

Important Information Regarding Iowa Annual Conference Licensing School 2023

About the local pastor license:

Completion of the Local Pastor License School is required for licensing. The license itself is provided by the District Committee on Ordained Ministry of the district from which each candidate arises, that District Superintendent, and the area Bishop. The license is necessary for fully functional pastoral ministry.

The license must be renewed annually by the District Committee on Ordained Ministry and the district superintendent and is in effect only so long as a pastoral appointment is being served by the licensee.

Who may attend?

Certified Candidates for licensed and ordained ministry who will be appointed to serve a local church should attend this training (Book of Discipline 2016, paragraphs 310-319).

In 2023, we offer an integrated educational experience for certified candidates in the United Methodist Church for both English speaking and French speaking candidates, which includes learning about multi-cultural ministry and cultural competence for all who attend.

We offer licensing school in French, with tutor/translators who are pastors in the Iowa Annual Conference, in response to the need across the connection for licensed local pastors to serve our brothers and sisters who are immigrants to the US. This is not an unusual request, as thirty percent of all United Methodists worldwide speak French. Please be sure to indicate your preferred language for instruction on the registration form.

All students will share in preparation for sacramental ministry as licensed local pastors in the United Methodist Church during our week of studies.

Pre-requisite:

You will receive reading and writing assignments in advance, which must be completed and submitted by April 24, 2023 unless otherwise noted.

**All assignments are to be completed and submitted
no later than April 24, 2023 unless otherwise noted.**

Also bring hard copies to class with you.

Where and When?

The school will be held at the Shalom Spirituality Center (1001 Davis St.) in Dubuque, Iowa. Licensing school will begin at 2 p.m. on Saturday, April 29th. Please arrive between 1-2 p.m. Lunch will be on your own that first day. Licensing school will conclude on Friday, May 5th by 5 p.m. Students will be assigned to single occupancy rooms unless registration exceeds those limits. Three meals will be served each day beginning with the evening meal on Thursday the 29th, with the exception of Friday, the 5th, when only breakfast and lunch will be served.

The school is a concentrated learning experience. Most days will begin at 7:30 am and conclude around 8:15 pm. Students are expected to attend and complete the school in addition to completing the prerequisites. The General Board of Higher Education and Ministry requires 80 hours of course work and class room instruction for licensing. **There is assigned homework to be completed in advance of licensing school. You are expected to complete and submit your written work online by April 24th unless otherwise noted and to bring completed assignments with you.**

This is an intensive and rewarding week of learning. The expectations are high, and you are expected to be on campus on time and ready to participate fully upon arrival. Because of this, you will be unable to preach in your church on April 30th, and we strongly suggest you plan for a substitute on May 7th.

For those currently serving churches, *you need not use vacation time to attend.* This is Continuing Education time as designated in the Discipline. If your Staff Parish Relations Committee has questions or concerns about your time away, please speak with your District Superintendent.

Cost of Licensing School

The cost for the 2023 session is \$800 (by check) or \$825 (online payment) per student which covers room, meals, and printed materials relevant to class work. It does not cover textbook costs. **Financial assistance in the amount of \$600 is available for Iowa candidates from the Iowa Board of Ordained Ministry in the form of a tuition credit.** If you are from another Annual Conference, speak with your District Superintendent and mentor about Continuing Education financial support. Assistance may also be available from your District Committee on Ordained Ministry or from your local church.

Deposit: \$100 (non-refundable) is to be submitted with the registration form. If not yet paid, the full balance must be paid by check at sign-in on April 29th at Shalom Spirituality Center, Dubuque, Iowa.

Please make checks payable to “The Iowa Annual Conference”.

Class Procedure, Content and Evaluation

When you register for this school, you enter into a covenant to:

1. Attend all classes and group sessions. Prior to coming to the school, you and your SPRC or you and your employer must arrange for coverage for congregational or work emergencies back home.
2. Complete the required readings and written assignments on time and completely.
3. Bring the required reading books, paper and writing tools to the school with you.
4. Meet the expectation to spend time and participate during the Licensing School in class and group sessions. There will be opportunities for daily worship, rest, reading and reflection. This is an

intensive week of group and individual study in preparation for serving a local congregation in The United Methodist Church.

