

# 2019

## LAY SERVANT MINISTRIES

Course Descriptions and Equipping Resources



## What's Inside?

More than a catalog, the *2019 Lay Servant Ministries Course Descriptions and Equipping Resources* is a resource itself. Check out pages 4–9 for an overview of the lay servant program and valuable information about the three certifications for laity in The United Methodist Church.

The resources are designed to equip laity for their roles in ministry as disciples of Jesus Christ. The “Introduction to Lay Ministry: The BASIC Course” is the foundational course for lay servant ministries. This course can also be used as part of a discipleship plan for other laity in the church to acquaint them with their gifts, calling, and responsibilities as followers of Christ. Consider using the BASIC course as part of your Christian education program. It can easily be divided into five 2-hour or ten 1-hour sessions. Or consider hosting a lay academy in your local church, offering both the BASIC and an advanced course.

With the exception of online courses taken through [www.beadisciple.com](http://www.beadisciple.com), all courses are designed as 10-hour trainings. Courses include a required text for participants and leaders, as well as a leader's guide for the facilitator of the course. Most texts and/or PDFs are available through <https://bookstore.upperroom.org/> or are noted otherwise.

## What's New?

In 2019 **Leading Public Prayer** will replace **Leading in Prayer** as a prayer course for the certified lay speaker track. [Beadisciple.com](http://Beadisciple.com) will offer **Becoming Accountable Disciples**, the online version of **Accountable Discipleship**.

## What's Coming?

New courses are coming! In *Connectional Living – Connectional Giving*, Roger Curless and Ken Sloane help leaders explore how God created us to live in connection with one another, John Wesley's views on how Methodists relate to money, and how we live with, use, and give our resources to continue God's mission. Other new courses include *Discovering Your Spiritual Gifts*, *Communicating Well*, *Campus Ministry: Empowering Congregations to Effectively Support Students at Colleges and Universities*, *Opening Ourselves to Grace*, *History of the Wesleyan Movement*, *Opening Our Doors to All God's Children* (Disabilities Ministry), and *See All the People: Intentional Discipleship for Engaging Your Community*.

## Need More Resources?

Teaching the Basic or an advanced lay servant course and need a visual resource? Go to <https://www.umcdiscipleship.org/resources/lay-servant-ministries-advanced-courses> for PowerPoint slides. Visit the Discipleship Ministries website at <https://www.umcdiscipleship.org/leadership-resources/ministry-of-the-laity> for numerous resources, information about Laity Sunday, webinars, and articles on relevant topics for lay leaders and lay servants.

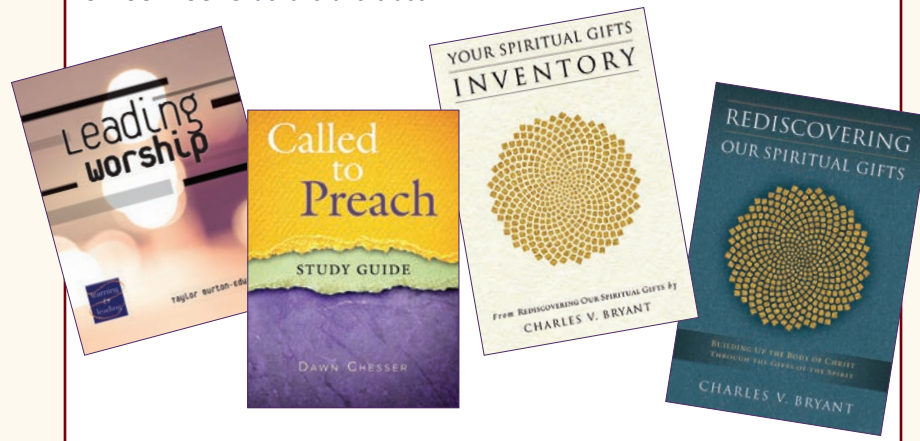
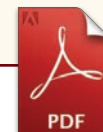
## Questions?

Please feel free to contact us at: [laity@umcdiscipleship.org](mailto:laity@umcdiscipleship.org).

## Ordering Tips:

Need to download a PDF or order your resources from [Bookstore.UpperRoom.org](http://Bookstore.UpperRoom.org)? The Upper Room Bookstore has upgraded its software, so the download instructions have changed. See page 35 for details.

