

## MICHIGAN SCHOOL FOR LICENSE AS A LOCAL PASTOR

### OVERVIEW

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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 expertise in areas of ministry leadership and their familiarity with the character, style, resources and life of various sizes of congregations.

The required eighty (80) contact hours of instruction will be achieved through a five-day retreat and weekend zoom sessions. Students are required to attend all 80 hours of instruction and complete all course requirements.

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 Committee on Ordained Ministry and the Conference Board of 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

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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 School for License as a Local Pastor.

#### REGISTRATION DEADLINE – July 1, 2024

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 “LTP 2024”.

Upon the Director’s receipt of your application and all required materials, you will receive an acceptance notification via email.

## ATTENDANCE

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Students are required to attend all sessions. Absence may disqualify a candidate from the opportunity to complete this school. ***Students with Sunday obligations to a local church will need to arrange for a substitute during the November weekend, which goes until Sunday afternoon.***

### Session Dates:

- **July 21 - 26**                      **Retreat Week @ Lake Huron Retreat Center**
  - IN PERSON SESSIONS (Sunday – Friday)
  - Arrival Time – Sunday between 3:30PM and 4:00PM
  - Departure Time – Friday @ 3:00PM
  
- **August 16 – 17**                      **Pastoral Care for Spiritual Formation**
  - Zoom Meetings
  - Friday (7:00pm – 9:00pm)
  - Saturday (10:00am – 12:00pm / 1:00pm – 4:00)
  
- **September 20 – 21**                      **Leadership and Administration**
  - Zoom Meetings
  - Friday (7:00pm – 9:00pm)
  - Saturday (10:00am – 12:00pm / 1:00pm – 4:00)
  
- **October 4 – 5**                      **Christian Education for the Local Church**
  - Zoom Meetings
  - Friday (7:00pm – 9:00pm)
  - Saturday (10:00am – 12:00pm / 1:00pm – 4:00)
  
- **October 25 – 26**                      **Mission and Evangelism**
  - Zoom Meetings
  - Friday (7:00pm – 9:00pm)
  - Saturday (10:00am – 12:00pm / 1:00pm – 4:00)
  
- **November 8 - 10**                      **Preaching and Worship**
  - IN PERSON SESSION (Friday – Sunday)
  - Big Rapids First UMC (304 Elm Street, Big Rapids MI 49307)
  - Arrival Time – Friday @ 7:00PM
  - Departure Time – Sunday, after Graduation
  
- **November 10 - Graduation @ 3:00PM**

*PLEASE NOTE – We are required to provide 80 contact hours. In the event that this is not achieved with the dates / times above, the Director, in consultation with the faculty, reserves the right to add additional Zoom sessions as necessary to meet these requirements. These will be communicated with as much advance notice as possible.*

## **ASSIGNMENTS / COURSE WORK**

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- All assignments are due to the appropriate faculty person no later than July 15, 2024, unless otherwise noted on the syllabus. All reading is to be completed before the July retreat, unless otherwise noted on the syllabus.
- Assignment extensions may be considered if a request is made in a timely manner. Any assignment more than one week past due, without communication or approval of the faculty person responsible for that particular section, will result in a failure to have fulfilled this school's requirements for graduation.
- All papers shall be written using the following guidelines: 12pt Arial or Times New Roman font, 1.5-line spacing, 1" margins, and shall include a header on each page that includes your name and the page number, unless specifically stated in the syllabus.

## **BOOK / MATERIALS LIST**

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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.

## **RETREAT WEEK LOCATION AND FACILITIES**

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The retreat week will be 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 accessible.

### **Lake Huron Retreat Center**

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

All room arrangements will be made by the director. If you have needs that **require** special attention, please contact the director 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 director.

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

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- Michigan Candidate Registration Fee - \$250.00
- Out of State Registration Fee - \$1250.00
- The following additional costs are the responsibility of the student (*recent estimates of this cost are around \$350-\$500*):
  - Transportation to and from the retreat week.
  - Overnight accommodations at in-person weekend sessions
  - books / study materials

Michigan students receive a tuition scholarship, funded by the Annual Conference as part of the Board of Ordained Ministry budget. This automatic scholarship defrays the cost of instruction, facilities, meals, etc...

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 registration.

## **FACULTY**

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### **Rev. Anita Hahn (she / her) – Preaching and Worship / Christian Education**

Anita is currently serving as the Pastor at Michelson Memorial 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 worship ministry.