5. Fully participate in studies for the license as local pastor which will focus on: public worship and preaching, pastoral aspects of ministry, organization of parish for nurture, mission, spiritual formation, Christian education and evangelism, United Methodist history and traditions.

6. An evaluation form will be sent to your District Superintendent upon completion of Licensing School. The evaluation will either state that you met the requirements or the reasons why you did not meet them. Students will also receive a copy of the evaluation.

What is Provided?

Housing, including bedding, a towel and washcloth, meals (Thursday evening through Friday breakfast), snacks, instructors, French translation and support, internet access in classrooms and gathering spaces. Bedrooms are equipped with both a ceiling fan and small electric fan.

What YOU should bring (and not bring):

Bedding: only if you want to bring a favorite pillow or extra blanket.

Bathing needs: You will be provided with some towels and wash cloths. You may want to bring extra, and bring your own shampoos, soap, personal toiletries.

Seasonal Casual Clothing: an ample supply for your entire stay. We will be staying in heated, air-conditioned rooms. But, it's a weather-transition time of year in Iowa, so be prepared for cool or warm.

Computer for re-writes of your work if assigned, text books, writing paper, pens or pencils, medical devices, personal items. You will NOT have access to a printer on site unless you are asked to do a re-write, so be sure to submit completed assignments online in advance (**by April 24th**) unless otherwise noted. Please also bring one copy of all of your assignments already printed out. Remember power cords!

Personal articles: medications, medical devices, toiletries, camera, any snacks you may need for other than break-times, alarm clock if you need one, power cords

Musical Instruments (yes, please!)

Computer or tablet and remember power cords/chargers for all your electronics!!

You WILL have assigned reading and written work to complete prior to licensing school. The assignments will be due April 24, 2023 unless otherwise noted.

Your assignments and reading list are available online to begin at any time. There are a couple assignments that are emailed after your registration is complete

Book List: required for the course:

All books are available via www.Cokesbury.com. Cokesbury has created a bundle which can be of the required books which can be found on the licensing school webpage. Required books are used again during Course of Study, so it is worth investing in them! Some are available on a Kindle or other electronic reader.

Book List: These are required texts for licensing school, to be purchased in advance by the student. They will be referenced during Licensing School and again in Course of Study.

The book list and course assignments are also available online.

REQUIRED TEXTS:

Administration in the Small Membership Church, by John Tyson.

The Book of Discipline of The United Methodist Church, 2016 edition

Celebration of Discipline: The Path to Spiritual Growth, by Richard Foster

Communicating for Change by Andy Stanley and Lane Jones

Foolish Church: Messy, Raw, Real, and Making Room, by Lee Schott

God's Country: Faith, Hope, and the Future of the Rural Church, by Brad Roth

I'm Black. I'm Christian. I'm Methodist. Edited by Rudy Rasmus

The Method of our Mission by Lacey C. Warner (Nashville: Abingdon Press, 2014)

Restart Your Church by Dottie Escobedo-Frank (Nashville: Abingdon Press, 2012)

A Spirituality of Fundraising by Henri J.M. Nouwen (Nashville: Upper Room Books, 2011)

Stride: Creating a Discipleship Pathway for your Church, by Ken Willard.

United Methodist Hymnal (1989)

United Methodist Book of Worship (current edition)

The United Methodist Music and Worship Planner (current edition)

RECOMMENDED TEXTS (parts will be discussed in classes):

Boundaries: When to Say Yes, How to Say No, by Cloud and Townsend.

4D Impact by Olu Brown (Nashville: Abingdon Press, 2019)

The Necessary Nine: Things Effective Pastors Do Differently, by Bob Farr & Kay Kotan (Nashville: Abingdon Press, 2016)

Strengthening the Soul of your Leadership by Ruth Haley Barton (Downers Grove: Intervarsity Press, 2018)

United Methodist Book of Worship Pastor's Pocket Edition (current edition)

COURSE ASSIGNMENTS ARE AVAILABLE ONLINE

FOR YOU TO BEGIN AT ANY TIME

WRITTEN ASSIGNMENTS ARE DUE APRIL 24, 2023 UNLESS OTHERWISE NOTED.