When ordering resources from [Bookstore.UpperRoom.org](http://Bookstore.UpperRoom.org), enter the product number from this catalog rather than searching by title. To ensure that you receive materials on time, please order them **three weeks** before the class.



## Laity Sunday

Laity Sunday is usually celebrated on the third Sunday in October. This day is set aside to recognize and affirm the ministry of the laity. Ministries of the laity include: lay leaders, lay servants, lay speakers, lay ministers, lay missionaries, deaconesses, home missionaries, United Methodist Women, United Methodist Men, Walks to Emmaus, Chrysalis, missionary service, and so many other significant forms of ministry.

The 2019 theme is **Therefore, Go! With HOPE Through Purpose**. To find resources for Laity Sunday, visit the Discipleship Ministries' webpage at <https://www.umcdiscipleship.org/> and search Laity Sunday.

## Lay Servant Ministries

Lay Servant Ministries is one of the most significant lay leadership development programs available within the United Methodist connection. Through this equipping and empowering system, lay servants have the opportunity to grow as disciples of Jesus Christ who then go and make other disciples.

Lay Servant Ministries can be a significant component of any discipleship system, particularly systems based on the core process or cycle of discipleship described in ¶122 of *The Book of Discipline*. To better remember and understand the core process, think in terms of HOPE—Hospitality, Offer Christ, Purpose, and Engagement. <https://www.cokesbury.com/forms/DynamicContent.aspx?id=87&pageid=920#9568>

Discipleship is all about relationships. It is essential that we see all the people (#SeeAllThePeople) as we seek to make disciples for the transformation of the world. For resources related to #SeeAllThePeople, go to: <https://www.seeallthepeople.org>.

HOPE provides a discipleship system driven by engagement as we begin to build new relationships outside our church walls. Through authentic and consistent experiences of God's grace, new disciples are made and sent out into the world to share Christ's love in mission and outreach. Disciples extend hospitality to those not yet in the body; they offer Christ by providing an opportunity for people to commit their lives to God through baptism by water and the Spirit and profession of faith; they nurture people in Christian living to help them find a true sense of purpose in life and what it means to live out their belief through acts of piety, acts of mercy, and other means of grace; and, they put their faith into action by helping to transform the surrounding community through engagement in mission and ministry as they offer hospitality in the name of Jesus Christ. Lay servant ministries is about equipping and empowering people as disciples and leaders, and, it is an excellent way to build up HOPE in any congregation.

## Certified Lay Servants

A certified lay servant is a professing member of a local church or charge or a baptized participant of a recognized United Methodist collegiate ministry or other United Methodist ministry setting who desires to serve the church and who knows and is committed to Scripture and the doctrine, heritage, organization, and life of The United Methodist Church. This is a person who has received specific training to witness to the Christian faith through spoken communication, to lead within a church and community, and to provide caring ministry.

The certified lay servant serves the local church or charge (or beyond the local church or charge) through his or her witness, leadership, and service, inspiring others to a deeper commitment to Christ and more effective discipleship. The certified lay servant, through continued study and training, should prepare to undertake one or more of the following functions, giving primary attention to service within the local church or charge, United Methodist collegiate ministry, or other United Methodist ministry setting:

- Provide leadership, assistance, and support to the program emphases of the church or other United Methodist ministry.
- Lead meetings for prayer, training, study, and discussion when requested by the pastor, district superintendent, or committee on lay servant ministries.
- Conduct, or assist in conducting, services of worship, preach the Word, or give addresses when requested by the pastor, district superintendent, or committee on lay servant ministries.
- Work with appropriate committees and teams that provide congregational and community leadership or foster caring ministries.
- Assist in the distribution of the elements of Holy Communion upon request by a pastor.
- Teach the Scriptures, doctrine, organization, and ministries of The United Methodist Church.

To become a **Certified Lay Servant**, you must:

1. Obtain recommendation from the pastor and the church council or charge conference of the local church or other United Methodist ministry in which you hold membership.
2. Complete the "Introduction to Lay Ministries: The BASIC Course."
3. Complete an advanced lay servant ministries course.
4. Apply to and have qualifications reviewed by the district committee on lay servant ministries or equivalent structure (See ¶668.3).