### **Rev. Jenaba Waggy (ze/zir | he/him) – Leadership and Administration**

Jenaba is currently serving as Associate Pastor at Ann Arbor First. After finishing an MA in medieval studies at Western Michigan University and teaching medieval history and literature, Jenaba was called to the order of elder in the UMC and earned an MDiv from Vanderbilt University. Jenaba is currently earning an MBA from Dakota Wesleyan University with a concentration in nonprofit leadership while working on digital ministries in fan spaces (some favorite fandoms include Star Trek, Lord of the Rings, Sherlock Holmes, and Good Omens).

### **Rev. Jeremy Wicks (he / him) – Mission & Evangelism / Pastoral Care & Spiritual Formation**

Jeremy is currently serving as the senior pastor at Big Rapids First UMC. He is a past graduate (2011) of the Michigan Area School for License as a Local Pastors. Jeremy's passions include social justice and police reform. In addition to his appointment, he serves on the Executive Committee of the Board of Ordained Ministry, as a member of the Ferris State Wesley Foundation Board, and as the Chaplain for the Big Rapids Department of Public Safety.

**If you have questions about specific assignments or directly relating to a specific section of the school, contact the faculty listed for that section. All other questions should be directed to the Director.**

#### **Rev. Jeremy Wicks**

Voice / Text - (517) 851-1494

Email - revjwicks@gmail.com



**2024**

**MICHIGAN SCHOOL FOR LICENSE AS A LOCAL PASTOR**

This application must be completed and submitted by **JULY 1, 2024**.

Please note that your District Superintendent must approve this application prior to submission to the registrar. 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 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 MSLLP 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**

District:
Local Church:
Are you currently serving as a DSA? If yes – Church Name:
DCOM Registrar Name:
DCOM Registrar Phone #:
Date of Certification:

**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:

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**APPLICATION CHECKLIST**

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

- **Complete** Application and Education Contract, including DS signatures on both
- Copy of Certificate of Candidacy / Letter Affirming Candidacy Status
- \$250.00 Registration Fee

Send application with required information to:

Rev. Jeremy Wicks  
304 Elm Street  
Big Rapids MI 49307

Make checks payable to: Michigan Conference, NOTE – LTP 2024

## EDUCATIONAL CONTRACT FOR MICHIGAN SCHOOL FOR LICENSE AS A LOCAL PASTOR

This contract is entered into by and between the student (“Student”), their District Superintendent (“DS”), and the Director / Faculty of the Michigan School for License as a Local Pastor. This contract outlines the academic responsibilities and expectations that the Student must fulfill in order to successfully complete the requirements set forth by the school.

### I. ACADEMIC RESPONSIBILITIES

- The Student is required to complete all assignments by the deadlines provided at the beginning of the school. Assignments submitted past the deadline may not be accepted unless prior arrangements are made in writing due to extenuating circumstances.
- The Student must attend all scheduled sessions and participate actively in all activities. Attendance is critical to the Student’s success and is mandatory unless excused by the Director for a valid reason.
- The Student is expected to maintain open and regular communication with instructors and the Director, especially in regards to assignment difficulties, attendance issues, or personal challenges that may affect their performance.
- The Student must adhere to the highest standards of academic integrity. This includes refraining from plagiarism, cheating, or any other form of academic dishonesty.

### II. CONSEQUENCES OF NON-COMPLIANCE

- Failure to submit assignments within the prescribed timelines will negatively impact the Student's evaluation and can lead to failing the school unless mitigated by recognized extenuating circumstances.
- Lack of attendance, unless excused in writing by the Director, will be considered a breach of this contract and will result in immediate academic consequences, up to and including failure of the course.
- Any violation of academic integrity will be subject to disciplinary action, which could include dismissal from the program and failure from the school.

### III. ACKNOWLEDGMENT OF UNDERSTANDING

This contract is to be signed by both the Student and the DS as an acknowledgment of understanding of the responsibilities and consequences outlined herein. Failure to adhere to the terms of this contract will result in a failure to complete the program successfully.

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Student’s Signature

Date

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Superintendent’s Signature

Date



3/1/2024

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Director’s Signature

Date

**SECTION: LEADERSHIP AND ADMINISTRATION IN THE UNITED METHODIST TRADITION**  
**FACULTY:** Rev. Jenaba D. Waggy (waggyjd@outlook.com)

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The United Methodist Church seeks to make disciples of Jesus Christ for the transformation of the world, but how? Part of the work of the pastor is the organization of the church, setting boundaries and guidelines for the smooth working of the Body as a whole. As United Methodists, we are bound by the Book of Discipline as an agreed-upon set of expectations about how that organization will go. It is a book, like any other, and contains both the details of how to run the church (what a parsonage should include, how many staff-parish relations representatives are needed, whether Special Sundays are required) and who the Church is striving to be (our theological history, whether we require doctrinal adherence, the deep Wesleyan commitment to grace). In this course, you will not become an expert on the Book of Discipline but will learn its contours and contents so that you can confidently use this as the resource that it is. This will also be an exploration of the history of the Methodist tradition so that we better understand how the Book of Discipline reflects this branch of the Christian faith.

