

Licensing School Student Orientation Packet

Welcome to the Mississippi Annual Conference's Licensing School! Please read carefully the orientation notes below. If you have any questions about registration, lodging or payments, please call 601-974-1488 or email the Center for Ministry team at ministry@millsaps.edu. If you have any other questions about Licensing School, please email Paige Swaim-Presley at swaimpk@millsaps.edu.

Licensing School Communication

- **Check the Website:** Most information regarding Licensing School is available on our website (www.centerforministry.com), on the Licensing School page located under "Our Programs." If you haven't already done so, make sure you read and download everything that's available for you there.
- **Email:** The Center for Ministry's primary way of communicating with you will always be via **email**. Please:
 - **Make sure your email address on file with the Center for Ministry is correct and up-to-date.** Make sure the email address you use on your registration form is the one you want your instructor to use and the one you want to use if you are in an online course.
 - Add swaimpk@millsaps.edu and ministry@millsaps.edu to your safe senders list. If you don't keep a safe senders list, keep an eye on your spam folder to make sure Center for Ministry emails don't languish there.
- **Phone:** Although email will be our primary way of communicating, we may also need to call you. **Please make sure that your contact phone numbers are up-to-date in our system,** as well.

Meals

Students are responsible for their own meals. The Residence Inn Marriott at the District provides a free continental breakfast for hotel guests. The Millsaps College cafeteria will sometimes be open for lunch. Students are welcome to bring their own lunch, but need to be aware that there is no microwave. We will provide you with a list of local restaurants. That information is also available on the website under Dining Options.

Lodging

You may choose one of the options below, or make your own arrangements for lodging. The benefit of choosing one of our options are the following:

- 1) Millsaps College Rate – normally a much cheaper rate than current advertised rates

- 2) Pay the Center for Ministry directly, so you have no taxes added to the cost of your room. (10% savings on room cost)

The Residence Inn at the District

This is a newer hotel located just off I-55 in an area called the District. This Marriott Hotel offers free high speed internet, fitness center, pool, free breakfast and free parking. Parking is available in a traditional lot or parking garage. This hotel is 3.8 miles from Millsaps or an 8 minute drive. Current rates for this hotel are \$109.00 per night. Click the link for more information on this hotel.

If you choose our option, you will be responsible for booking your own room through a link on your registration form. You will be asked for credit card information to secure the reservation, but you will not be charged. Make sure you choose the correct date for your class. If you desire to room with a friend or guest to share cost, you must arrange that on your own. You are always free to select another hotel and make other arrangements.

If you do not use the link on the registration form to book your room, you may not receive any special pricing and your card will be charged. We are not responsible for any bookings made outside of the link we provide. Cancellations must be made with 48 hours of your stay, or you will be responsible for the cost of the room. If you cancel your reservation and have already submitted payment, you must request a refund via email within 30 days.

Academic Expectations

- You will find an up-to-date list of required and recommended textbooks with links to purchase on the Center for Ministry website. **All required textbooks *must be read in full prior to the beginning of their corresponding class*** unless specifically noted otherwise. The list below is provided for your convenience, but students should always consult the textbook and assignment list on the website and their most recent emails from the Center for Ministry for the most up-to-date requirements.
- All required textbooks can be purchased through Cokesbury online. Some textbooks may also be found through other online booksellers.
- Your instructors may assign additional readings and written work to be completed before, during, and/or after their class meets. You will receive notification of these assignments via email.
- Students are expected to abide by the Mississippi Annual Conference Honor Code (found in the Policies and Registration Brochure) and attendance policy in order to receive course credit.

Required Textbooks and Assignments

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| All Classes | <p><u>The Harper Collins Study Bible, New Revised Standard Version (Including Apocryphal Deuterocanonical Books)</u> (Publication Date: 08/2006)</p> |
| Spiritual Formation | <p><u>Three Simple Rules</u>, Bishop Ruben Job <u>A Spirituality of Living</u>, Henri Nouwen Spirituality Series (published by Upper Room Ministries) From <u>Invitation to a Journey: A Roadmap for Spiritual Formation</u> by M. Robert Mulholland, Jr.: Chapters 1-4 and 8-11.</p> <p>Due at the beginning of class: Please prepare a two page, typed, doubled-spaced paper engaging the following statement from Henri J.M. Nouwen's book <i>A Spirituality of Living</i>: "In solitude we not only encounter God but also our true self." What does this statement mean to you? How has reading this particular book caused you to consider or re-consider your own solitude with God?</p> |
| United Methodist Traditions | <p><u>The Book of Discipline of the United Methodist Church, 2016</u> (The <u>BOD 2016</u> can be found for FREE online at https://www.cokesbury.com/forms/DynamicContent.aspx?id=87&pageid=920. You will still need a copy of it that you can easily access for class, so purchasing a downloadable e-book or a hard copy is still strongly suggested.) From <u>The Book of Discipline</u>: <u>Discipline</u> ¶ 104. Section 4—Our Theological Task <u>Discipline</u> ¶ 102. Section 1— Our Doctrinal Heritage <u>Discipline</u> ¶ 103. Section 3—Our Doctrinal History <u>Belief Matters: United Methodism's Doctrinal Standards</u>, Charles Yrigoyen <u>John Wesley, Holiness of Heart and Life</u>, Charles Yrigoyen <u>Introduction to Theology for Ministry</u> by Elaine A. Robinson</p> |
| Worship and Sacraments | <p><u>United Methodist Book of Worship</u> <u>United Methodist Hymnal</u> <u>Worshipping with United Methodists</u> by Hoyt Hickman <u>This Holy Mystery</u> and <u>By Water and the Spirit</u> by Gayle Felton</p> |
| Leadership and Administration | <p><u>Administration in the Small Membership Church</u> by John Tyson <u>The Book of Discipline of the United Methodist Church, 2016</u> Complete this online spiritual gifts assessment and bring your results to class: http://www.umc.org/what-we-believe/spiritual-gifts-online-assessment. Sign up for the online conference newsletter, <i>The Circuit Rider</i>. Obtain a copy of your local church budget and bring it with you to class.</p> |