To maintain status as a **Certified Lay Servant**, you must:

1. Submit an annual report and renewal application to the charge conference or church council and to the district committee on lay servant ministries or equivalent structure, giving evidence of satisfactory performance as a certified lay servant.
2. Obtain recommendation for renewal from the pastor and the church council or charge conference of the local church or other United Methodist ministry in which you hold membership.
3. Complete a lay servant ministries advanced course in the last three years.

## Certified Lay Speakers

A certified lay speaker is a certified lay servant (or equivalent as defined by his or her central conference) whose call has been affirmed by the conference committee on lay servant ministries or equivalent structure to serve the church in pulpit supply in accordance and compliance with ¶341.1.

The certified lay speaker serves by preaching the Word when requested by the pastor, district superintendent, or committee on lay servant ministries, in accordance and compliance with ¶341.1.

To become a **Certified Lay Speaker**, you must:

1. Be certified as a lay servant (or equivalent as defined by your central conference).
2. Obtain recommendation from the pastor and the church council or charge conference of the local church in which you hold membership.
3. Complete a track of study including courses on leading worship, leading prayer, discovering spiritual gifts, preaching, United Methodist heritage and polity, and/or other courses as determined by the conference committee on lay servant ministries or equivalent structure.
4. Interview with and obtain recommendation from the district committee on lay servant ministries, or equivalent structure, to be submitted to the conference committee on lay servant ministries, or equivalent structure, for approval and certification.

To maintain status as a **Certified Lay Speaker**, you must:

1. Submit an annual report and renewal application to the charge conference or church council and to the district committee on lay servant ministries or equivalent structure, giving evidence of satisfactory performance as a certified lay speaker.
2. Obtain recommendation for continued recognition as a certified lay speaker from the pastor and the church council or charge conference of the local church or other United Methodist ministry in which you hold membership.
3. Complete a lay servant ministries advanced course in the last three years.

4. In the last three years, have interviewed with and obtained recommendation for renewal as a certified lay speaker from the district committee on lay servant ministries, or equivalent structure, and the approval of the conference committee on lay servant ministries, or equivalent structure, for recertification.

To become certified as a lay speaker, you must complete a track of study that includes one course from each of the following subject categories:

1. The BASIC Course for Lay Servant Ministries
2. Leading worship
  - Leading Worship – Taylor Burton-Edwards
  - Your Ministry of Leading Worship 101 (online)
3. Leading prayer
  - Leading Public Prayer – Debra R. Tyree
  - Leading Public Prayer (online)
4. Discovering spiritual gifts
  - Discover Your Spiritual Gifts – William J. Carter
  - Rediscovering Our Spiritual Gifts (online)
5. Preaching
  - Called to Preach – Dawn Chesser
  - From Your Heart to Theirs: Delivering an Effective Sermon – Tony Franks and David Carroll
6. United Methodist Heritage
  - Living Our United Methodist Beliefs – George Hovaness Donigian
  - Living Our United Methodist Beliefs (online)
7. United Methodist Polity
  - Life Together in the United Methodist Connection – Beth Galbreath
  - Life Together in the United Methodist Connection (online)
8. Other courses as may be determined by your annual conference committee on lay servant ministries, or equivalent structure



## Certified Lay Ministers

A certified lay minister is a certified lay servant or certified lay missionary (or equivalent as defined by his or her central conference), who is called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the Word, lead small groups, or establish community outreach ministries as part of a ministry team with the supervision and support of a clergyperson. A certified lay minister is assigned by a district superintendent in accordance with ¶419.2.

The certified lay minister serves to enhance the quality of ministry, much like a class leader did in early Methodism through service in the local church, circuit, or cooperative parish, or by expanding team ministry in other churches and charges. As with lay ministry in early Methodism, the certified lay minister uses his or her spiritual gifts as evidence of God's grace.

