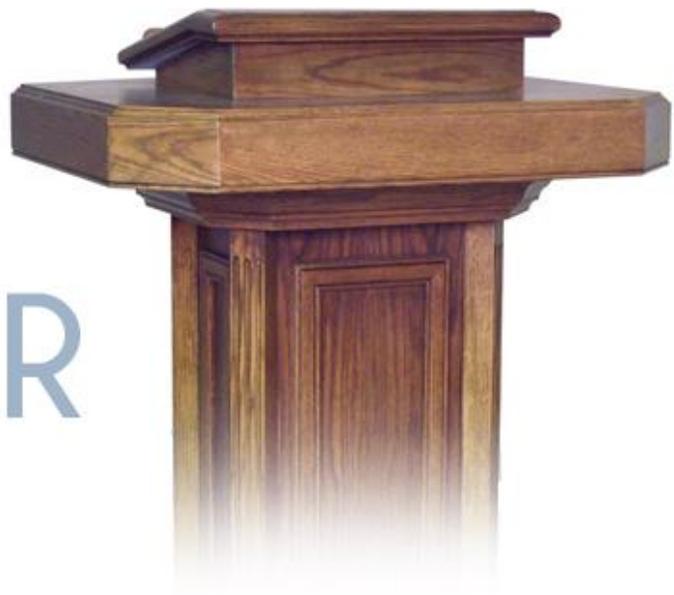




2019 Local Pastor Licensing School **PREPARATORY ASSIGNMENTS & INSTRUCTIONS**

the LOCAL
PASTOR



Resident Bishop, North Alabama Conference, The United Methodist Church
Debra Wallace-Padgett

Executive Director, Board of Ordained Ministry
Rev. Ron Schultz

Director, Local Pastor Licensing School
Rev. Steve Baccus

A LETTER FROM THE SCHOOL DIRECTOR

Greetings in the name of Jesus, Our Lord,

Congratulations for maneuvering through the treacherous waters of the Candidacy process and becoming a certified candidate for ministry by your District Committee on Ministry! Local Pastor Licensing School is the first step in your education process; this counts as your first course in your Course of Study. If you are attending, or plan to attend, seminary and work toward ordination we welcome you, also. Most candidates have found Licensing School to be extremely helpful as a “crash course” on “everything you need to know” to navigate your first years of pastoral ministry.

The General Board of Higher Education and Ministry asks us to provide eighty hours of instruction at Local Pastor Licensing School. The following eight preparatory assignments, well-written and submitted in a timely manner, account for half of these hours. Your on-campus instruction at Camp Sumatanga accounts for the remaining forty hours. When you arrive on site at Licensing School you will receive a handbook designed to be a valuable resource for ministry within the United Methodist Church. We hope the handbook will enhance and reinforce your preparatory work, classroom instruction, worship experiences, peer group meetings, and fellowship times. The handbook will also give you the information you need to know about your Course of Study over the next five to eight years, and the expectations and accountability expected from a United Methodist clergy person.

All school staff and instructors voluntarily offer their time, talents, knowledge, and wisdom to make this one of the best Licensing Schools in our denomination. I feel honored and humbled to be a part of your journey into ministry. Be positive, be dedicated, and be all God has called you to be! This is an exciting time in your life, and in the life of Christ’s Church!

Please feel free to contact me with questions or concerns.
See you at camp in February!

Your Servant and His,

Steve

Rev. Steve Baccus, School Director
steve.baccus@umcna.org

DEADLINES & IMPORTANT DATES:

- September 4, 2018** Preparatory Assignments available on Conference Website.
- February 1, 2019** Registration forms and fees are due in the Conference Office of Ordained Ministry by 12:00 Noon. NO exceptions! SIGNED registration forms and fees MUST be mailed through the United States Postal Service or hand delivered. \$275.00 for in-Conference students (Districts often pay this fee – contact your D.S. if you need a scholarship for Licensing School fees). The fee is \$1000.00 for out-of-Conference students.
- February 7, 2019** Completed preparatory assignments are due as **ONE DOCUMENT** (DON'T YOU DARE send them as multiple documents!!) by 12:00 Noon by E-MAIL ONLY, to Rev. Steve Baccus in a form that is readable by *Microsoft Word*. NO OTHER FORM WILL BE ACCEPTED!! Finishing early and submitting them early is a good thing! Send to steve.baccus@umcna.org.
- February 17 – 22, 2019** On-site instruction at Camp Sumatanga

Arrive at Camp Sumatanga on Sunday, February 17 between the hours of 4:00 PM and 6:00 pm. Go to the second floor of the McKinney-Atkins building (in front of the upstairs fire-place); your room assignment, keys to your room, and further instructions await you there.

