

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, October 14, 2023**

**&**

**Saturday, October 21, 2023**

***Quiet Dell UMC,***

***96 Trinity Road,***

***Mount Clare, WV***

***Sponsored by:***

**NORTHERN DISTRICT LAY MINISTRY TEAM:**

**Carol Miller, Director of Lay Servant Ministries**

## COURSE DESCRIPTIONS

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

This required orientation course focuses on the three primary aspects of lay servant ministry: caring, leading, and communicating. This course is enhanced using visuals and video, and a workbook text. See notes † on mandatory course assignments prior to the first class session.

Pastor Pat Ramsay, CLM, will lead this course. Pat currently serves as pastor of Ruble UMC in Wheeling, WV and is the CLM Coordinator for the Northern District.

#### \* **ADVANCED COURSE:**

*Rediscovering Our Spiritual Gifts (201)*

God's spiritual gifts provide the foundation for our ministry. Learn more about how your spiritual gifts support your Lay Servant Ministries in this in-depth study.

See notes † on mandatory course assignments prior to the first class session

Mrs. Carol Miller, Certified Lay Speaker, will lead this course. Carol is the Director of Lay Servant Ministries for the Northern District and is Lay Leader at Simpson UMC in Moundsville, WV.

#### \* **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. Assignments will include worship design, serving as liturgist and use of music and visuals in worship.

\* The above courses will meet the requirement for becoming a Certified Lay Servant or Certified Lay Speaker.

\* Any of the above courses will meet the requirement for becoming a Certified Lay Servant or Certified Lay Speaker.

## REGISTRATION FEES

*(include book, shipping & handling)*

### **BASIC COURSE** - "*Lay Servant Ministries*" (Basic 101)

\$ 15.00

### **ADVANCED COURSE** - "*Rediscovering Our Spiritual Gifts*" (201)

\$ 16.00

### **ADVANCED COURSE** - "*Leading Worship*" (203)

\$ 20.00

### **Registration Deadline: October 2, 2023**

***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. Classes with less than (6) six students are subject to cancellation.***

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

**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.**

### **COURSE CREDIT**

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

† You will need to complete an assignment prior to the first day of class for each course. Book and assignment will be mailed once your registration is received.

## PROGRAM SCHEDULE

### **Saturday, October 14th, 2023 (Part I)**

8:30 a.m. – 9:00 a.m. Check In

9:00 p.m. – 3:00 p.m. Class

### **Saturday, October 21st, 2023 (Part II)**

9 a.m. – 3:30 p.m. Class/Closing Worship

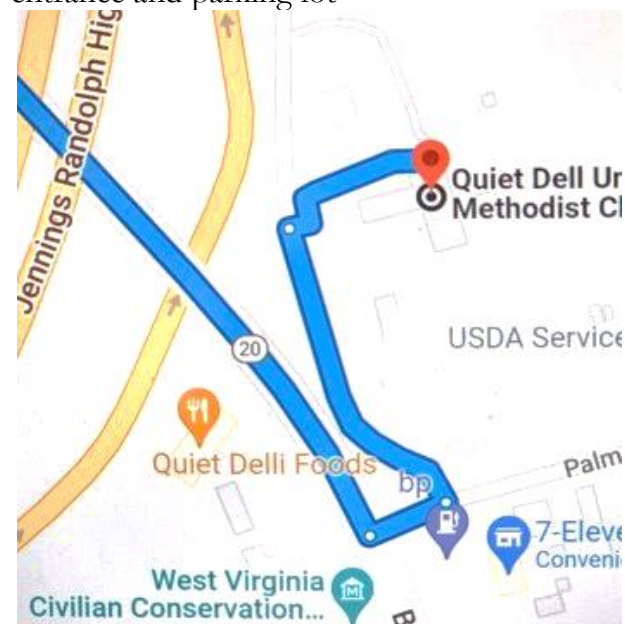
**LUNCH** – Lunch will be provided by the hospitality team from Quiet Dell UMC. Bring your own in-class beverage and snack as you desire.

## **DIRECTIONS**

### **From I-79 Exit 115**

- take I-79 to Exit 115

Proceed on WV-20 South to the church entrance and parking lot



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