To become a **Certified Lay Minister**, you need to complete the following requirements:

1. Be certified as a lay servant, lay missionary (or equivalent as defined by your central conference).
2. Obtain written recommendation from the pastor and the church council or charge conference of the local church in which you hold membership.
3. Complete a track of study for certified lay ministers relevant to your assignment as defined by Discipleship Ministries or the National Plan for Hispanic/Latino Ministry in collaboration with Discipleship Ministries and the conference committee on lay servant ministries or equivalent structure.
4. Receive a letter of recommendation from your district superintendent.
5. Have all requirements for certification, including appropriate screening and assessment, as defined by the annual conference, reviewed by the conference committee on lay servant ministries, or equivalent structure, for referral to the district committee on ordained ministry for examination of persons who have applied in writing to be certified lay ministers and to make recommendation for certification (see ¶666.10). After the district committee on ordained ministry interviews you, the district committee on ordained ministry will make a recommendation to the conference committee on lay servant ministries for final certification by that committee.

To maintain status as a **Certified Lay Minister**, you must:

1. Submit an annual report to the charge conference or church council where membership is held and to the conference committee on lay servant ministries or equivalent structure, giving evidence of satisfactory performance as a certified lay minister.

2. Every two years, obtain a ministry review by the committee on pastor-parish relations, church council, or charge conference from the congregation of which you are a member, or when under assignment, from the committee on pastor-parish relations, charge conference, or supervisory board of the ministry setting in which you are assigned.
3. Complete a lay servant ministries advanced course or approved continuing education event, as defined by the conference committee on lay servant ministries or equivalent structure in the last two years.
4. Obtain recommendation for recertification from the district superintendent.
5. Have all requirements for recertification reviewed by the conference committee on lay servant ministries or equivalent structure for referral to the district committee on ordained ministry (for examination every two years when you have applied in writing to be renewed as a certified lay minister and obtain recommendation for recertification; see ¶666.10). After the district committee on ordained ministry interviews you, the district committee on ordained ministry will make a recommendation to the conference committee on lay servant ministries for final recertification by that committee.

## Certified Lay Ministers with Specializations

We are excited to announce certified lay minister specializations in the areas of:

- UM Parish Nurse
- Children's Faith Formation
- NPHLM Lay Missioner
- Men's Ministry Specialist
- UMC Lay Missionary/Church Planter

To become a certified lay minister (CLM) with a specialization in a particular area, the CLM would need to complete additional educational/training requirements specific to that area of ministry. Each specialization has its own accreditation body. Specific requirements for **UM Parish Nurse**, **NPHLM Lay Missioner**, **UMC Lay Missionary/Church Planter**, **Children's Faith Formation**, and **Men's Ministry Specialist**, can be found at: <https://www.umcdiscipleship.org/resources/certified-lay-minister>

Read about the first United Methodist Parish Nurse at this link:  
<https://www.umcdiscipleship.org/resources/united-methodist-church-certifies-first-lay-parish-nurse>

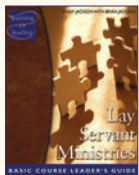
# LAY SERVANT MINISTRIES COURSE OFFERINGS

## Introduction to Lay Ministry: *The BASIC Course*

This course is foundational for all courses in lay servant ministries. Participants are encouraged to discover and employ personal spiritual gifts as God intended and to consider the importance of exercising servant leadership, developing future leaders, remaining rooted in consistent spiritual practices, and being part of a group that holds members accountable in their discipleship.

**Youth Addendum:** A youth addendum for The BASIC Course is now available for download at: <https://www.umcdiscipleship.org/resources/%20introduction-to-lay-ministry-the-BASIC-course>.

The United Methodist Committee on Deaf and Hard-of-Hearing Ministries has developed a version of The BASIC Course for use with American Sign Language. For more information on this resource, please contact the committee through their website: [www.umdeaf.org](http://www.umdeaf.org).



