

MICHIGAN AREA SCHOOL FOR LICENSE AS A LOCAL PASTOR

OVERVIEW

The purpose of the School for License as a Local Pastor is to foster the spiritual growth and skill development of persons called into ministry. Students share in collegial fellowship, worship, study and practical experience, which enable them to qualify for a License as a Local Pastor and service in a congregation. The school emphasizes practical preparation for ministry, and the development of attitudes that will lead to future growth by each participant. The focus will be on understanding the local congregation and leading the congregation – worship and preaching, sacraments, weddings, funerals, pastoral leadership, Christian education and formation, and pastoral care.

Courses are taught by qualified persons from the Michigan Area. Each faculty member is selected on the basis of their skills in leadership and their familiarity with the character, style, resources and life of various sizes of congregations.

The required eighty (80) contact hours of instruction are achieved in two settings – a five day (42 hour) experience in an academically oriented setting, and four weekends in parish settings (9 hours) each, except (12 hours) on the preaching and worship weekend. **Weekends are Friday night, 7 p.m. (supper not included) through Saturday afternoon, 4 p.m. The October weekend includes Sunday morning worship and will conclude by 3 p.m. Sunday afternoon. The November weekend concludes with a “Service of Celebration” beginning at 3:00 p.m. for those completing the requirements of the school.**

Students are required to attend all 80 hours of instruction and complete all course requirements. In addition, students are expected to demonstrate openness to new learning and a growing faith. Those who show evidence that they are called by God and capable of leadership within The United Methodist Church will be given a Certificate of Completion. Please note that attendance at this school is a requisite for a license, however, your participation does not guarantee that you will be granted a “License as a Local Pastor.” Your license is voted on by the Clergy Session of the Annual Conference after you have completed all courses of this school, received the recommendation of the faculty and Director of the school, and the recommendation of your District and the Conference Committees on Ordained Ministry. (The Annual Conference may vote that a license be granted after the sessions of the Annual conference contingent on your successful completion of this school. You may ask your District Superintendent about this matter.)

ADMISSION

Only those who have been approved by their respective District Superintendents and are currently "Certified Candidates for Ministry" will be allowed entrance in the Michigan Area School for License as a Local Pastor.

REGISTRATION DEADLINE – July 1, 2020

The items below are required for admission. Please use this list to ensure that the application is complete and ready for submission to the registrar. Incomplete application will not be accepted. All documents may be sent via mail or email, and must be received prior to the deadline for registration.

- Evidence from your District Committee on Ordained Ministry that you are a “Certified Candidate for Ministry.”
- Completed application for enrollment signed by you and by your District Superintendent, and sent to the Registrar, Rev. Jeremy Wicks, including the registration fee of \$250. Make your check payable to Michigan Conference, and note “Licensing School”.

Upon receipt of the application and all required materials, the Registrar will email an acceptance notification.

ATTENDANCE

Students are required to attend all sessions, including the four weekend sessions. Absence may disqualify a candidate from the opportunity to complete this school. Absence from any one weekend will prevent a candidate from completing the required 80 hours of instructional contact. ***Students with Sunday obligations to a local church will need to arrange for a substitute during the October weekend, which goes until Sunday afternoon.***

Session Dates Include:

- July 19 – 23, 2020
 - LTP Retreat Week @ Lake Huron Retreat Center
 - Arrive @ LHRC between 3:30pm and 4:00pm
- August 21, 22 – Rev. Dr. Ray McGee
 - Organization of the Local Church @ Grosse Pointe UMC
- September 18, 19 – Rev. Dr. Wes Brun
 - Pastoral Care for Spiritual Formation @ Nardin Park UMC
- October 2, 3, 4 – Rev. Rick Blunt
 - Preaching and Worship @ Okemos Community Church
- November 13, 14 – Rev. Anita Hahn
 - Christian Education for the Local Church @ Midland First UMC

BOOK / MATERIALS LIST

A significant amount of time will be needed for study and preparation before you arrive at the school. Be sure to acquire the books listed for each of the courses in time to complete the advance assignments you are to bring with you to the school. Course syllabi are attached.

WHAT TO BRING TO PORT HURON

Casual dress appropriate for the season will be in order. The schedule allows for rest breaks, but there will not be enough time to go off campus. This weeklong experience will be focused on study and preparing for pastoral ministry.