Preaching From Pew to Pulpit: A Beginners Guide to Preaching by Clifton F. Guthrie
The Witness of Preaching, Third Edition by Thomas G. Long
Readings from The Harper Collins Study Bible NRSV as assigned

For the second weekend of your preaching class, please prepare a sermon based on the texts assigned. You will have 10 minutes in class to deliver your sermon. Please turn in a typed, double space manuscript with a well-defined main idea (focus) and purpose statement (function). You may use an outline or a manuscript to preach. If you use your manuscript, make sure you have 2 copies, one for the instructor!

Mission and Evangelism Go! How to Become a Great Commission Church by Mark R. Teasdale
Transforming Evangelism: The Wesleyan Way of Sharing Faith by Henry H. Knight III and F Douglas Powe, Jr.

Complete all readings before the beginning of class. Classroom participation and evidence of pre-class preparation will be worth 25% of your grade.

Due at the beginning of class: A one-to-two-page paper (double-spaced) describing how you interpret and live out evangelism in your daily lives. You will be asked to present this paper in class (with a five-minute time limit). This is worth 25% of your grade.

Due by the end of class a completed project in mission or evangelism. This must include a brief outline of what you will do and then a reflection paper on the implementation of the project. The project may NOT be something already on-going. It should be informed by your reading and class discussion. This is worth 50% of your grade.

Pastoral Care Pastoral Care in the Small Membership Church, James Killen, Jr.

Educational
Ministries

Christian Education in the Small Membership Church by Karen B. Tye
Guidelines for Christian Education 2017-2020

Friday

Bring the answers to the following questions to class Friday evening:

* Explain the aspects of Christian education - instruction, socialization, attention to development and transformation in Chapter 1 of Christian Education in the Small Membership Church.

* Explain the five vital qualities basic to doing Christian education that are explained in Chapter 4 of Christian Education in the Small Membership Church.

Saturday

* Students will work in groups to create a Flow and Measures Grid based on the grid on page 23 of the Guidelines and the explanation on pages 22, 24 and 25.

* The desired outcome is to produce disciples who engage others about joining the body of Christ, connect with others in the body of Christ, seek to be equipped to answer God's call, and are sent into the world to be the hands and feet of Christ.

* The terms to be defined and used to create the grid are: engage, connect, equip and send.

* The grid should incorporate primary and secondary ministry partners listed on pages 11-13. Additionally, drawing from Chapter 3 in Christian Education in the Small Membership Church, incorporate worship service and two other events into the grid. The grid should demonstrate a plan to call, equip, and support leaders for teaching ministries.

Attendance

In order to complete Licensing School, you must complete all 80 hours of instruction. In special situations, with permission from both the Licensing School director and the class instructor, students may make up to one hour and forty minutes or less of missed class time per subject area.

Important Registration Requirements

Licensing School is for persons who have completed the Candidacy process, received the recommendation of their local church Pastor-Parish Relations Committee & Charge Conference, and been approved by their District Committee on Ordained Ministry. Rare exceptions may be made at the request of DS's. **Registrations must be signed and approved by the candidate's District Superintendent, DCOM chair, and mentor.**

Licensing and Candidacy Process

The Center for Ministry is *very* excited to welcome you into this Licensing School community! However, our office does not oversee the rest of the candidacy, licensing, commissioning, associate membership, or ordination processes. For questions about your process, please contact the Office of Spiritual Leadership (601-354-0515) of the Mississippi Annual Conference.

Other Helpful Resources

- [The Office of Spiritual Leadership of the Mississippi Annual Conference](#) (601-354-0515)
- [Your District Office](#)
- [The Center for Ministry website](#)
- [The General Board of Higher Education and Ministry of the UMC](#)
- [The United Methodist Church's website](#)