

*Indiana Conference*  
*Local Pastor's License School*  
*July 19– 31, 2009*



**LOCATION**  
Saint Joseph Conference Center  
1440 West Division Road  
Tipton, IN 46072-8584  
Phone: 765-675-4146

**DIRECTOR**  
Rev. Philip A. Lake  
Church Office: 260-450-0668  
[LocalPastorSchool@hotmail.com](mailto:LocalPastorSchool@hotmail.com)  
[fillake@verizon.net](mailto:fillake@verizon.net)

## **GENERAL INFORMATION**

The Indiana Conference License to Preach School is approved by The General Board of Higher Education of The United Methodist Church and the Board of Ordained Ministry. The School has continuously exceeded the basic requirements, and has been in operation for two weeks each summer since 1965. It was established by the Indiana Area United Methodist Church to provide a dynamic means of study to fulfill the strict requirements for the Local Pastor's Licensure. Each student will be challenged academically, spiritually and even their endurance during the 112 hours of class room instruction.

## **ADMISSION REQUIREMENTS**

The Board of Ordained Ministry of the General Church in Nashville, Tennessee, requires that one must have enrolled in Candidacy Studies through the Division of Ordained Ministry, and is in the process of exploring Candidacy with a Supervising Pastor and certification as a Candidate for Ordained Ministry before being accepted by a Licensing School. The Indiana Conference also requires your District Superintendent's recommendation and approval for admission. Completion of the School meets a portion of the requirements of the licensing process and does not grant the Local Pastor's License, (your Bishop will provide the Local Pastor's License after the verification of all requirements for Licensure). Applications for the School will not be accepted after the second Monday in July of any given year, (July 13, 2009).

## **LOCATION**

The St. Joseph Conference Center is north of Tipton, Indiana. The Center is located one mile north of State Road 28 on State Road 19 and ½ mile west on Division Road. A detailed map with specific directions will be included with the information packet and syllabi following your application approval.

## **RECREATION**

Students are encouraged to bring their own recreational equipment. There will be free time on Sunday afternoon for recreation. A local park, swimming pool and golf course are available.

## **LIVING ACCOMMODATIONS**

You will reside in a comfortable semi-private room. (Private Rooms may be obtained based on availability for an additional \$150.00.) Each room is equipped with a ceiling fan, desk, lamp, closet and private bathroom. Linens & towels are furnished. If air conditioning is **necessary or crucial**, please indicate on Application Form or call Rev. Philip Lake, Director.

## **DRESS CODE**

Please bring very casual, comfortable and cool clothing, (remember, not all rooms are air conditioned). Free laundry facilities & Soap are available. Please bring clothing that will be appropriate for Saturday field trip & Sunday Morning Worship at a local church.

## **BANKING AND MEDICAL SERVICES**

Bank Card and banking services are available in Tipton. Medical and hospital services are nearby and available on a private fee basis.

### EXPECTATIONS & ACCOUNTABILITY

Registration is from 5:00 - 6:30 P.M. Students are expected to be registered & present prior to opening worship at 7:00 P.M. An orientation session after worship will provide an opportunity to answer any remaining questions or concerns. A "Normal" school day begins with Morning Praise & Prayer at 7:30 A.M., and will conclude approximately by 9:00 P.M.

**Attendance and promptness are expected at worship and class sessions!**

**Student's absent for more than one-half day of School will be withdrawn without credit!**

The School is in session from 7:00 p.m., Sunday of Week One and concludes on Friday at noon of Week Two. Students must remain at the school during the middle weekend for testing, course instruction, seminars, study, and special school programs.

If you are serving a church, arrange to have all of your pastoral duties covered including pulpit supply for any worship services. This is not to be considered a vacation or vacation Sunday by your local church. If you have any questions or concerns regarding this information, please check with your District Superintendent.

### FINANCIAL COST OF SCHOOL

**The primary costs of The Local Pastor's License School are provided by The Indiana Conference of The United Methodist Church. Students are asked to help pay a portion of the cost of the school by paying for their Room & Board:**

Students From:	Indiana	Out-of-State
Application Fee	\$ 20.00	\$220.00
Room and Board	\$630.00	\$630.00
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Student's Total Portion	\$650.00	\$850.00

\*\* Private Rooms are available for an additional \$150.00\*\*

**Make check Payable to: Indiana Area Local Pastor's License School**

**Mail to: Rev. Philip Lake  
477 North Wabash Street  
Wabash, IN 46992**

**You will want to bring some extra cash for snacks, refreshments or meal on the weekend.**

## **COURSES, STAFF AND BOOKS**

**\*\* MUST be READ Prior to the Opening of School!\*\***

### **BIBLICAL ROOTS OF OUR FAITH**

LEADER: The Rev. David C. Schramm: Retired Pastor & former District Superintendent

BOOKS: \*\* Pastoral Care in the Small Membership Church by James L. Killen, Jr.  
**The King James Bible & Plus one other version, your preference,  
(Bring with you.)**  
Strong's Exhaustive Concordance of the Bible with Hebrew, Chaldee  
and Greek Dictionaries (to be distributed at School.)