COSTS ASSOCIATED WITH MASLLP

- Registration Fee - \$250.00
- Instruction / Materials / Retreat Center Lodging - Michigan Area Students receive a tuition scholarship which covers instruction, facilities and most meals. The costs associated with Lake Huron Retreat Center, which include lodging with double or triple occupancy and all meals, are covered by this tuition scholarship.
- Four weekends – Friday night lodging may be requested in the private home of a church member where the class meets. Please note that the November Weekend includes two nights (Friday evening through Sunday 3 p.m.).
 - Those who prefer to room in a motel at their own expense on the weekends will be provided a list of nearby motels, *if requested*.
 - Motel reservations, payment and meals are the Student's responsibility.

- The following costs are the responsibility of the student (*recent estimates of this cost are around \$300 - \$500*):
 - transportation
 - books
 - weekend meals / lodging
 - study materials

IMPORTANT INFORMATION - Some local churches / districts help with the costs of study materials, books and travel, but not all. You may ask your District Committee on Ministry or your local pastor for information. In all cases the student is expected to pay the cost of advance registration which is \$250.00.

FACULTY

Rev. Dr. Ray McGee - Director

(revmcgee@gpumc.org) Ray attended the first Michigan Area School for License as a Local Pastor, completed the Basic Course of Study as well as the Advanced Course of Study. Later, continuing his education, he received his DMin in 2010 and is now serving as an Ordained Elder in the Michigan Annual conference. Through his different appointments Ray has been part of Congregational Development, a major building project, and is now serving as the Lead Pastor of Grosse Pointe United Methodist Church.

Rev. Jeremy Wicks - Registrar

(jeremy@tcmosaic.org) Jeremy is a past graduate (2011) of the Michigan Area School. He has served in various leadership roles throughout the conference, and is serving as a church planter in the Northern Waters District. After successfully launching the Dansville Community Center and Village Church, both in the former Lansing District, and now in year three of the launch of a new community, Mosaic Church in Traverse City, he is eager to share his experience with pastors, churches, and parachurch organizations who are looking to reach new people for the sake of building the Kingdom.

Rev. Anita Hahn

(glue4evr@yahoo.com) Anita is the former superintendent of the Northern Waters District, and is currently serving Midland First United Methodist Church. She has extensive experience in equipping and resourcing pastors and congregations to effectively reach those on the margins and a passion for ministry to youth and children.

Rev. Rick Blunt

(rickblunt@hotmail.com) Rick is currently serving as Pastor at Okemos Community Church. Rick is a graduate of Princeton Theological Seminary, where his senior concentration was in the area of Preaching and Worship. He is the past president of the West Michigan Fellowship of United Methodists in Music and Worship Arts. Prior to attending seminary, Rick was an elementary school teacher and principal.

Rev. Dr. Wes Brun

(wesbrun@gmail.com) Wes served 11 years in parish ministry (In Missouri) before specializing his ministry in Pastoral Counseling, which he did for 32 years until his retirement July 1, 2006. For twenty years he was the (founding) Executive Director of the Samaritan Counseling Center of Southeastern Michigan. Wes has always seen his pastoral counseling ministry as an extension of the ministries of the local church in his area.

LOCATION AND FACILITIES

The first five days of the school are held at the Lake Huron Retreat Center located on M-25, 12 miles north of Port Huron and 8 miles south of Lexington, on the east side of the road. There are classrooms, dining area, and spacious grounds with a view of the lake. Rooms are usually double or triple occupancy and air conditioned. Bedding, towels and soap are provided. The facility is handicapped accessible.

Lake Huron Retreat Center

8794 Lakeshore Drive
Lakeport, MI 48059
810-327-6272

All room arrangements will be made by the registrar. If you have needs that require special attention, please contact the registrar as soon as possible. If you desire a single room you may inquire whether any are available and what the additional cost will be, by contacting the registrar.

Bring personal items, notebook, Bible and assigned study materials.

The four weekend sessions are held at local churches. Please do not contact the churches with questions about the MASLLP. Questions should be directed to the appropriate faculty member.

