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*Equipping local churches for ministry and providing a connection for ministry beyond the local church*

Spring 2021

You are registered for Virginia's Licensing School – a hybrid of live and recorded video sessions – to be held between May 24-June 4, 2021. Following are instructions that will be helpful in your planning and preparations for our time together.

1. Licensing School live video sessions (synchronous learning) will be held each morning. You will be free to complete the recorded video sessions (asynchronous learning) at your own pace through the afternoon and evenings. There will be a single day – in-person – regional session where you will meet with other students for learning around “Public Worship” and “Sacraments”.
2. Please look carefully at the enclosed schedule. This schedule includes a suggested timeline to complete your courses each week, as well as elements specific to the Virginia Conference.
3. A full syllabus will be forthcoming after May 1. That document will guide you through Licensing School. Throughout the program, you will complete quizzes via JotForm and write reflection papers for some courses.
4. See the enclosed sheet for the list of Licensing School textbooks.
5. Review and follow the enclosed instructions for the **sermon preparation**. Your sermon manuscript and responses to the enclosed questions are due before May 15, submitted through JotForm.
6. If you are receiving your first appointment as a licensed local pastor or provisional elder, you need to complete a “Pastor Profile”. The instructions to login to the EVC system where you will complete your profile will be sent to you in the coming days. If you need assistance with the EVC system, please contact [EVCAssistance@vaumc.org](mailto:EVCAssistance@vaumc.org).
7. A final exam will be held at the end of Licensing School. You will be allowed to use your class notes, books and resources in completing the exam, which will be evaluated by the Licensing School team and become a part of your clergy file.
8. The dean of our Virginia Licensing School is The Rev. Brian Johnson, pastor at Haymarket UMC. The Licensing School Team and Faculty are drawn from the Board of Ordained Ministry, the Virginia Conference clergy, conference staff, and curriculum produced by Candler School of Theology at Emory University.

If you have further questions, please email me at [LindseyBFreeman@vaumc.org](mailto:LindseyBFreeman@vaumc.org).

Blessings to you,



Rev. Lindsey M. Baynham

Due to continued gathering restrictions, Licensing School will be a hybrid of **synchronous** (participating as a group at a scheduled time) as well as **asynchronous** (participating on your own schedule) virtual courses. There will also be a single day – in-person – regional session. Following is information you need to participate fully in Licensing School.

### **Synchronous – Live video, group sessions**

Each morning, we will gather as a class for live coursework. The first of these sessions will allow us the opportunity to introduce our Virginia team and provide you an orientation to Licensing School. See the next page for the full schedule of dates and course topics.

Zoom Meeting Information for all Live sessions:

Beginning at 8:30 a.m. through 12:30 p.m.

**Join Zoom Meeting - <https://zoom.us/j/98113331175>**

Meeting ID: 981 1333 1175      Passcode: VAUMC2021

### **Asynchronous Coursework - Recorded sessions**

Virginia is incorporating published curriculum materials from Candler School of Theology at Emory University into our own curriculum specific to your ministry in Virginia.

It is expected that you will spend about 6 hours per course, participating by:

- Watching assigned video segments
- Completing all homework assignments which may include answering discussion questions or writing short papers, and taking online quizzes

### **In-person Regional Session**

In accordance with small group gathering guidelines set forth in the Technical Assistance Manual (TAM), we will be hosting single day – in-person – regional sessions. This session is an opportunity to meet with other students in your bi-district and practice presiding over sacraments, weddings and funerals. Details about where and how these sessions will take place, as well as an alternative option, will be forthcoming after May 1.

### **Office Hours**

The most significant piece of Licensing School that goes missing in a virtual syllabus is time around the table to just talk and ask questions. To facilitate this as best we can, there will be two opportunities each week for office hours and an open forum on Zoom. These are not required. This is a time for you to join in and ask questions and connect with other students as needed.

**Tuesday (May 25 and June 1) at 1:00-2:00 p.m. with Rev. Brian Johnson**

Join Zoom Meeting – <https://us02web.zoom.us/j/88684079531>

Meeting ID: 886 8407 9531      Waiting Room Enabled

**Thursday (May 27 and June 3) at 4:00-5:00 p.m. with Rev. Lindsey B. Freeman**

Join Zoom Meeting – <https://zoom.us/j/96716293240>

Meeting ID: 967 1629 3240      Waiting Room Enabled

**The Daily Schedule**

Today, please add these events to your calendar. As you do this today, if you find that you have a conflict with a scheduled time, please email [ClergyExcellence@vaumc.org](mailto:ClergyExcellence@vaumc.org) immediately.

Before May 15, [submit your sermon manuscript through JotForm](#).

