

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, September 29, 2018**

**&**

**Saturday, October 13, 2018**

***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

\* ADVANCED COURSE: *Life Together in the United Methodist Connection* (UM Polity)

This course on polity will help the participant grow in the knowledge and practice of the governance and organization of our church's mission. Rev. Phil Dukes (elder-retired), will lead this course at Glen Dale UMC on Saturdays, September 29, and October 13, 2018.

\* ADVANCED COURSE: *Living Our United Methodist Beliefs* (UM Heritage)

This course explores the special gifts of theology, witness, and organization that the United Methodist Church brings to the church universal, how we got where we are today, and how our distinctive emphases are still needed in the 21<sup>st</sup> century. Mrs. Carol Miller, Certified Lay Speaker, will lead this course at Glen Dale UMC on Saturdays, September 29, and October 13, 2018.

\* ADVANCED COURSE: *From Pew to Pulpit* (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, September 29, and October 13, 2018.

\* 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.

### COURSE CREDIT

In order to fulfill the requirements of each course, you must complete all 10 hours of class as required by the educational guidelines of the Discipline. That means both Saturday sessions for these Advanced Classes. This includes the submitting of all assignments and required reading.

## REGISTRATION FEES

(including shipping & handling)

ADVANCED COURSE – "*Life Together in the UM Connection*" (Polity) \$ 28.00 (Sept 29 & Oct 13)

ADVANCED COURSE - "*Living Our UM Beliefs*" (UM Heritage) \$ 20.00 (Sept 29 & Oct 13)

ADVANCED COURSE - "*From Pew to Pulpit*" (Formerly *You Can Preach*) \$16.00 (Sept 29 & Oct 13)

**Please note:** Only those who have completed the Basic Course may take the Advanced classes. If you have not completed the Basic Course, or it has been longer than 3 years since you have completed a course, you must take the Basic Course again. A separate brochure is available for the Basic Course information and registration.

✠ **Course preparation will require all students to complete the assignments prior to the beginning of class.**

**You will receive your book and assignment by mail once your paid registration is received. Note: No books will be sent without full-paid registration.**

**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.**

This district program is offered under the leadership and direction of the **United Methodist Board of Discipleship** as outlined in paragraph 266-269 of the UM Discipline. Details of this program are summarized on the back of this brochure.

## PROGRAM SCHEDULE

### ADVANCED CLASSES

#### **Saturday, September 29, 2018**

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

9:30 a.m. – Class

12:00 noon- LUNCH

1:00 - 3:30 pm - Class

#### **Saturday, October 13, 2018**

8:30 a.m. – Opening Worship

9:00 a.m. – Class

12:00 noon – LUNCH

1:00 - 3:15 p.m. – Class

3:15 – 4:30 p.m. – Evaluation & Closing Worship

### REGISTRATION

Forms for registration are included in this mailing distribution. Additional copies of these forms are available on the Facebook group and through email upon request. [cpmiller3822@comcast.net](mailto:cpmiller3822@comcast.net) or call **304-843-1181** or **304-639-4088** cell.

**To join the private Lay Servant Facebook group click on the 'Join' link on the following link:**

<https://www.facebook.com/groups/873655332764912/?ref=bookmarks>

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

**Directions to Glen Dale UMC, 700 Wheeling Ave, Glen Dale, WV are included on a separate sheet along with the registration form.**

**There is road construction in the Moundsville/Glen Dale area on St. Route 2. Allow ample time to get to class on time.**