Grosse Pointe UMC
211 Moross Rd
Grosse Pointe Farms, MI 48236
(313) 886-2363

Nardin Park United Methodist Church
29887 W 11 Mile Rd
Farmington Hills MI 48336
(248) 476-8860

Okemos Community Church
4734 Okemos Rd
Okemos MI 48864
(517) 349-4220

Midland First United Methodist Church
315 W. Larkin St.
Midland, MI 48640
(989) 835-6797

CONTACT INFORMATION

Rev. Dr. Ray McGee, Director
211 Moross Rd
Grosse Pointe Farms MI 48236
(313) 886-2363
mcgeeray4@gmail.com

Rev. Jeremy Wicks, Registrar
1249 Three Mile Rd S
Traverse City, MI 49696
C - (517) 851-1494
jeremy@tcmosaic.org



2020

MICHIGAN AREA SCHOOL FOR LICENSE AS A LOCAL PASTOR

This application must be completed and submitted by **JULY 1, 2020**. Please note that your District Superintendent must approve this application prior to submission to the registrar. We have worked to simplify this application, so all information requested is **REQUIRED**.

CONTACT INFORMATION

Full Legal Name:		
Street Address:		
City:	State:	Zip:
Cell Phone:	Home Phone:	
Email:		

REQUIRED SIGNATURES

APPLICANT - By signing below I am affirming that I have read the requirements for participation in the Michigan Area School for License as a Local Pastor, and agree to adhere to the guidelines provided by the registrar, director, teaching staff, and all related conference / area policies. I also understand that completion of the MASLLP does not automatically grant me a License to Preach.

Applicant Signature _____ Date _____

DISTRICT SUPERINTENDENT – By signing below I am affirming that the above named applicant has met the criteria to be considered a “Certified Candidate” including the completion and review of the required psychological testing battery prescribed by the applicants Conference Board of Ordained Ministry.

District Superintendent Signature _____ Date _____

CHURCH RELATIONSHIP

Church Name:	
Pastor Name:	
District:	Conference:
Candidacy Mentor Name:	

LEADERSHIP EXPERIENCE – Using the space below, briefly describe your leadership experience in a local congregation, district, or annual conference:

Do you have any **special needs / dietary requirements**, etc... that we will need to care for while you attend this school? Please describe:

APPLICATION CHECKLIST

The items below are required for admission in the Michigan Area School for License as a Local Pastor. Please use this list to ensure that the application is complete and ready for submission to the registrar. Incomplete application will not be accepted.

- Complete** Application, including DS signature
- Copy of Certificate of Candidacy / Letter Affirming Candidacy Status
- \$250.00 Registration Fee
- Send application with required information to:
Rev. Jeremy Wicks, Registrar
1249 Three Mile Rd S, Traverse City, MI 49696

Make checks payable to: Michigan Conference, NOTE - Licensing School

ORGANIZATION AND LEADERSHIP OF THE LOCAL CHURCH

Instructor: Rev. Dr. Ray McGee, Lead Pastor
(313) 886-2363 (office) / (734) 678-3683 (cell)
mcgeeray4@gmail.com / revmcgee@gpumc.org

Purpose: To assist students to become more familiar with the Book of Discipline of the UMC, and help them become more effective servant leaders in the local church.

Resources: **Required:** Bible (translation of the student's choice).
Required: The Book of Discipline: United Methodist Church **2012 & 2016** Editions
Required: "Administration in the Small Member Church" - John Tyson
Optional: Any book (only one, the student's choice) that deals with the topic of leadership" that the student has found helpful, useful or of interest.

Assignments: (To be completed ***before*** arriving at the Retreat Session in July)

- 1 Each student is to read the following sections of the Book of Discipline:
 - a) Part IV : "The Ministry of All Christians" (pages 93-103)
 - Part VI: "Organization and Administration" (p. 147-221)
- 2 Bring a description of the local church leadership (a Church Conference Lay Leadership Report will do) of the local church that the student is currently attending or serving. We will be using these to discuss how various local churches are organized to carry out its work.
- 3 Consider one (1) question that **you** feel any church leader should ask on a regular basis. Discuss your selection in a one (1) page paper.
- 4 Read Acts 6: 1 – 7. Write a paper (1 - 2 pages) discussing your impression(s) or thoughts on the "mission" of the church as well as the "leadership style(s)" contained in this text. How might these be different or similar to the ministry needs that the church faces today?
- 5 A one (1) page paper identifying a Biblical leader that you can identify with and why.