### **EDUCATION MINISTRIES IN THE CHURCH**

LEADER: The Rev. Marti Troyer: Ordained Deacon and Director of Christian Education,  
High Street United Methodist Church, Muncie, IN

BOOK: \*\* Christian Education in the Small Church (Released date 6/3/08)  
by Karen Tye  
(Additional materials will be distributed at School)

### **ORGANIZING THE LOCAL CHURCH FOR MINISTRY AND MISSION**

LEADER: The Rev. James Butler: Retired Pastor & former Conference Secretary

BOOK: \*\* Administration in the Small Membership Church  
By John H. Tyson  
(Please become familiar with the Discipline)  
(Additional materials will be distributed at School)

### **PREACHING**

LEADER: The Rev. Dr. Gary L. Forbes: Retired Pastor

BOOKS: \*\* From Pew to Pulpit by Clifton F. Guthrie  
  
\*\* Biography of a Beggar: And Other Sermons by Rev. Dr. Gary L. Forbes  
**(This Book will be distributed at the School)**

## THE PRACTICE OF MINISTRY

LEADER: The Rev. Philip A. Lake: Pastor at Christ United Methodist Church,  
Wabash, IN

BOOKS: \*\* Worshiping with United Methodist by Hoyt L. Hickman  
\*\* Pastoral Care in the Small Membership Church by James L. Killen, Jr.  
(Additional materials will be distributed at School)

### OBTAINING BOOKS

**\*\*These Text Books MUST be Read Prior to the Opening of School! \*\***

**\*\* (The Most Current Addition & Must Read Prior to School) \*\***

_____ <u>The United Methodist Hymnal</u>	(No discount) \$ 17.50
_____ <u>The United Methodist Book of Worship</u>	(No discount) \$ 28.50
_____ <u>The Book of Discipline of the United Methodist Church</u>	(No discount) \$ 18.00
_____ <u>** Course of Study Bundle of Books Item #9780687654826</u>	
_____ <u>Administration in the Small Membership Church</u>	
_____ <u>Christian Education in the Small Membership Church</u>	
_____ <u>Pastoral Care in the Small Membership Church</u>	
_____ <u>From Pew to Pulpit - A Beginner's Guide to Preaching</u>	
_____ <u>Worshiping with United Methodist</u>	\$ 44.00

Cost for books (Without Shipping, 20% Discount has been Applied)	\$108.00
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***Do not send money at this time!***

***Cokesbury will bill you with your 20% discount plus postage and handling.***

**\*\*Please bring a check for the following books to be Distributed at School\*\***

_____ <u>Strong's Exhaustive Concordance</u>	(*approximate cost*) \$ 17.00
_____ <u>Biography of a Beggar: And Other Sermons</u>	\$ 18.00
_____ <u>Testing Materials &amp; Course Handouts</u>	\$ 40.00

Approximate Cost Total	\$ 75.00
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**APPLICATION TO 2009 LOCAL PASTOR'S LICENSE SCHOOL**

(Applications must be received before July 13, 2009)

Mr. Mrs. Ms. \_\_\_\_\_

*(Please print name as it should appear on your certificate)*

Preferred or nickname \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Spouse's Name \_\_\_\_\_

Special Medical or Physical Needs: \_\_\_\_\_

*(Please indicate if you have special needs, diet, etc.)*

Emergency Name and Phone \_\_\_\_\_

Highest Education Completed \_\_\_\_\_

*(Examples: H.S. Grad.: two years' college; BS, MA, or years in Seminary)*

Present School \_\_\_\_\_

Present Employment \_\_\_\_\_

Role at local church or current appointment \_\_\_\_\_

Name of Charge \_\_\_\_\_

District \_\_\_\_\_ Conference \_\_\_\_\_

District Superintendent \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Phone ( 1-800 ) \_\_\_\_\_ - \_\_\_\_\_ E:Mail: \_\_\_\_\_

**The Local Pastor's License will be issued by The Bishop and your District Superintendent in conjunction with successful completion of Candidacy, L.P.L.S., approval from the D.C.O.M. and upon the student's appointment to a charge within The United Methodist Church.**

**LICENSE SPECIFIED IN THE 2008 BOOK OF DISCIPLINE  
INCLUDE ALL DATES AND SIGNATURES**

1. Minimum of two year's membership in the U.M.C., (Church name, District & Conference)  
\_\_\_\_\_
  2. Date of graduation and name of accredited high school or the equivalent \_\_\_\_\_
  3. Date of Meeting and Approval from the PPRC after submitting written request and personal statement \_\_\_\_\_ (Chairperson) \_\_\_\_\_
  4. Recommended by Charge Conference (Date) \_\_\_\_\_
  5. Written application to District Superintendent  No  Yes (Date) \_\_\_\_\_
  6. Took required psychological/aptitude test  No  Yes (Date) \_\_\_\_\_
  7. Date of your Certified Candidacy : \_\_\_\_\_
  8. Name & Address of Mentor: \_\_\_\_\_
- 

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date \_\_\_\_\_

District Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Application fee must be enclosed - make checks payable to:**

***Indiana Area Local Pastor's License School***

(No refunds of Application Fee after July 1st )

\_\_\_\_\_ Out-of-State \$220.00

\_\_\_\_\_ Indiana \$20.00

**Reminder: ALL FEES ARE DUE IN FULL AT FINAL REGISTRATION**

Complete ***BOTH*** sides of this application; include application fee; mail to:

**Rev. Philip A. Lake  
477 North Wabash Street  
Wabash, IN 46992**