This syllabus represents a contract of expectations between student and teacher; any changes to it will be made in clear communication via email and class announcement. All written assignments are to be typed in 12-point Times New Roman or Arial font with one-inch margins and 1.5- or 2-point line spacing. Any sources used will be cited in consistent format; it is the student's choice between APA, MLA, or Chicago. If there are any accommodations that need to be made, please contact me at jenaba@fumc-a2.org.

Assignments are due when listed; extensions may be considered if a request is made in a timely manner but are otherwise counted as a failure to complete this part of the licensing school. This will affect the recommendation for graduation. Any paper more than one week past due without communication or explanation is void and the student will not be considered to have fulfilled this course's requirements.

### **Required Texts**

- A Bible in a modern English translation (NRSV, NRSVUE, ESV, CEB, or NIV are the most common)
- *Book of Discipline 2016*; this can be in physical form or the free and searchable PDF at <https://www.cokesbury.com/book-of-discipline-book-of-resolutions-free-versions>. If you choose to use the electronic version, make sure your device can retrieve it for class.
- *Polity, Practice, and the Mission of The United Methodist Church* by Thomas Edward Frank (Abingdon Press, 2006)

### **Recommended Texts**

- *Robert's Rules Simplified: Pocket Guide to Robert's Rules of Order* by Lexis Pro Advanced
- *Learning* (2023)
- *Strengthening the Soul of Your Leadership* by Ruth Haley Barton (IVP Books, 2018)
- *Submitting to Be More Vile* by Charlie Baber (Abingdon Press, 2019)

### **Course Goals**

- Develop an awareness of the polity, structure, and connectional nature of the UMC as presented in the Discipline and understand the interrelationship of the various levels of decision-making and ministry in the UMC (local church, district, annual conference, jurisdictional, and General Conference)



- Demonstrate familiarity with the structural and administrative responsibilities of the charge conference, the church council, and the four administrative committees of the local church (§§ 243-252, ¶ 258)
- Be able to outline the necessary steps for the construction of a local church budget using the disciplinary responsibilities of the charge conference, church council, S/P-PRC, and committee on finance
- Appreciate the differences between Wesleyan doctrines and other Christian traditions, including a working awareness of the three types of grace (prevenient, justifying, sanctifying), the Wesleyan Quadrilateral, the General Rules (§102), and the concept of holy conferencing

### **Assignments**

1. Write a 1–2 page paper on one instance when the Book of Discipline has been mentioned or used in your ministerial experience (not necessarily by you), what you knew about it, and how the book was used **(due by July 15, 2024)**
2. Read pp. 11–24 (“A Brief History of The United Methodist Church”) and pp. 47–56 (“Our Doctrinal Heritage”) of the Book of Discipline 2016 **(by July 20, 2024)**
3. Read pp. 172–204 of the Book of Discipline 2016 (Section VI: Organization and Administration) and write an outline of the committee structure of the church you currently serve, noting where there is and is not alignment with the expected structure named in the section **(due by August 16, 2024)**

*Note: if you are not currently serving a church, write about your home church that holds your UMC membership*

4. Choose one subsection of the Social Principles (Part V of the Book of Discipline 2016) and write a 2–3 page paper on the Wesleyan theology that principle draws on. Comment also on how you as a United Methodist leader do or do not work that principle into your ministry **(due by September 13, 2024)**
5. Choose one piece of the doctrinal heritage and history sections of the Book of Discipline 2016 (§§ 102-103) and write a 2-3 page paper on how that doctrine is reflected both in the administration of your church and of The United Methodist Church **(due by October 4, 2024)**

**SECTION: CHRISTIAN EDUCATION FOR THE LOCAL CHURCH**  
**FACULTY: Rev. Anita Hahn (glue4evr@yahoo.com)**

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Pastors serve as preachers and teachers. The pastor's involvement in the church's teaching ministry models to the congregation lifelong learning, spiritual growth, and transformation. The pastor's involvement in teaching emphasizes the importance of this ministry. Pastors need to know how different people learn, and incorporate various learning styles into their presentations. They also need to recognize the cultural and theological diversity of their students.