CHRISTIAN EDUCATION IN THE LOCAL CHURCH

REQUIRED BOOKS (all are available from cokesbury.com)

1. Christian Education in the Small Membership Church by Karen Tye
2. Three Simple Rules: A Wesleyan Way of Living by Reuben Job
3. A Spiritual Formation Workbook: Small-group Resources for Nurturing Christian Growth by James Smith
4. Safe Sanctuaries Anniversary Edition by J. Melton (other editions are OK if they include children & youth)

CLASS OBJECTIVES

During our sessions on educational ministries we will explore:

- Ways to incorporate Christian Education beyond the classroom
- How to address multiple intelligences in worship and the classroom
- Tools for choosing and evaluating curriculum
- Foundations of spiritual formation
- Why theology matters

ALL ASSIGNMENTS ARE TO BE SUBMITTED BY EMAIL TO ANITA BEFORE THE JULY SESSION AT LAKE HURON. *Please Note – All Christian Education teaching modules will take place in November.*

1. Read Christian Education in the Small Membership Church. Based on your reading, write a 600-900 word typed (preferred) paper responding to these questions:
 - a. Beyond the physical needs, what are some things that help the brain learn? Based on that, describe at least two things you could incorporate in each of the following to make it a better learning experience:
 - i. a worship service
 - ii. a mission experience
 - iii. a children's classroom
 - b. Consider the 5 vital qualities for Christian Education in a small membership church (p. 57). Choose THREE and give specific examples of how you could use them to strengthen a church's Christian Education ministry.
2. **A Spiritual Formation Workbook** - Read Session One to familiarize yourself with classic spiritual disciplines then COMPLETE EXERCISE 6 in session one to identify your strengths & weaknesses.
3. **Three Simple Rules**
4. Read part one of **Safe Sanctuaries**
 - a. Find out if your current church has a policy. If so, review it, and bring a printed copy with you to the November weekend session.

If you have questions, contact Rev. Anita Hahn @ glue4evr@yahoo.com.

PASTORAL CARE FOR SPIRITUAL FORMATION
Wesley L. Brun, D.Min., L.P.C., Instructor

COURSE DESCRIPTION

“A spiritual leader has personal/spiritual discipline, an awareness of God in all of life’s circumstances, and knows the resources available—both written and personal—which assist in building up the congregation as a caring community.” (Course description provided by the UMC, General Board of Higher Education and Ministry) This course will help participants develop their “pastoral identity” and skills.

REQUIRED RESOURCES

Pastoral Care In The Small Membership Church James L. Killen, Jr. (a volume in the “Ministry in the Small Church” series), Nashville, Abingdon Press, 2005. This is the basic text we will use for the summer retreat. It will provide us with a basic “theology” of pastoral care, as well as some very solid, practical instruction about dealing with certain pastoral situations. Please read it prior to coming for the retreat. Like all of the other books referenced in this course, the text is available through Cokesbury.

Healthy Congregations: A Systems Approach Peter L. Steinke, New York, the Alban Institute, 1996. This book will be our basic text for the weekend sessions on Pastoral Care for Spiritual Formation. The value of this text for us is the help it provides on understanding, in a basic way, how interpersonal/relational systems work. Again, please read it prior to attending the weekend sessions. It, too, is available through Cokesbury.)

IN ADDITION TO THESE TWO BASIC TEXTS, PLEASE READ EITHER ONE OF THE FOLLOWING:

The Spirituality Of Imperfection: Storytelling And The Search For Meaning
Ernest Kurtz and Katherine Ketcham, , New York, A Bantam Book, 1992, (reissue) 2002.

Or

The Wounded Healer: Ministry In Contemporary Society
Henri J. M. Nouwen, Garden City, New York, Doubleday and Company, Inc, 1972.

Please read one of these before coming to the summer retreat. These provide us with a way to put ourselves in some appropriate perspective for dealing with the pastoral situations we encounter in ministry. You may decide you’d like to read both and that is okay, too!

Course Requirements:

- 1) Please do the reading described above.
- 2) Participate in class discussions; we are all enriched by our sharing of our individual insights and experiences.
- 3) Write up two “pastoral care” situations (please see the special sheet of instructions for how to prepare a “Pastoral Care Situation Presentation.” One will be due at the time of the summer retreat; the other will be due at the weekend sessions on Pastoral Care for Spiritual Formation in the fall. The write-ups should be approximately five pages in length (typed, double spaced). You will need to bring enough copies of your write-up for each student in the class and the instructor. (Not all write-ups may be shared in class; this will depend on time constraints, and the number of students in the class. You need to be prepared to present, however, because one never knows for certain who might be selected to present.)
- 4) Find out about agencies, professionals, counselors, physicians, etc., in your area that might be useful as referral resources for persons whose needs exceed your expertise and experience. Prepare a written list in whatever format might be most useful for you to use (3X5 cards, a long list, arranged by categories, etc.). Come to both the summer retreat and the fall weekend with

your written notes about such resources so we can chart your progress. In some counties, the Probate Court of the county has already prepared such a list, and these are available to pastors and other professional for a nominal fee. You might want to check that out in your county. Or, in addition, some other pastoral colleagues may have already begun to develop such a list of resources, and they would, likely, be willing to share their discoveries with you.