In answer to the question: **“What do I need to bring with me to Camp Sumatanga?”**

- Your assigned books – especially the Holy Bible (your preferred version).
- Classroom supplies – pens, pencils, highlighters, paper, your laptop computer, etc.
- Clothing – We will be at camp; there is no need to bring “formal” attire. Bring comfortable clothes and shoes. Bring an umbrella or rain gear and a good, warm coat.
- Your own pillow (for comfort) – you will not need sheets. Bring an extra quilt or blanket if you wish.
- No need for snack money – all will be provided.
- Bring a good attitude and an open heart! We will get to know new people, make new friends, share meals, and worship together every morning and every evening. We will do everything we can to make this a meaningful and memorable experience.

PEOPLE TO CONTACT IF YOU NEED HELP

Rev. Steve Baccus

steve.baccus@umcna.org

School Director

Contact Steve if you have questions related to requirements, texts, or assignments

Rev. Vicki Cater

vicki.cater@umcna.org

School Administrator

Contact Vicki with questions about rooms, medical needs, transportation needs, dietary restrictions, anything related to logistics, or any other concern.

Ms. Laura Belding

laura.belding@umcna.org

Administrative Assistant, Board of Ministry

Contact Laura regarding any registration questions. SEND YOUR REGISTRATION AND FEES TO LAURA BY SNAIL-MAIL OR HAND DELIVERY ONLY!

SOME FRIENDLY ADVICE

FOLLOW DIRECTIONS! Ask for help if you need it. Do everything on time and take the assignments seriously. You do not have the market cornered on the Holy Spirit; neither do we. You do not know everything you need to know; neither do we, but we offer what we know to you in the name of Christ. Doors are for entering and exiting; what you do with this open door is completely up to you. The church owes you nothing and you are entitled to nothing; the same is true for all of us. This is a SCHOOL in every sense of the word, and it is the beginning of your formal education for effective ministry in the Kingdom of God. This school is “Pass” or “Fail” so either can happen. We want you to succeed, but we will not “pass” you if you have not earned it. Your gifts and calling may take you places but your integrity and character will keep you there. Come with a good attitude and a good sense of humor; bad ones will not be tolerated.



IMPORTANT NOTICE #1: If you have taken the initiative to get started early on these assignments, you should be able to complete them in a satisfactory manner. Poorly prepared responses will NOT be accepted, and you will not be allowed to revise or resubmit your work.

IMPORTANT NOTICE #2: You cannot attend the Licensing School of another Conference without the explicit permission of the Board of Ordained Ministry. Please contact Rev. Ron Schultz, Executive Director of the Board of Ordained Ministry, for more information: rschultz@umcna.org, or call 205-226-7969.

FORMATTING AND SUBMITTING PREPARATORY ASSIGNMENTS

ALL assignments MUST be formatted and submitted according to the following instructions.

1. Assignments MUST be written with software that is readable and editable by *Microsoft Word* (Absolutely NO PDF formats, or any other format, will be accepted).
2. Font size: 12 (no other size will be accepted)
3. Font style: Arial or Times New Roman (no others will be accepted)
4. Margins: 1 inch all the way around (top, bottom, left, and right)
5. Line Spacing; Submit double-spaced work ONLY
6. Make sure your name and page number appears in the margin of every page.
7. Make sure the title of the assignment and the assignment number appear in **BOLD** lettering as you begin writing your responses, and as you change from one assignment to the next.
8. All completed assignments must be compiled and submitted as **ONE DOCUMENT** at ONE TIME. Do NOT send bits and pieces of completed work at different times. If you ignore this instruction you will NOT be allowed to attend school!
9. Preferred writing styles are MLA or APA. If you do not know what this means, don't worry about it; write your work in essay form and make sure you cite your sources in some way. Do NOT plagiarize! Plagiarizing will get you kicked out of school!
10. Your completed preparatory assignments will be accepted by **E-MAIL ONLY**. Send them to steve.baccus@umcna.org by noon on **February 7, 2019** (at the latest). Turning in your work early is great! Late assignments will NOT be accepted.