### **Required Texts**

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

### **Assignments**

1. Read *Christian Education in the Small Membership Church*. Based on your reading, write a 600-900 word 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. **Read 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 have it available to access at the weekend session.

**SECTION: PASTORAL CARE FOR SPIRITUAL FORMATION**  
**FACULTY:** Rev. Jeremy Wicks (revjwicks@gmail.com / 517-851-1494)

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“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 Texts**

- *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.
- *Healthy Congregations: A Systems Approach* Peter L. Steinke, New York, the Alban Institute, 1996.
- *Disciples Making Disciple*, Steve Manskar (<https://www.goodreads.com/book/show/32956886-disciples-making-disciples>)

Please Read **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.
- *The Wounded Healer: Ministry in Contemporary Society* Henri J. M. Nouwen, Garden City, New York, Doubleday and Company, Inc., 1972.

### **Assignments:**

1. Write up two “pastoral care” situations. Please see the sheet of instructions for how to prepare a “Pastoral Care Situation Presentation.” 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.)
2. 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.). 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. Bring this resource with you to the retreat week.
3. Listen to a podcast before the retreat week - *choose one*  
(<https://hospicechaplaincy.transistor.fm/episodes>)
  - a. **August 2, 2021** - The Importance of Symbols and Rituals in End of Life Care (22 minutes)
  - b. **July 12, 2021** - Helping Children Deal with Death (49 minutes)
  - c. **December 1, 2020** - Interplay between Palliative Care, Faith, and Social Justice (37 minutes)
4. Outline a plan for your own spiritual formation over a 12-month period of time. What will you do to tend to your own soul in the midst of your pastoral ministry? What will be a sign for you that you need to go and find the quiet center, take a pause or reset? *Note that spiritual formation is an essential part of self-care, but different. Exercise, rest, and self-pampering are very important but do not necessarily fall into this category.*

## 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?

*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.

**SECTION: PREACHING AND WORSHIP**  
**FACULTY:** Rev. Anita Hahn (glue4evr@yahoo.com)

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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.

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. We will cover preparing and presiding at funerals; weddings and sacraments 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 October 15. I will review it and give you suggestions on an individual basis at our weekend together in November. Please note that the November weekend runs through Sunday afternoon; you are expected to be present the whole time. There will be a celebration of completion of LTP School at 3:00 p.m. on Sunday November 10. You will want to invite family and friends for that service. There will be a break between class time and the beginning of the service so that you can get ready.

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.

Anita Hahn

### **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 retreat week.
    - 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.

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 and underlined) 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) Do you use a power point/images in your preaching? Who prepares this? How do you collect and organize pictures/images?
- vi) How do you decide what scripture to use and what the sermon will be about?
- vii) How far ahead do you plan your sermons?
- viii) 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?
- ix) What are your biggest joys and greatest frustrations with preaching?
- x) 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.)
- xi) What is your usual practice in regard to weddings? (Counseling with couple—how many times, content, resources; designing the service; policies; resources; etc.)
- xii) What has been your most difficult funeral or wedding? What helped you through it?
- xiii) 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.)

- From Pew to Pulpit – Clifton F. Guthrie, entire book
- Worshipping with United Methodists (Revised Edition) – Hoyt Hickman, skim through
- 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 the retreat week:
  - 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 at 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 funerals 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.

4) Prepare a sermon and record the worship service where you preach this sermon and send it to glue4evr@yahoo.com before October 15, 2024. Please, do not do this before the retreat as we will decide both the scripture and criteria that we are looking for in the submission at the retreat.

5) Come to the retreat with your strength/passion in worship leadership. If you are a musician, bring your instrument. If you love to do altar scapes, bring your favorite ideas. We will plan worship as a group as part of our work together. Scripture and target audience will be shared closer to the time. If you love to preach, bring your favorite resource...hopefully you get the idea.

#### **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.

*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.

2. *From Pew to Pulpit* – Clifton F. Guthrie

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

*Used books are always allowed. Feel free to purchase used books from Amazon, Baker Book House, or from a retired pastor.*

**SECTION: MISSION AND EVANGELISM**  
**FACULTY:** Rev. Jeremy Wicks (revjwicks@gmail.com / 517-851-1494)

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This section introduces students to the theology and practices of evangelism as an expression of the mission of God, lived and experienced through the context of the local church.