Course Outline:

SUMMER RETREAT

Session I: (See schedule for day and time)

- Orientation to the class and connecting with one another
- Topic for session: "What is Pastoral Care?" "The Use of Ourselves as Resource, and the Stewardship of Ourselves (self-care)." We will also consider the relationship between faith and "mental health."
- See especially, Killen, Chapters 1 and 2, also 14 and 15. Kurtz and Ketcham and Nouwen books will also be relevant in this discussion.
- Textbook Review
- Pastoral Care Situation presentations

Session II:

- Topic for session: "The Relation of Pastoral Care to other dimensions/aspects of ministry (e.g., preaching, evangelism, religious education, church administration, congregational development, etc.)."
- See Killen, Chapters 9 and 10. We will also deal with the initial steps in establishing a "pastoral relationship with parishioners. In this regard, see especially Chapters 3, 4, 5 and 6 in Killen. We will also consider the importance of pastoral record keeping.
- We will consider the difference between "task orientation" and "process orientation."
- Pastoral Care Situation presentations

Session III:

- Topic for session: "Pastoral Care of Grief." We will also explore the importance of the "ritualization" of major life transitions.
- See especially Chapters 7, 8 and 9 in Killen.
- Pastoral Care Situation presentations

Session IV:

- Topic for session: "Crisis Intervention" (This is where your resources list will begin to prove helpful.)
- We will also consider the impact of addiction issues.
- See especially, Killen Chapters 11, 12, and 13.
- Pastoral Care Situation presentations

WEEKEND SESSION IN PASTORAL CARE

Session V: (Friday evening, 7:00 p.m. to 9:00 p.m.)

- Opening meditation and Reconnecting with each other
- Orientation and organizing for the weekend
- Topic for session: "Ethical and Legal Issues in Ministry (e.g., abuse of power relationships, confidentiality, duty to warn, duty to report, copyrights and plagiarism, etc.)"
- Pastoral Care Situation presentations

Session VI: (Saturday morning, 8:30 a.m. to 10:00 a.m.)

- Prayer
- Topic for session: “Systems Theory, and Helping Couples Prepare for Marriage” (The Instructor will present a model for premarital couple counseling.)
- Textbook Review
- Pastoral Care Situation presentations

[Break: 10:00 a.m. to 10:30 a.m.]

Session VII: (Saturday morning 10:30 a.m. to 12:00 noon)

- Topic for session: “The Congregation as a ‘Family’ System” We will also consider the nature of “health congregations” (see Steinke’s book); and we will address the issue of conflict in the parish.
- Pastoral Care Situation presentations

[Break for lunch, 12 noon to 1:00 p.m.]

Session VIII: (Saturday afternoon, 1:00 p.m. to 2:30 p.m.)

- Topic for session: “The Ministry and Art of ‘Referral Counseling’”
- Pastoral Care Situation presentations

Evaluation: (Saturday afternoon, 2:30 p.m. to 2:45 p.m.)

- Dismissal and Benediction

HOW TO PREPARE A PASTORAL CARE SITUATION PRESENTATION:

If you are already serving in a pastoral setting, you probably have already had some pastoral situations to deal with (e.g., a parishioner in the hospital, the death of a parishioner, a parishioner-family crisis, a couple who wanted to get married, etc.) You could write up one or two of these situations. **IN ALL CASES, DO NOT USE THE PARISHIONER’S REAL NAME.** Disguise the situation enough so as to protect the anonymity of the parishioner. In your write up, include sections that address the following topics:

- 1) Who is the person (John Doe, Jane Doe), age, marital status, children, employment, relationship with the church, etc. (basic demographic information)?
- 2) What did the parishioner see from you? How did **THEY** describe the situation/problem?
- 3) What background do you know about the parishioner that may help to explain the emergence of the situation/problem?
- 4) How do **YOU** understand the situation/problem? (This may be different from the way the parishioner presents the situation/problem!)
- 5) What goals did you have for the way you intervened? How did you intervene? What did you decide to do? How did your intervention work?
- 6) How do you think you might follow-up with the pastoral situation in the future?