Mon., May 24	Tues., May 25	Wed., May 26	Thurs., May 27
8:30 a.m. <i>Casual gathering before...</i>	8:30 a.m. Worship/ <b>Spiritual Formation</b>	8:30 a.m. Worship	8:30 a.m. Worship
9:00 a.m. <b>Welcome &amp; Orientation</b> Rev. Brian Johnson	9:00 a.m. <b>Clergy Ethics</b> Rev. Judy Hall	9:00 a.m. <b>The Art of Preaching</b> Rev. Jonathan Page	9:00 a.m. <b>Preaching Practice Groups</b>
10:30 a.m. - Break	10:30 a.m. - Break	10:30 a.m. - Break	10:30 a.m. - Break
10:45 a.m. <b>Orientation to the VAUMC</b> Rev. Lindsey B. Freeman	10:45-12:30 p.m. <b>The First Year of Ministry Panel</b>	10:45-12:30 p.m. <b>The Art of Preaching</b> (continued)	10:45-12:30 p.m. <b>Preaching Practice Groups</b> (continued)
<b>Asynchronous Course:</b> <i>Reporting Child Abuse</i> (60 minutes)	<b>Asynchronous Course:</b> <i>UM History and Wesleyan Quadrilateral</i> (3 hours)		<b>Asynchronous Course:</b> <i>UM Doctrine</i> (90 minutes)

Fri., May 28	Sat., May 29	Sun., May 30	Mon., May 31
9:00 a.m. – 12:00 p.m. Public Worship	(n/a)	(n/a)	(n/a)
12:00 p.m. – Lunch			
1:00 – 3:00 p.m. Sacraments			
3:30 – 5:00 p.m. Weddings & Funerals			
	<b>Asynchronous Course:</b> <i>Education</i> (4.5 hours)		<b>Due by Midnight:</b> <i>Quizzes and discussion/papers from the above asynchronous courses</i>

Tues., June 1	Wed., June 2	Thurs., June 3	Fri., June 4
8:30 a.m. Worship	8:30 a.m. Worship	8:30 a.m. Worship	8:30 a.m. <b>Closing Worship</b> Rev. Brian Johnson
9:00 a.m. <b>Pastoral Care</b> Rev. Bert Cloud	9:00 a.m. <b>Church Leadership &amp; Administration</b> Rev. Janine Howard	9:00-10:30 am <b>Pensions &amp; Health Benefits</b>	9:00-10:00 a.m. <b>Provisional Journey &amp; Journey Ahead for Local Pastors</b>
10:30 a.m. - Break	10:30 a.m. - Break	10:30 a.m. - Break	10:30 a.m. - Break
11:00-12:30 p.m. <b>Pastoral Care</b> (continued)	11:00-12:30 p.m. <b>Church Leadership &amp; Administration</b> (cont.)	11:00-12:30 p.m. <b>Clergy Finances</b>	10:30-1:00 p.m. <b>Licensing School Exam</b> (Open notebook)
<b>Asynchronous Course:</b> <i>Mission</i> (3.5 hours)	<b>Asynchronous Course:</b> <i>Evangelism</i> (2 hours)	<b>Due by Midnight:</b> <i>Quizzes and discussion/papers from these asynchronous courses</i>	

**\*Asynchronous Courses** are at your own pace. The above assignments are suggested to keep you on track. By midnight on Monday, May 31 you are to have submitted all materials for the UM Traditions and Education coursework. By midnight on Thursday, June 3 you are to have submitted all materials for the Mission and Evangelism coursework. You are welcome to work ahead if that is best for your schedule. **Assignment details and submission instructions will be forthcoming after May 1.**

## **VAUMC Licensing School 2021 Textbooks**

Please have these essential books with you to be used during Licensing School:

- *United Methodist Book of Discipline*, 2016 (available in hardback or download formats)
- *New Interpreter's Study Bible* (NRSV)
- *United Methodist Book of Worship*, 1992
- *United Methodist Hymnal*, 1989
- *The Faith We Sing*, 2000
- *By Water and the Spirit* by Gayle Carlton Felton (available in paperback, or as a free download from the General Board of Discipleship's website at:  
<http://www.umcdiscipleship.org/resources/by-water-and-the-spirit-full-text>
- *This Holy Mystery*, by Gayle Carlton Felton (available in paperback, or as a free download from the General Board of Discipleship's website at:  
<http://www.umcdiscipleship.org/resources/this-holy-mystery-a-united-methodist-understanding-of-holy-communion1>
- *The United Methodist Clergy Book of Firsts*, by F. Belton Joyner, Jr., 2017

The Licensing School Faculty may also recommend to you the very best books and other resources they've found to be useful in ministry.

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A recommended book for those whose ministry will include regular preaching is:

- *The Witness of Preaching*, by Thomas G. Long (Westminster John Knox Press, 1989, 2005, 2016—any of the editions will offer solid help for preparing strong, effective, creative, Bible-centered sermons.)

These books are available both new and used, online or from your favorite bookstore.

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## Licensing School Sermon

As a part of your Licensing School coursework, each student is required to prepare a sermon for review and practice. The text below is one of the assigned Lectionary texts for the **second Sunday of July**. (We select this Sunday based on the assumption that your first Sunday preaching in a new church would presumably be something of an introduction of your call story and/or vision for ministry, as well as an exploration of a text. We want you to have a sermon ready and we want to provide you feedback on a “regular” sermon that you would preach, rather than the special occasion of introducing yourself to a new church.)

