

MINISTERIAL JOURNAL FOR STUDENTS

To assist you in tracking the progress you make in your ministerial studies, to assist you in keeping track of the hours you spend in ministry, and to help you to keep focus in your ministry, the Ministerial Studies Board recommends that you keep a Ministerial Journal with the following sections in it:

- Section 1 - Cover page – complete with your full name, assigned role title, church name, and senior pastor
- Section 2 - Job description – as provided to you by the church board and pastor. Add to it any updates or changes as they come along.
- Section 3 - Weekly summary of hours – Your hours worked each week signed off on by the senior pastor
- Section 4 - Weekly calendar – a more in-depth accounting of hours spent each week in ministry (including lesson/sermon preparation, visitation, counseling, teaching, preaching, etc.)
- Section 5 – Transcripts – a copy of your yearly progress made in the Course of Study from whatever schools you are using to complete your educational pursuits. (Make sure an original transcript showing work accomplished in the current church year is sent to the Chairman of the Studies Board before your yearly interview.)
- Section 6 – Individual class record – keep a copy of each individual class syllabus and grade here. In case of questions, you will have a record of all classes taken.
- Section 7 – Correspondence - Keep a copy of all email and letters sent and received concerning your education and licensing. Include a copy of your essay (salvation story, sanctification story, history of finances, etc.) that you give to the Credentials Board. Also, keep a copy of your “Loyalty to the Pastor” letter here.
- Section 8 – Theological Coherence and Clarity - Print a copy of the “Agreed Statement of Belief” of the Church of the Nazarene and a copy of the “Articles of Faith.” Make notes on the articles of faith with questions or comments. These notes will help you as you interview with the Credentials Board and will help focus your studies on the cardinal doctrines of the Church of the Nazarene and the distinctive doctrinal statement of the Church of the Nazarene.

Doing this will help you keep track of where you are in the ministerial process and will assist the Studies and Credentials Boards when they meet to evaluate you each spring.

Grace & peace,

Rev. Brad Billet

Chairman, Ministerial Studies Board

Dr. J. Phillip Fuller

Chairman, Ministerial Credentials Board