NOTE: Your assignments will be dropped into a shared on-line folder where several instructors will grade them. You will be informed by e-mail if you “pass” or “fail” the assignments. You will not be allowed to attend school if you fail any assignment. Feedback will be offered on your written assignments during our on-site instruction at Camp.

GENERAL EVALUATION CRITERIA FOR ALL ASSIGNMENTS
as established by the *General Board of Higher Education and Ministry*

This school is a “pass” or “fail” school. Only three grades are given in any area. They are listed below. Academically speaking, “Acceptable” is based upon the knowledge and skill level of the average High School graduate. However a general lack of good attitude, no spirit of cooperation, and a bad demeanor can cause a student to score in the “Not Acceptable” category. No one wants a pastor with a rotten attitude! “Not acceptable” in any area will result in a “Fail” for the entire school.

EXCEPTIONAL High Quality Work – Above Average in All Respects

- Assignment completed per instructions
- Appropriate Language Skills
- Accurate Information
- Answers Clearly expressed
- Reflects Serious and Thoughtful Effort

SATISFACTORY Acceptable – Good Enough to Meet Requirements

- Assignment completed per instructions
- Adequate use of Language Skills
- Most information is Accurate
- Answers Clearly Expressed Most of the Time
- Reflects Serious and Thoughtful Effort

NOT ACCEPTABLE Below Average – Not Sufficient

- Assignment not completed or Instructions not followed
- Inadequate language skills
- Inaccurate or Incomplete Information
- Answers unacceptable
- Fails to reflect Serious or Thoughtful Effort

SOME ADVICE ABOUT YOUR WRITING

Some persons can write thoroughly and succinctly, and some persons are rather verbose. Verbosity, however, will not necessarily get you a better grade. Answers that are too long are not enjoyable for instructors to read, just as sermons preached too long can be painful for a congregation. Answers that are too short do not give full attention to the subject at hand. Answer the questions in the assignments in essay form. Answer them fully, but a small economy of words is okay as long as an adequate amount of information is given. Page requirements are given in some of the assignments just to be helpful in letting you know how long the answers “usually” turn out (based on prior experience).

2019 LICENSING SCHOOL BOOK LIST
*as prescribed by the General Board of Higher Education and Ministry
& the North Alabama Conference Licensing School*

REQUIRED TEXTS:

Books 1 through 5 are standard resources used regularly by United Methodist clergy. All United Methodist ministers need these books in their personal library.

1. The Holy Bible (The NRSV Study Bible is suggested)
2. *The 2016 United Methodist Book of Discipline*
3. *The United Methodist Hymnal*
4. *The United Methodist Book of Worship*
5. *The United Methodist Book of Resolutions*

Books 6 through 10 ARE BUNDLED by Cokesbury and can be purchased as a set. ISBN for the set is 9780687654826

6. *Pastoral Care in the Small Membership Church* – James L. Killen, Jr.
7. *From Pew to Pulpit* – Clifton F. Guthrie
8. *Worshipping with United Methodists* – Hoyt Hickman
9. *Administration in the Small Membership Church* – John Tyson
10. *Christian Education in the Small Membership Church* – Karen Tye

The following are required by Licensing School Instructor, or GBHEM

11. *A Spirituality of Living* – Henry Nouwen
12. John Wesley's Sermons (available in lots of formats, including on-line): *Means of Grace, Free Grace, The Scripture Way of Salvation*
13. *Being United Methodist in the Bible Belt* – F. Belton Joyner
14. *Assist Me to Proclaim* – Kevin Payne (available ONLY on the North Alabama Website)

SUGGESTED TEXTS:

Books 15 through 22 are not required, but would be helpful

15. *John Wesley* – by Albert Outler
16. *Eucharist* – by Laurence Hull Stookey
17. *Baptism: Christ's Act in the Church* – Laurence Hull Stookey
18. *Word, Water, Wine and Bread* – William Willimon
19. *Guidelines for Leading Your Congregation, 2017 – 2020* – available at Cokesbury
20. *Job Descriptions and Leadership Training in The United Methodist Church, a Leader Development Guide, 2017 – 2020* – Available through Upper Room, Cokesbury, or Discipleship Resources
21. *Achieving Balance in Ministry* – Anthony J. Headley
22. *Responsible Grace: John Wesley's Practical Theology* – Randy Maddox

SOME FREE ADVICE: Look at your District Office or call some friends in ministry; there may be many of these books available for you to borrow, rather than purchase.