The texts for July 11, 2021 will be:

- 2 Samuel 6:1-5, 12b-19
- Mark 6:14-29

Though you may usually incorporate more than one primary scripture in your preaching, or you may prefer series-based preaching, please **select only one of these two scriptures to focus on** for this exercise, although you may shape your sermon to fit a series that you may have in mind for your new appointment.

Sermon contexts and preaching styles differ widely! However, for the purposes of this exercise, this sermon should be **no longer than 13 minutes and no shorter than 10 minutes** when you preach it. **Be prepared to preach** to a small group of your peers and an experienced mentor during a live session of Licensing School. (The mentor will have reviewed your manuscript in advance.)

While you may not necessarily preach from a manuscript, for the purpose of Licensing School, **you are required to write a sermon manuscript**—a full, word-for-word document of what you intend to preach.

Before May 15, [submit your sermon manuscript through JotForm](#). Be prepared to answer the following questions on the form.

1. A brief paragraph of how you would prepare the worship space for this worship service to strengthen the message of the sermon.
2. In one sentence, state the Good News you are trying to convey to the congregation—the “focus” of the sermon.
3. A brief statement of one way the congregation can respond to your sermon’s main point as they go out into the world to serve—the “function” that the sermon will have in their lives.
4. A brief outline of the sermon’s main points and key illustrations.

Direct link to the JotForm: <https://form.jotform.com/210586740629057>.

## Division of Ordained Ministry

### Licensing School Curriculum

#### 1) United Methodist Tradition

- Knowledge: Develop an understanding of the Wesleyan Quadrilateral.
- Knowledge: Develop an awareness of the distinctive Wesleyan Beliefs.
- Knowledge: Begin to learn UM history.

#### 2) Public Worship / Liturgy

- Knowledge: The forms, purposes, and theology of ritual, liturgy, and music, the basic elements in The United Methodist Hymnal and The Book of Worship.
- Knowledge: Understand the sacrament of baptism in the UM tradition, including the work of God in infant baptism and confirmation.
- Knowledge: Understand Holy Communion as a means of God's grace.
- Knowledge: Awareness of the elements involved in premarital consultation, wedding rehearsal, and the service of Christian Marriage as indicated in resources provided by the church.
- Knowledge: Understand the preparation, purpose, form, and content of the funeral or memorial service as well as pastoral understanding of the local situation.

#### 3) Preaching

- Knowledge: Understand the significance of preaching in worship and its biblical and theological basis.
- Knowledge: Understand various methods of selecting sermon topics for consideration in preaching the whole Bible, as well as caring for special days and concerns in the life of the congregation or larger community.
- Knowledge: Understand some essentials of sermon delivery including voice, tone, gestures, posture, etc., as well as the appropriate use and limitations of video and computer graphics.
- Knowledge: Know that preaching should invite the listener into a healing relationship with God and the Christian community.

#### 4) Leadership and Administration

- Knowledge: The call to servant leadership is lived out through various leadership styles which are natural and appropriate to different persons in different situations.
- Knowledge: Develop an awareness of the polity, structure and connectional nature of the UMC as presented in the Discipline and understand the interrelationship of the various levels of decision-making and ministry in the UMC (local church, district, annual conference, jurisdictional, and General Conference).
- Knowledge: The UMC's understanding of the church, the charge, and local church membership as contained in the Discipline, (¶¶ 201-205 and ¶¶ 214-242)



and familiarity with the structural and administrative responsibilities of the charge conference, the church council, and the four administrative committees of the local church (§§ 243-252, ¶ 258).

Knowledge: The meaning and method of apportionments and of the reporting forms used to keep both personal and financial statistics audited within the local church.

## 5) Spiritual Formation

Knowledge: Learn and understand the spiritual disciplines and recognize the importance of self-formation.

Knowledge: Understands the role of the covenant group in community formation.

Knowledge: Understands the importance of engagement with the world.

## 6) Educational Ministries

Knowledge: An understanding of the process and purpose of developing a comprehensive plan for the educational ministries of the church.

Knowledge: An understanding of cultural styles, ways in which persons learn, and teaching methods that are needed in each learning experience.

Knowledge: The pastor's role in teaching and in equipping and supervising persons in teaching ministries.

## 7) Pastoral Care

Knowledge: The pastor learns how to listen and reflect theologically in order to help persons identify where God is in their life situation.

Knowledge: Understands that persons are nurtured in their faith through pastoral calls made for showing concern, for supporting persons in crises or ongoing situations through visitations, in homes, hospital, nursing homes, hospice or incarceration.

Knowledge: Develop sensitivity to situations in need of crisis intervention into which a pastor might be called: i.e., child abuse, depression, suicide threat, alcoholism, drug addiction, divorce and spouse abuse.

Knowledge: Understanding the nature of conflict and a pastor's responsibility in conflict situations.

## 8) Mission and Evangelism

Knowledge: Have a biblical and theological understanding of mission incorporating our Wesleyan concern for balancing vital piety and works of mercy.

Knowledge: Understand the ways in which the local church can be organized to build and coordinate mission.

Knowledge: Awareness that communities are expressed through a diversity of cultures.

Knowledge: Understand the pastor's role in modeling, promoting, and defining an evangelism process within a local context.