

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



Wellsburg, WV

Saturday, May 11, 2024

&

Saturday, May 18, 2024

Wellsburg UMC

11th & Charles St., Wellsburg, WV

Sponsored by:

Northern District Lay Ministry Team:
Carol Miller, Director of Lay Servant
Ministries Northern District

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.

Pastor Pat Ramsay, Certified Lay Minister, will lead this course.

* **ADVANCED COURSE:** *Leading in Prayer*

This course will help the participant grow in confidence and skill in prayer, both in worship and in small groups. Emphasis is placed on theological focus and congregational participation in prayer. Rev. Phil Dukes (elder-retired) and Heidi Schmidt, CLM, Mt Olivett UMC will be team teaching this course emphasizing forms and uses of congregational prayer.

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

* **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.

Mary Francis Tennant, CLSP, will lead this course and is a Lay Speaker from Simpson UMC in Moundsville, WV.

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

* 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)

BASIC COURSE: *Lay Servant Ministries*

\$15.00 (May 11 & 18)

ADVANCED COURSE – *Rediscovering Spiritual Gifts*

\$ 18.00 (May 11 & 18)

ADVANCED COURSE – *Leading Prayer*

\$ 24.00 (May 11 & 18)

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.

☩ **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 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, May 11, 2024

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

9:00 a.m. – Class

12:00 noon- LUNCH

1:00 – 2:30 pm - Class

Saturday, May 18, 2024

9:00 a.m. – Class

12:00 noon – LUNCH

1:00 - 3:00 p.m. – Class

3:00 p.m. – Closing Worship

REGISTRATION

Forms for registration are included in this mailing distribution. In order that we can deliver book and assignments and allow adequate time for your preparation your registration must be received prior to **April 29, 2025**.

Additional copies of these forms are available on the Facebook group and through email upon request. **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 – Lunch will be provided. Bring your own beverage or snack as you desire.

DIRECTIONS

Wellsburg UMC is located one block off of Rt 2 at the intersection of 11th & Charles Streets