IMPORTANT REMINDER!!: The following assignments should be compiled into ONE DOCUMENT and emailed to Steve Baccus (steve.baccus@umcna.org) as ONE DOCUMENT by Noon on February 7, 2019! Do NOT send them as 8 separate documents, because they will NOT be accepted!

ASSIGNMENT #1: Director's Assignment

Write a Reflection Paper on the Following Book:

*Being United Methodist in the Bible Belt,
A Theological Survival Guide for Youth, parents, and Other Confused United
Methodists* – by F. Belton Joyner

Read the book. Write an essay reflecting on the text. This should include a brief summary of the major ideas, but most of all the paper should reflect your thoughts on the ideas and themes presented. Was there information in the book you found helpful? Why or why not? What is your opinion of ideas presented in the text? You will be graded on grammar, word usage, structure, and content. Please follow all formatting instructions. (This paper should typically be about 5 pages in length).

ASSIGNMENT #2: Methodist Beliefs – Theology and Doctrine

Prepare an essay on Methodist theology that gives attention to the following subjects. Please write (on average) one page on each particular part of our theology. Some responses may require more or less attention. Please include the following in your essay:

- Explain our Wesleyan “Way of Salvation,” specially demonstrating your understanding of prevenient, justifying, and sanctifying grace.
- What are the sacraments? State your understanding of the meaning of a sacrament, and explain how the sacraments are different from ordinary means of grace.
- Who may administer, assist, and receive the sacraments? Address both Holy Communion and Baptism in your response. Include in your response “why” United Methodists baptize infants as well as adults. How may the water be administered in the sacrament of Holy Baptism?
- Explain why United Methodists do NOT re-baptize?
- What is your understanding of the Wesleyan quadrilateral (Scripture, experience, tradition, and reason)?
- Watch the Youtube Video entitled: “Jerry Walls: What’s Wrong With Calvinism, Part 1” The link is <https://www.youtube.com/watch?v=Daomzm3nylg&t=156>. Write your impressions – be ready to discuss.

ASSIGNMENT #3: Preaching and Worship

Prepare a paper that includes each of the following subjects. Most subjects should take no more than 1 to 3 pages. Please follow all formatting instructions.

- Briefly reflect on Guthrie’s book, *From Pew to Pulpit*. What did you find helpful?
- Listen to the following sermons online. Write about the biggest idea, thought, impression, or feeling each sermon gives you. What made it a “good” sermon, or not? Write 1 or 2 pages on each sermon. Be ready to discuss.
 - o Thomas G Long, “To Whom Can We Go?” – Prophetic Voices Centennial Academic Conference. Link: <https://vimeo.com/123194865>
 - o “The Right Answer,” Barbara Brown Taylor. Link: <https://www.youtube.com/watch?v=wds3OxzHNAI>
 - o Sharma Lewis – Service of Word. Link: <https://vimeo.com/253831681>
 - o “When the Roll is Called Down Here,” Fred Craddock. Link: <https://www.youtube.com/watch?v=X20Sd8NKLsk>
- Write about a service of congregational worship that has been especially meaningful to you. Write briefly about the parts of the worship service that made it so meaningful.
- What are the 4 major “parts” in the Basic Pattern of Worship? What takes place or “happens” during each of these times during the worship service? What is the significance of each of these movements of worship?
- What is the Christian year (liturgical calendar) and why is it important for planning public worship? What are the significant seasons of the Christian year? What colors are recommended for each season and what do they symbolize? How can scriptures and hymns be connected through worship with the liturgical seasons and colors?
- What are the 4 types of Bible readings for each Sunday in the Revised Common Lectionary? How might you use the Lectionary in planning and preparing worship?
- Using the prescribed Lectionary Gospel Text – **Luke 19:28-40** (use **ONLY** this assigned scripture) – for Palm Sunday, April 14, 2019, write a sermon manuscript (**manuscript ONLY** – outlines will NOT be accepted). (*Page restrictions do not apply to the manuscript – Use as many pages as needed*).
- Holy Communion and Holy Baptism Services: In your *United Methodist Book of Worship* (UMBW) please read “A Service of Word and Table” I, II, III, & VI. Write at least four paragraphs (one paragraph for each service) that describe the differences in the services. In your UMBW please read all of the Services of “Baptismal Covenant” (I, II, III, & IV). Write at least four paragraphs (one paragraph for each service) that describe the differences in the services.

