done before the first district license can be granted.

The Online License Application website is:

<https://www.districtapplications.com/>

If you have completed an online district license application previously, most of that prior information will still be available on the website.

- You will soon receive an email that includes your user-name and password to the online application program (should be the same as last year's user-name and password.)
- Renewal candidates will need to log in, review their application questions & answers, and make any necessary changes and updates, before marking the application complete.

Contacts for Questions or Info on District Licenses

Course of Study Classes & education requirements – Rev. Mark Hendrick at mark60hen@aol.com or 903-220-1148

Pastoral service times and requirements – Rev. Larry Williams at lwilliams@dallasfirst.org or 214-636-1712

Problems with online application or log-in – Joshua Galloway at joshuaquiz@gmail.com

Additional Resources

More detailed information on ministry education and preparation can be found at

[*Guide to Ministerial Preparation*](#)
[*USA Handbook for Christian Ministries*](#)
[*USA Sourcebook on Ordination*](#)

