

To become a **Local Church Lay Servant**, you must complete the following requirements:

1. Be a professing and active member of a local church/charge.
2. Make application in writing to appropriate committee and obtain recommendation from pastor and church council or charge conference.
3. Complete the BASIC Course for Lay Servant Ministries.
4. Submit an annual report and reapplication with recommendations.
5. Complete an approved refresher course once every three years.

To become a **Certified Lay Servant**, you must complete the following requirements:

1. Be a professing and active member of a local church/charge.
2. Make application in writing to appropriate committee and obtain recommendation from pastor and church council or charge conference.
3. Complete the BASIC Course and one advanced course for Lay Servant Ministries.
4. Have your qualifications reviewed by the district committee on Lay Servant Ministries and the annual charge conference.
5. Submit an annual report to the charge conference and the committee on Lay Servant Ministries.
6. Request in writing the renewal of certification.
7. Complete an advanced course for Lay Servant Ministries at least once every three years for recertification.

To become a **Certified Lay Speaker**, you must complete the following requirements:

1. Be a professing and active member of a local church/charge.
2. Make application in writing to appropriate committee and obtain recommendation from pastor and church council or charge conference.
3. Complete the BASIC Course for Lay Servant Ministries.
4. Complete a course of study to include: Discovering Spiritual Gifts, Leading Worship, Leading Prayer, Preaching, United Methodist Heritage and Polity, and/or other courses as may be determined by the annual conference committee on Lay Servant Ministries or equivalent structure.
6. Interview with the District Committee on Lay Servant Ministries or equivalent structure at time of application and every three years thereafter, and be recommended to the conference committee on Lay Servant Ministries or equivalent structure for certification/recertification.



# Lay Servant Academy



**Saturday, March 23, 2019**

**&**

**Saturday, April 6, 2019**

*Glen Dale UMC,  
700 Wheeling Ave,  
Glen Dale, WV*

*Sponsored by:*

**NORTHERN DISTRICT LAY MINISTRY TEAM:**

Carol Miller, Rev. Dennis Mehaffie,  
Co-Directors of Lay Servant Ministries

## COURSE DESCRIPTIONS

### \* **BASIC COURSE** *Lay Servant Ministries (101)*

This required orientation focuses on the three primary aspects of lay servant ministry: caring, leading, and communicating.

Carol Miller, certified lay servant, will lead this course, at Glen Dale UMC on Saturdays March 23 and April 6, 2019.

### \* **ADVANCED COURSE** *Discovering Spiritual Gifts (201)*

This course focuses on acquiring a better understanding of the church and its ministry needs, learning what it means to be a minister, doing the work of Christ in the church and in the world; and being more fully equipped to lead others in exploring and using their spiritual gifts.

Mary Francis Tennant, certified lay servant, will lead this course at Glen Dale UMC, on Saturdays, March 23 and April 6, 2019.

### \* **ADVANCED COURSE:** *Leading Worship (203)*

This course will help the participant grow in confidence and skill in designing and leading public worship. Rev. Phil Dukes (elder-retired), will lead this course on at Glen Dale UMC, on Saturdays, March 23 and April 6, 2019. Assignments will include worship design, serving as liturgist and use of music and visuals in worship.

### \* **ADVANCED COURSE:** *From Pew to Pulpit (302)* *(Formerly: You Can Preach)*

This course is designed for those who have not completed formal preaching training, for pastors seeking a basic refresher course, and for those who are called upon to preach in a pastor's absence. Rev. Dennis Mehaffie, pastor of Simpson UMC, will lead this course at Glen Dale UMC on Saturdays, March 23 and April 6, 2019.

\* Any of these courses will meet the requirement for becoming a Certified Lay Servant or for recertification as a lay servant. They are also part of the required curriculum towards becoming a Certified Lay Speaker.

## REGISTRATION FEES

*(including book, shipping & handling)*

### **BASIC COURSE** - "Lay Servant Ministries"

\$ 15.00

### **ADVANCED COURSE** - "Discovering Spiritual Gifts"

\$ 25.00

### **ADVANCED COURSE** - "Leading Worship"

\$ 17.00

### **ADVANCED COURSE** - "From Pew to Pulpit"

\$ 16.00

### **Registration Deadline: March 11, 2019**

*Register early to provide adequate time for us to order, mail and provide your book and reading assignment. Assigned reading is required prior to the start of class.*

***Please note:*** Only those who have completed the Basic Course may take the Advanced classes. All participants in the Lay Leadership program must within 3 years complete a course, or you ***must*** take the Basic Course again to remain active.

✠ **You will need to complete an assignment prior to the first day of class for the course. You will receive your book and assignment by mail once your registration is received. Please complete the registration form along with your check, make your checks out to the Northern District, and mail to Peggy Klages, Northern District Office of the UMC, 1060 Chapline St. Room 111, Wheeling, WV 26003.**

**If you have questions you may e-mail at [cpmiller3822@comcast.net](mailto:cpmiller3822@comcast.net) or call 304-843-1181 or 304-639-4088 cell.**

## COURSE CREDIT

In order to fulfill the requirements of each course, you must complete all 10 hours of class. That means both Saturdays in Glen Dale.

## PROGRAM SCHEDULE

### **Saturday, March 23, 2019 (Part I) Glen Dale**

8:30 a.m. .... Registration & Opening Worship

9:30 a.m. .... Class

12:00 noon .... LUNCH

1:00 – 3:30 p.m. . Class

### **Saturday, April 6, 2019 (Part II) Glen Dale**

9:00 a.m. .... Opening Worship

9:30 a.m. .... Class

12:00 noon .... LUNCH

1:00 – 3:15 p.m. ... Class

3:15 – 3:30 p.m. . Evaluation

3:30 p.m. .... Closing Worship

LUNCH The Glen Dale/Moundsville area has a selection of fast food restaurants available. You may bring your lunch, if desired. We are limited to one hour for lunch.

## DIRECTIONS

### **Coming North to Glen Dale -**

- take Rt. 2 North to Glen Dale
- Church is on the right at red light after Reynolds Memorial Hospital.
- Turn right and then right again into the parking lot. Enter church thru rear door

### **Coming South to Glen Dale**

- from Wheeling, take Rt. 2 South through Wheeling to 16th Street.
- Turn left onto 16th Street. Turn right onto WV Rt. 2 South/Chapline Street.
- Follow Rt. 2 through Benwood and McMechen.
- After coming through the Narrows, you will come into Glen Dale.-
- Turn left at the traffic light and then right again into the parking lot. Enter church thru rear door

***Be Punctual! Give sufficient time for road construction delays***