If you are not yet serving in a pastoral setting, perhaps you could think of some fellow parishioners whom you might be able to interview about their experience of receiving pastoral care. You might ask them to share with you about the following:

- 1) Who is this parishioner (John Doe, Jane Doe), age, marital status, children, employment, relationship with the church, etc. (basic demographic information)?
- 2) What was the situation they were facing that prompted them to call their pastor?
- 3) How was the pastor helpful in the situation? What did the pastor do and/or say that facilitated healing and growth?
- 4) What did the pastor do and/or say that the parishioner thought was not helpful, or that might have got in the way of healing and growth (if anything!)?
- 5) Did the pastor make use of any other resources (referrals, etc.) during the course of the pastoral situation? If so, what were they and how did they help (or hinder)?
- 6) Have you noticed changes in this fellow parishioner as a result of this incident? If so, how?

In either type of report—your own pastoral situation, or one from an interview with a parishioner/colleague—if you can, include in your write-up a part of the conversation (as best you can reconstruct it) which in your view represents a significant turning point in the conversation.

Please make enough copies for each class member and for the instructor. When we meet, we will work out a schedule for sharing these case studies/write-ups in class.

Additional References:

If you have a particular interest in one of more of these topics, the instructor can provide information regarding additional resources you might consult for further learning on these topics, or additional topics related to pastoral care and counseling.

Questions?

If you have any questions about this curriculum, please do not hesitate to contact me, Wes Brun, at 248-477-3209 (home), or 248-231-0322 (cell: I do not always carry my cell with me); or by email at wesbrun@gmail.com.

PREACHING AND WORSHIP

During the week we spend at Lake Huron Retreat Center, you will learn about several processes for sermon writing.

Prior to attending the week at Lake Huron, you have two written assignments and some reading assignments. Please see below for details.

You are to interview at least three other pastors about their process of sermon writing, so that you have a more extensive source of ideas from which you will develop your own style and process. You are also to observe a wedding, funeral, and another church's worship. These assignments will take time and advance planning. Please give them immediate attention.

During the week together, we will talk about the importance of long-range planning, use of the lectionary and/or theme-based preaching, types of sermons, how to edit materials for sermons, delivery techniques, integration of arts in worship, worship design and resources, and participation in lectionary or other collegial groups. It is a lot of material to cover. We will also cover preparing and presiding at funerals; weddings and sacraments will be covered during our long weekend in November.

Following the weeklong part of the course, **you will prepare a sermon and preach it** to a "congregation" of your choice. Record the whole service and **send to me no later than September 15**. I will review it and give you suggestions on an individual basis at our weekend together in November.

During the October weekend at my church in Okemos, we will practice the "how-to's" of sacraments and weddings. (You are not authorized to do weddings or preside at sacraments until after completion of LTP school and after receiving an appointment from the Bishop. DSA's do not have sacramental privileges or authorization to preside at weddings, so in July we'll focus on the things you can do as you're serving right now.)

Please note that the October weekend runs through Sunday afternoon; you are expected to be present the whole time.

I am excited about this class. Preaching is, I believe, at the heart of parish ministry. It reaches the most people and is central to the faith. I am looking forward to sharing with you my process and a host of resources that can help you. I am already praying for you and our time together.

Rick Blunt

ASSIGNMENTS

- 1) Interview three (3) pastors and write a paper about the interviews
 - a) Format and due date
 - i) Assignment is due the first day of the school.
 - ii) It is to be typed, double-spaced.
 - iii) Create a header on each page that has your name and the page number.
 - iv) It is to be at least two pages, no more than 8 pages.
 - b) Content
 - i) Ask the questions below of at least three pastors. Take notes during your interview. Compare the answers and write a summary paragraph containing your conclusions and insights on each question.
 - (1) I am not looking for a "word for word" verbatim of your interviews. Pick out the important parts of each interview and compare each pastor's ideas and insights with others', and then conclude with your own thoughts.
 - ii) Title each section with the **Key Words** (in bold & underlined below) from the questions below.
 - c) Questions
 - i) How much time do you usually spend in sermon preparation?
 - ii) Do you have a usual process you go through in sermon preparation? If so, please describe it.

