

Mississippi Annual Conference License to Preach School

at Millsaps College



About License to Preach School

The Mississippi Annual Conference License to Preach School is administered by the Center for Ministry under the direction of the Conference Board of Ordained Ministry. Licensing School is designed to provide the basic educational and formational experience for persons preparing to serve as pastors of congregations. To be admitted students must receive approval as a Certified Candidate for ministry by their local church Charge Conference, District Superintendent, and the District Committee on Ordained Ministry to be admitted. A District Superintendent may request exceptions for those who will be Certified Candidates before the end of the License to Preach School yearly cycle.

Tuition, Fees & Lodging

Non-refundable, non-transferrable Registration Fee: \$10.00 per 8 hour class

Non-refundable, non-transferrable Registration Fee: \$20 per 16 hour class

Tuition: Covered by the MSAC for students with a class score of "C" or better.

Lodging - Students are responsible for arranging their own lodging. Hotels offering a Millsaps Discount are listed on our website.



License to Preach School On Campus Schedule

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For 8 hour Courses

Saturday

9:00 am - 3:00 pm Class

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For 16 hour Courses

Friday

6:00 - 7:00 pm Worship, Yates Chapel

7:00 - 9:00 pm Class

Saturday

8:00 am - 3:00 pm Class

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**All Classes are in
The McRae Christian Center**

Saturday classes have a 1 hour lunch break

What is involved in Hybrid/Blended Course?

- Class length has not changed. Each class will be 8 or 16 hours of work, as required by GBHEM.
- 1 or 2 days of in-person classes at Millsaps College
- ZOOM meetings (Synchronous Work - done as a group at the same time)
- Independent work (reading & pre-work found in your syllabus)
- Course Connect - independent assignments done online at your own pace, but that have deadlines.



2022-2023 License to Preach School Schedule

Leadership & Administration ~ August 12 - 27, 2022
(On Campus August 20)

Preaching* ~ September 16 - October 7, 2022
(On Campus September 30 & October 1)

United Methodist Traditions ~ October 10 - 24, 2022
(On Campus October 15)

Pastoral Care ~ November 7 - 21, 2022
(On Campus November 12)

Worship & Sacraments* ~ January 13 - February 3, 2023
(On Campus January 27 - 28)

Educational Ministries ~ February 4 - 18, 2023
(On Campus February 11)

Mission & Evangelism ~ March 4 - 18, 2023
(On Campus March 11)

Spiritual Formation ~ March 17 - April 3, 2023
(On Campus March 25)

*16 Hour Classes

Honor Code

The Honor Code refers to our commitment as a Christian community to maintain academic honesty and integrity. The Honor Code of License to Preach School requires that all material submitted by a student must be the student's own work. Violations include: cheating, turning in work completed by someone else, copying work from the internet without citation, and plagiarism. Plagiarism is defined as knowingly claiming the published work of another person as one's own (including the lack of proper citation in a paper or other assignment). Any student not in compliance with the Honor Code faces one or more of the following consequences: receiving a warning, failing the assignment, removal from the course, failing the course, being placed on probation, and expulsion from the License to Preach School. The License to Preach School reports all Honor Code violations to the student's district superintendent and local pastor registrar.

Academic Expectations

Licensing School includes both class time with the instructor, coursework to be completed outside of the classroom, including pre-coursework, and work through Course Connect, our electronic learning platform. It is the student's responsibility to be aware of deadlines set by the instructor and to complete all assignments on time. Licensing School faculty reserve the right to mark down or refuse to accept late assignments. All completed written assignments must include a cover sheet, signed by the student's mentor. The cover sheet is available for download on the Center for Ministry website. For electronic submissions, students are to scan the cover sheet and include it as an attachment. The License to Preach School will use letter grades A, B, C, D, or F. Students must repeat classes graded D or F. MSCOS sends grade reports to the District Superintendent, DCOM Chair, and the Office of Spiritual Leadership. In exceptional circumstances, students may request an incomplete for a course by submitting a written request to the instructor and the Licensing School director. Incomplete grades not resolved within 60 days will be recorded as an F.



Attendance Policy

Each course includes a minimum of either 8 or 16 hours work. In case of illness or emergency a student may miss up to 1.6 hours per 8 hour class, and still receive credit for the course, *if* that absence is excused by the instructor and the director of License to Preach School. A student missing more than 20% of class time for any reason shall not receive credit. Unexcused absences of any length may be cause for loss of credit or dismissal. Students must submit requests for excused absences to the director via email in addition to phone calls or in-person conversation.



Registration and Payment

Student Registration is found on the Center for Ministry website, www.centerforministry.com, and requires a \$10 non-refundable, non-transferrable registration fee for each 8 hours of class. Registration payment must be made within one hour of online registration or the system will delete the registration. If immediate payment is not possible, please contact the Center at 601.974.1488, or ministry@millsaps.edu to make other arrangements.

Registration is not complete until the License to Preach School receives approval from a pastor's district superintendent, DCOM chair, and mentor. When students register online, their DS will automatically receive an email, however registrants must still email them to ask for their signature. Digital signatures or email approvals are preferred.

Students must register separately for each course.



Cancellations and "No-Shows"

Cancellations must be made prior to the first day of class, and must be made via detailed email to the Program Manager and License to Preach School Director. The registration fee is neither refundable nor transferrable. A student's completed registration indicates their commitment to take the course. Registered students who do not show up for class will receive a letter grade of "F" for the course. "No shows" will not receive refunds or credit. Lodging must be cancelled by the student and any fees associated with cancellation are the student's responsibility.

Licensing and Candidacy Process

The Center for Ministry does not oversee the rest of the candidacy, licensing, commissioning, associate membership, or ordination processes. For questions about these processes, please contact the Office of Spiritual Leadership (601-354-0515) of the Mississippi Annual Conference.