ASSIGNMENT #4: Organization of the Parish

(Reference 2016 BOD ¶201 – 269; 2501 – 2552)

(Direct any questions for this assignment to Rev. Robert Mount: robert.mount@umcna.org)

- Reflect on each chapter of *Administration in the Small Membership Church*. **What stood out most in your mind in each chapter? Was the information helpful? Why or why not.** 1 paragraph to 1 page on each chapter should be sufficient.
- When the *Book of Discipline* states “There SHALL be...,” this means the subject which follows is a mandatory/required board, committee, or leadership position. Using the Discipline please give your understanding of the following “required positions” in order to establish or maintain a United Methodist congregation. **Please include the primary duties of each along with any membership requirements, exceptions, or restrictions related to the position.** Responses could be a couple of sentences to a couple of paragraphs in length:
 - Charge Conference
 - Lay Leadership (Nominations) Committee
 - Pastor/Staff-Parish Relations Committee
 - Board of Trustees
 - Finance Committee
 - Financial Secretary
 - Church Treasurer
 - Lay Leader
 - Lay Member to Annual Conference
 - Membership Secretary
 - Church Council and Church Council Chairperson
- In organizing for ministry, a local church is to include the areas of nurture, outreach, and witness that are sometimes referred to as N.O.W. **Briefly give your understanding of the ministry responsibilities related to each area.** Do not exceed 2 pages in your response.
- The pastor is ultimately responsible for overseeing the keeping of and maintaining membership records, **briefly define and distinguish between the following types or categories of membership** for which records must be kept:
 - Baptized Member
 - Professing Member
 - Affiliate Member
 - Associate Member
 - Constituency Member
- Deeds of United Methodist property are to contain a “trust clause.” **Briefly give your understanding of its effect on property ownership.** (Who owns the stuff?)
- **When must the Local Church receive approval from the District Board of Church Location and Building** before Purchasing, Building, or Remodeling of property, church, education building, family life, or parsonage? **Are there exceptions?**

ASSIGNMENT #5: Pastoral Care for Spiritual Formation

- Read Killen's book, *Pastoral Care in the Small Membership Church*, and write 1 to 2 paragraphs on each chapter, noting insights gained that could impact your ministry. Please do a serious reading and reflection of the text.
- Write a sermon manuscript (manuscript **ONLY**) for a service of death and resurrection (funeral service). This hypothetical, but very possible, situation is the death of child due to accident or disease. Draw on your personal or past experiences. Using the *UM Book of Worship* as a guide, provide a brief order of worship, scripture readings, and the sermon manuscript. Include anything you might say or do at the graveside (committal) service.

ASSIGNMENT #6: Educational Ministries

- Write a 3 to 5 page reflection paper on Tye's book, *Christian Education in the Small Membership Church*. Was the information helpful? Why or why not? What helped you the most?

ASSIGNMENT #7: Spiritual Formation

- Please read *A Spirituality of Living* by Henri Nouwen. Write a 1 to 2 page reflection about anything that speaks to you from the book. What insights did you gain? Please be prepared to discuss ideas from the book.

ASSIGNMENT #8: Your Personal Testimony

On a CD or flash drive (or you could do this on *Youtube* or another format), provide an audio or video recording of your personal testimony of Christ's work in your life. In your own words and in your own voice produce a 5-minute recording (no shorter than 4 or longer than 5 minutes). Talk about: How you came to faith in Christ, your denominational background, your call into ministry, and why you want to be a United Methodist local pastor. Bring this recording with you to Licensing School (or make it available to us there) at Camp Sumatanga. Instructors will listen to your recording at Camp.

Blessings on Your Journey!
Hope to See You at Camp in February!