- iii) What resources do you find most helpful in sermon preparation? (Try to get specific names of commentaries, periodicals, books, Internet sites, and other resources. These can be shared with classmates.)
 - iv) Where do you get illustrations and stories? Do you have a system for organizing them?
 - v) How do you decide what scripture to use and what the sermon will be about?
 - vi) How far ahead do you plan your sermons?
 - vii) Are you a manuscript, outline, or no-notes preacher? Do you stay in the pulpit or wander around? How would you describe your style or type of preaching?
 - viii) What are your biggest joys and greatest frustrations with preaching?
 - ix) What is your usual practice in regard to funerals? (Contacts with family, when and where; gathering material for the eulogy; resources; typical order of service, etc.)
 - x) What is your usual practice in regard to weddings? (Counseling with couple—how many times, content, resources; designing the service; policies; resources; etc.)
 - xi) What has been your most difficult funeral or wedding? What helped you through it?
 - xii) What advice or suggestions would you offer a new pastor about preaching, weddings, funerals, and sacraments?
- 2) Reading Assignments (These are to be **read before arriving** at the week-long retreat. You will not have time to read them during the week. I do not intend to repeat the material in the books, but will assume you have read the material and know it. If you have not, you might be lost. Please, take the time to read all the assignments; they are foundational to our time together.)
- *From Pew to Pulpit* – Clifton F. Guthrie, entire book
 - In *Unleashing the Word*, Chapter 1, 2, 3, 4, 7, 8, 9, 10, 11, 15 and 16.
 - In *The Book of Worship*, pages 12-53, 81-102, 115-127, 139-157, 224-237. Also, familiarize yourself with the other resources available throughout *The Book of Worship*.
- 3) Observations and paper summarizing your observations
- a) Turn in on the first day of class:
 - i) *A brief 1 page paper of when, where and what you observed and the two main things you learned by doing the observations.*
 - b) *Keep your notes* for discussion during the week and during our fall weekend.
 - i) *Worship Service* – take notes a service you are not leading. Notice who moves when and where, how is the offering taken, who does what, etc. What is the choreography of worship? Notice the flow of the service: how is music used; speed of worship; rise and fall of voices, tone and mood; how does congregation participate. Notice the visuals in the worship setting. Note use of projection and if it is effective. Where are the awkward pauses and breaks? What works well?
 - ii) *Funeral Service* – attend a service of someone not related to you. Observe the order, where the pastor stands, and what he/she does. Be sure to time the service. If possible, attend the committal/graveside as well. If there are not many funeral in the church you attend or a nearby church, talk with a local funeral home director and explain what you would like to do. She/he will probably be happy to accommodate you.
 - iii) *Wedding* – again this should be of someone not related. If possible, attend the rehearsal. Many pastors would be happy to allow you to observe. Again watch for flow and details of movement, order, protocol, etc. Time the entire service and time the rehearsal. It is acceptable to observe a wedding at a location other than the church.

REQUIRED RESOURCES

- 1) Bibles, preachers need to have at least these three: (FOR OUR WEEK, bring only ONE)
 - i) The New Revised Standard (NRSV), Oxford edition with notes
 - ii) Bible of your choice, with notes
 - iii) A paraphrase like *The Living Bible* or *The Message*, again with notes
- 2) ***The United Methodist Book of Worship*** This you will need to own. I suggest you purchase a copy for your own library.
- 3) ***From Pew to Pulpit*** – Clifton F. Guthrie,
- 4) ***Worshipping with United Methodists*** (Revised Edition) – Hoyt Hickman

- 5) ***Unleashing the Word: Preaching with Relevance, Purpose and Passion***, Adam Hamilton, Abingdon Press, 2003, ISBN 0-687-08315-X,
- 6) We have available for use during the week: a *United Methodist Hymnal, The Faith We Sing* at the Retreat Center, but if you're a person who likes to make notes in your books, bring your own.
- 7) A Commentary on Mark. You might want to borrow a commentary from a pastor.

FYI: Cokesbury bundles most of the books required of LTP Schools at a significant savings:

The ISBN (number) is 9780687654826. The bundled books will be sold under this ISBN for \$44.99 (vs. \$79.99). Included in that bundle are:

1. *Pastoral Care in the Small Membership Church* – James L. Killen, Jr.
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3. *Worshipping with United Methodists (Revised Edition)* – Hoyt Hickman
4. *Administration in the Small Membership Church* – John Tyson
5. *Christian Education in the Small Membership Church* – Karen Tye

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