

**Request To Retain An Assistant**

Date of Application \_\_\_\_\_  
Church Making Application \_\_\_\_\_

1. Please review carefully the provisions for retaining a Paid or an Unpaid Assistant in the Local Church as outlined in the *2001/2005 Manual*, Paragraphs 161-161.8.

2. **Full name** (no nicknames!) of person under consideration:

\_\_\_\_\_ First Initial Last

A. Address \_\_\_\_\_  
\_\_\_\_\_

3. Title of office for which he/she is being considered \_\_\_\_\_

A. *Attach a copy of the job description for this position.* (Necessary for approval!)

4. **General Information:**

A. Is he/she a member of the Church of the Nazarene? [ ] Yes [ ] No

B. Does he/she hold ministerial credentials in the Church of the Nazarene  
[ ] Yes [ ] No

C. If Yes to Item 4-B, what is the nature of the credential? (Local Minister, Licensed Minister, Elder, Director of Christian Education, etc.) \_\_\_\_\_  
\_\_\_\_\_

D. On what district does he/she hold the above credential? \_\_\_\_\_

E. In which local church is he/she now serving? \_\_\_\_\_

5. **Personal Information:**

A. What is his/her age? \_\_\_\_\_ B. Married? [ ] Yes Name \_\_\_\_\_ [ ] No

C. Children living at home? \_\_\_\_\_

D. Educational Background \_\_\_\_\_

E. Is he/she in complete sympathy with the action of the General Assembly with respect to "speaking in tongues" either as the evidence of the infilling of the Holy Spirit, or as an ecstatic prayer language being interpreted as inveighing against the doctrines and usages of the Church of the Nazarene? [ ] Yes [ ] No

6. This position will be considered [ ] Full Time [ ] Part Time

It will be [ ] With Salary [ ] Without Salary

7. Have you provided for the salary and benefits of this assistant in your current local church budget? [ ] Yes [ ] No.

A. Is the church now paying its denominational budgets? [ ] Yes [ ] No.

B. If the salary and benefits are not included in the current budget, how does your church propose to meet this added expense? \_\_\_\_\_  
\_\_\_\_\_

C. What are the salary and benefits being offered to the assistant?

\$ \_\_\_\_\_ Weekly Salary \$ \_\_\_\_\_ Hospital Insurance per Quarter

\$ \_\_\_\_\_ Soc. Sec. \$ \_\_\_\_\_ Annuity

\$ \_\_\_\_\_ Travel Allowance \$ \_\_\_\_\_ Utilities Allowance

\$ \_\_\_\_\_ Parsonage Allowance \$ \_\_\_\_\_ Other \_\_\_\_\_

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8. Will it be necessary to purchase/build additional housing? [ ]Yes [ ]No  
A. If yes, please explain \_\_\_\_\_  
\_\_\_\_\_
9. Will you need to receive a Board of Church Properties application form for the purchase of property and/or building of a parsonage? [ ]Yes [ ]
10. What experience or training has this person had for this type of ministry?  
\_\_\_\_\_  
\_\_\_\_\_
11. What personal recommendation do you have for this candidate? \_\_\_\_\_  
\_\_\_\_\_
12. Are there any special conditions involved in the retaining of this candidate, or any special services to be rendered? \_\_\_\_\_  
\_\_\_\_\_
13. The Church Board has formally voted to retain the above assistant. Their vote, recorded at a duly called meeting, was:  
A. Total number or persons serving on the Church Board \_\_\_\_\_  
B. Total Board Members present for the meeting ----- \_\_\_\_\_  
C. Total "Yes" votes ----- \_\_\_\_\_  
D. Total "No" votes ----- \_\_\_\_\_  
E. Date of the Board Meeting \_\_\_\_\_
14. As Pastor, I recommend this assistant and request the written approval of the District Superintendent as provided in to *2001/2005 Manual*, paragraph 162-162.8.

SIGNED: PASTOR \_\_\_\_\_  
BOARD SECRETARY \_\_\_\_\_

15. Please return this application to the District Superintendent. If approved, he will sign below and return this request form to you.

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(FOR DISTRICT OFFICE USE ONLY)

*I hereby approve the retaining of the above assistant according to the conditions and understanding contained herein.*

\_\_\_\_\_  
*Signature of District Superintendent*

\_\_\_\_\_  
*Date*

**ATTENTION:** Inform the assistant, if credentialed, to IMMEDIATELY request in writing of his District Superintendent that the assistant's ministerial transfer be sent to me, and if a licensed minister, request IMMEDIATELY in writing from his Ministerial Studies Board that a transcript of his records be sent to the NWO Ministerial Studies Secretary (*2001/2005 Manual*, paragraph 432.1).