### Lay Servant Ministries

*Sandy Zeigler Jackson and Brian Jackson*

Leader's Guide • DR627 • 978-0-88177-627-0 • \$11.00

(For course resources such as Powerpoint slides, go to:

<https://www.umcdiscipleship.org/resources/introduction-to-lay-ministry-the-BASIC-course>)



### Lay Servant Ministries

*Sandy Zeigler Jackson and Brian Jackson*

Participant's Book • DR626 • 978-0-88177-626-3 • \$11.00

(Leader's Guide and Participant's Book also available in Kindle and ePub formats)



## Introduction to Lay Ministry: *The BASIC Course (SPANISH)*

### Ministerios de servicio laico – Curso básico

*Sandy Zeigler Jackson and Brian Jackson*

Guía del líder • DR676 • 978-0-88177-676-8 • \$10.00

(Leader's Guide and Participant's Book also available in Kindle and ePub formats)



### Ministerios de servicio laico – Curso básico

*Sandy Zeigler Jackson and Brian Jackson*

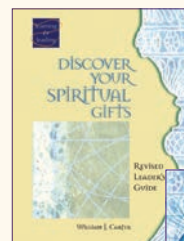
Libro del participante • DR679 • 978-0-88177-679-9 • \$10.00

## ADVANCED COURSES *Spiritual Gifts*

### Discover Your Spiritual Gifts

This course helps participants understand spiritual gifts and how the church can use them to fulfill its mission and ministry. Participants will also learn what it means to be a spiritual leader and will be equipped to lead others in exploring and using their spiritual gifts.

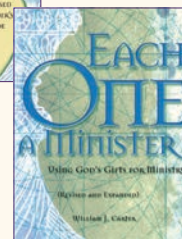
For more information on providing this course for the deaf and hard of hearing, please contact The United Methodist Committee on Deaf and Hard-of-Hearing Ministries at: [www.umdeaf.org](http://www.umdeaf.org).



### Discover Your Spiritual Gifts (REVISED)

*William J. Carter*

Leader's Guide • DRPDF441 • \$8.00 (PDF Only)

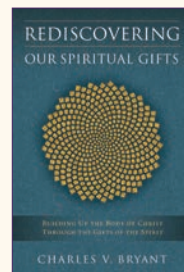


### Each One a Minister

*William J. Carter*

Participant's Book

DR375 • 978-0-88177-375-0 • \$14.00

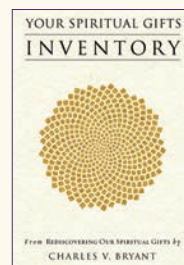


### Rediscovering Our Spiritual Gifts

*Charles V. Bryant*

633 • 978-0-8358-0633-6 • \$11.99

Additional Resource for Leaders



### Your Spiritual Gifts Inventory

*Charles V. Bryant*

819 • 978-0-8358-0819-4 • \$21.99 for pkg. of 10

Additional Resource for Leaders

## ADVANCED COURSES *Spiritual Gifts*

### Rediscovering Our Spiritual Gifts

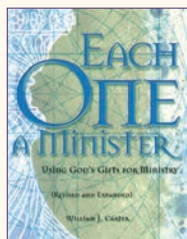
The early church knew what today's church is rediscovering: that Christians depend on God's spiritual gifts to provide the foundation for their ministry. Learn more about how your spiritual gifts support your lay servant ministries in this two-week ONLINE course.



#### Rediscovering Our Spiritual Gifts (*ONLINE COURSE*)

\$70.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)



#### Each One a Minister

*William J. Carter*

Participant's Book • DR375 • 978-0-88177-375-0 • \$14.00



#### Spirit Gifts Participant's Workbook

*Patricia D. Brown*

Participant's Book • 978-06870-0858-2 • \$5.99

(COKESBURY)

### Ordering Tips:

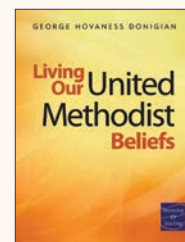
When ordering resources from [Bookstore.UpperRoom.org](http://Bookstore.UpperRoom.org), enter the product number from this catalog rather than searching by title. To ensure that you receive materials on time, please order them **three weeks** before the class.

## ADVANCED COURSES *Heritage*

### Living Our United Methodist Beliefs

#### (*United Methodist Heritage*)

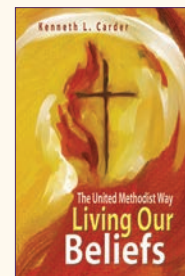
This course will explore the special gifts of theology, witness, and organization that The United Methodist Church brings to the church universal, how we got where we are today, and how our distinctive emphases are still needed in the 21st-century church.



