[**Licensing School Student Orientation Packet 2019-2020 New**](Licensing%20School)

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](mailto:swaimpk@millsaps.edu).

**Licensing School Communication**

* Most information regarding Licensing School is available on our website ([www.centerforministry.com](http://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.
* 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.** You can do this by visiting our website and clicking the “Login/Sign up” button. If it’s your first time to log in, you’ll need to create a profile with your contact information. If you have already created a profile, you’ll need to first sign in, and you can then update your information. If you ever forget your password, follow the instructions on-screen to set a new password. (Type your email address in, leave the password field blank, click login, and a password will be emailed to you.) **We cannot automatically update your contact information for you**. But if you have trouble using the website, you can always call our office for help and we’ll talk you through it!
  + Add [swaimpk@millsaps.edu](mailto:swaimpk@millsaps.edu) and [ministry@millsaps.edu](mailto: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.
* 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.

**Lodging**

* The Cabot Lodge, which was owned by Millsaps College, is now closed and is no longer a lodging option.
* You may choose the link below to book your stay at The Jackson Convention Center Hotel. Your special rate of $90 per single room is paid by you directly to the Center for Ministry.

[**Book your group rate for Millsaps Course of Study Mar 20th**](https://www.marriott.com/events/start.mi?id=1579028413394&key=GRP)

* You will be responsible for booking your own room. If you wish to room with a friend or guest, you must arrange that on your own. You are always free to select another hotel and make other arrangements.

**Meals**

* Students are responsible for their own meals. The Residence Inn Marriott and the Jackson Convention Center provide 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. There are several fast-food and casual dining options near campus, and we will provide a list for you.

**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*

|  |  |
| --- | --- |
| All Classes | The Harper Collins Study Bible, New Revised Standard Version (Including Apocryphal Deuterocanonical Books) (Publication Date: 08/2006) |
| Spiritual Formation | Three Simple Rules, Bishop Ruben Job  A Spirituality of Living, Henri Nouwen Spirituality Series (published by Upper Room Ministries)  From Invitation to a Journey: A Roadmap for Spiritual Formation by M. Robert Mulholland, Jr.: Chapters 1-4 and 8-11.  Due at the beginning of class on Friday, July 13:  Please prepare a two page, typed, doubled-spaced paper engaging the following statement from Henri J.M. Nouwen's book *A Spirituality of Living:* "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? |
| United Methodist Traditions | The Book of Discipline of the United Methodist Church, 2016 (The BOD 2016 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 The Book of Discipline:  Discipline ¶ 104. Section 4–Our Theological Task  Discipline ¶ 102. Section 1— Our Doctrinal Heritage  Discipline ¶ 103. Section 3–Our Doctrinal History  Belief Matters: United Methodism’s Doctrinal Standards, Charles Yrigoyen  John Wesley, Holiness of Heart and Life, Charles Yrigoyen  Introduction to Theology for Ministry by Elaine A. Robinson |
| Worship and Sacraments | United MethodistBook of Worship  United Methodist Hymnal  Worshipping with United Methodistsby Hoyt Hickman This Holy Mystery and By Water and the Spirit by Gayle Felton |
| Leadership and Administration | Administration in the Small Membership Church by John Tyson  The Book of Discipline of the United Methodist Church, 2016  Complete this online spiritual gifts assessment and bring your results to class: [**http://www.umc.org/what-we-believe/spiritual-gifts-online-assessment**](http://www.umc.org/what-we-believe/spiritual-gifts-online-assessment)**.**  Sign up for the online conference newsletter, *The Circuit Rider*.  Obtain a copy of your local church budget and bring it with you to class. |
| 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 two weeks after class: A five-page reaction paper to the two books and classroom discussion/lectures. Your paper should describe how having experienced these will affect the way you approach mission and evangelism. 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](https://www.mississippi-umc.org/spiritualleadership) (601-354-0515)
* [Your District Office](https://www.mississippi-umc.org/ourdistricts)
* [The Center for Ministry website](http://www.centerforministry.com)
* [The General Board of Higher Education and Ministry of the UMC](https://www.gbhem.org/)
* [The United Methodist Church’s website](http://www.umc.org/)