

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, November 4, 2023

&

Saturday, November 11, 2023

*Simpson UMC,*

*800 Seventh St.,*

*Moundsville, 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. See notes ☩ on mandatory course assignments prior to the first class session.

Mary Francis Tennant, Certified Lay Speaker, will lead this course. Mary is a member of Simpson UMC in Moundsville, WV.

### \* **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.

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

**If you have questions, you may e-mail**  
**cpmiller3822@comcast.net** or call **304-843-1181** or **304-639-4088** cell.

## 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 23, 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, November 4th, 2023 (Part I)**

8:00 a.m. – 8:30 a.m. Registration

8:30 a.m. – 2:30 p.m. Class – Lunch will be provided

### **Saturday, November 11th, 2023 (Part II)**

8:30 a.m. – 2:30 p.m. Class/Closing Worship

Lunch will be provided

## **DIRECTIONS**



### **Coming North to Moundsville**

- Turn right onto 7<sup>th</sup> St., then left on Tomlinson Ave. just past the Court House. .
- Turn right on 6<sup>th</sup> St.. After ½ block, turn right on Madison Avenue. It is an alley. There is a street sign.
- Church will be on the right and parking for the Church will be on the left.
- Enter the doors off Madison and go up the steps.

### **Coming South to Moundsville**

- Turn Left onto 7<sup>th</sup> St., then left on Tomlinson just past the Court House. .
- Turn right on 6<sup>th</sup> St. After ½ block, turn right on Madison Avenue. It is an alley. There is a street sign.
- Church will be on the right and parking for the Church will be on the left.
- Enter the doors off Madison and go up the steps.



HC parking in front of the church (Morton Ave), also parking behind the church. An elevator is available from the parking lot. Look for the sign.