Through this section, students will:

- Develop a framework for a biblical and theological understanding of mission, incorporating our Wesleyan concern for balancing vital piety and works of mercy.
- Understand the ways in which the local church can be organized to build and coordinate mission.
- Know that communities are expressed through a diversity of cultures.
- Understand the pastor's role in modeling, promoting, and defining an evangelism process within a local context.

**Required Texts**

- *Transforming Evangelism: The Wesleyan Way of Sharing Faith*, Henry H Knight III & Douglas Powe, Jr.
- *Unbinding the Gospel: Real Life Evangelism, 2nd Edition* (Chalice, 2008), Martha Grace Reese
- *Get Their Name: Grow Your Church by Building New Relationships* (Abingdon, 2013), Bob Farr, Doug Anderson, and Kay Kotan

**Assignments – Due by July 15, 2024**

1. Using the texts Knight / Powe, and Reese, answer the following questions:
  - a. What is the good news? What is evangelism? Why do evangelism?
  - b. Your answers should be in dialogue with the texts, so be sure to read (not skim) them!
  - c. This paper should be 2-3 pages
2. Drawing on all assigned reading, answer these two questions:
  - a. What are two or three preconditions for a congregation to faithfully evangelize? Why are they necessary? What are three key elements of faithful evangelism, and why?
  - b. This paper should be 2-3 pages
3. Watch “Anticipating Heaven Below – John Wesley’s Optimism of Grace”, and take note of what Dr. Knights says that you agree with, disagree with, or anything “new to you” that you hear / see. We will discuss this video during our time together at Lake Huron Retreat Center.
  - o <https://foundationforevangelism.org/2019/05/24/anticipating-heaven-below-dr-hal-knight/>

**Due Before November 1, 2024. This should NOT be turned in before our weekend session!**

4. Develop a plan for evangelism in the local church. You may choose the church you now serve / attend.
  - a. Include the following in your plan:
    - A definition of the good news of Jesus Christ.
    - A definition of evangelism.
    - A description of the church and its context.
    - How foundations are laid to enable a church to do evangelism.
    - How the church reaches out.
    - How the church welcome persons (hospitality).
    - How the church enables persons to know God and become initiated into the Christian life and community.
    - A discussion of the role of the Holy Spirit in evangelism.
  - b. Your plan should be 5 – 8 pages long.



**IMPORTANT DATES**

3/5/24	Registration Opens
7/1/24	Registration Deadline
7/21/24	Retreat Week @ Lake Huron Begins
7/26/24	Retreat Week @ Lake Huron Ends
8/16/24	Pastoral Care for Spiritual Formation Weekend
8/17/24	Pastoral Care for Spiritual Formation Weekend
9/20/24	Leadership and Administration Weekend
9/21/24	Leadership and Administration Weekend
10/4/24	Christian Education Weekend
10/5/24	Christian Education Weekend
10/25/24	Mission and Evangelism Weekend
10/26/24	Mission and Evangelism Weekend
11/8/24	Preaching and Worship Weekend
11/9/24	Preaching and Worship Weekend
11/10/24	Preaching and Worship Weekend
11/10/24	MSLLP Graduation - 3PM

**ASSIGNMENT DUE DATES (BY SECTION)**

	7/15/24	Christian Education Assignment #1 Due
	7/15/24	Christian Education Assignment #2 Due
	7/15/24	Christian Education Assignment #3 Due
	7/15/24	Christian Education Assignment #4 Due
	7/15/24	Leadership and Administration Assignment #1 Due
	7/20/24	Leadership and Administration Assignment #2 Due
	8/16/24	Leadership and Administration Assignment #3 Due
	9/13/24	Leadership and Administration Assignment #4 Due
	10/4/24	Leadership and Administration Assignment #5 Due
	7/15/24	Mission and Evangelism Assignment #1 Due
	7/15/24	Mission and Evangelism Assignment #2 Due
	7/15/24	Mission and Evangelism Assignment #3 Due
	11/1/24	Mission and Evangelism Assignment #4 Due
	7/21/24	Pastoral Care for Spiritual Formation Assignment #1 Due
	7/21/24	Pastoral Care for Spiritual Formation Assignment #2 Due
	7/20/24	Pastoral Care for Spiritual Formation Assignment #3 Due
	8/15/24	Pastoral Care for Spiritual Formation Assignment #4 Due
	7/21/24	Preaching and Worship Assignment #1 Due
	7/20/24	Preaching and Worship Assignment #2 Due
	7/21/24	Preaching and Worship Assignment #3 Due
	10/15/24	Preaching and Worship Assignment #4 Due