#### Living Our United Methodist Beliefs

*George Hovaness Donigian*

Leader's Guide • DR715 • 978-0-88177-715-4 • \$7.99



#### Living Our Beliefs: The United Methodist Way

*Kenneth L. Carder*

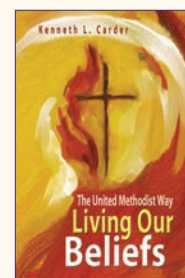
Participant's Book • DR571 • 978-0-88177-571-6 • \$13.00



#### Living Our United Methodist Beliefs (*ONLINE COURSE*)

\$70.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)



#### Living Our Beliefs: The United Methodist Way

*Kenneth L. Carder*

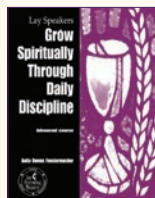
Participant's Book • DR571 • 978-0-88177-571-6 • \$13.00

## ADVANCED COURSES *Heritage*

### Devotional Life in the Wesleyan Tradition

Structured around Wesley's "means of grace," this study covers, among other topics, prayer, Scripture, the Lord's Supper, and fasting – major features in John Wesley's devotional life.

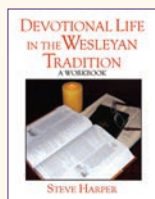
Participants will learn how they can apply Wesley's ministry to their own life.



#### Grow Spiritually Through Daily Discipline

*Anita Owens Fenstermacher*

Leader's Guide • DRPDF198 • \$8.00 (PDF Only)



#### Devotional Life in the Wesleyan Tradition

*Steve Harper*

Participant's Book • 740 • 978-0-8358-0740-1 • \$11.99



#### Devotional Life in the Wesleyan Tradition

*Steve Harper*

Participant's Book • 700 • 978-0-8358-0700-5 • \$6.99

Additional Resource (Korean Translation)

### Devotional Life in the Wesleyan Tradition (SPANISH)



#### La Formación Espiritual a Traves de la Disciplina Diaria

*Anita Owens Fenstermacher*

Guía del líder • DRPDF431 • \$8.00 (PDF Only)



#### La Vida de Devoción en la Tradición Wesleyana

*Steve Harper*

Libro del Participante • 876 • 978-0-8358-0876-7 • \$8.99

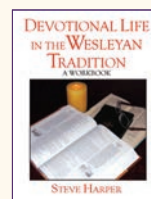
## ADVANCED COURSES *Heritage*



### Devotional Life in the Wesleyan Tradition (ONLINE COURSE)

\$60.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)



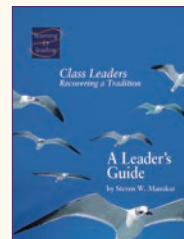
### Devotional Life in the Wesleyan Tradition

*Steve Harper*

Participant's Book • 740 • 978-0-8358-0740-1 • \$11.99

### Class Leaders

This course will explore the office of class leader in the Wesleyan Methodist tradition. It examines the need for recovering the lay pastoral ministry of the class leader for the 21st-century church. NOTE: Accountable Discipleship is a prerequisite to this course.



#### Class Leaders

*Steven W. Manskar*

Leader's Guide • DR649 • 978-0-88177-649-2 • \$8.00



#### Class Leaders: Recovering a Tradition

*David Lowes Watson*

Participant's Book • 978-15791-0954-7

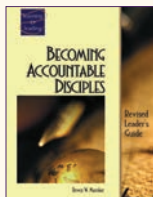
Available at [amazon.com](http://amazon.com)



## ADVANCED COURSES *Heritage*

### Accountable Discipleship

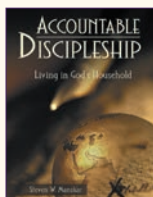
This course focuses on the concept of the household of God, Scripture as divine revelation, Wesleyan understandings of grace, and the importance of the class leader in the development of the Methodist movement.



#### Becoming Accountable Disciples (*REVISED*)

*Steven W. Manskar*

Leader's Guide • DRPDF440 • \$8.00 (PDF Only)



#### Accountable Discipleship

*Steven W. Manskar*

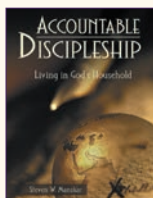
Participant's Book • DR339 • 978-0-88177-339-2 • \$15.00



#### Becoming Accountable Disciples (ONLINE COURSE)

\$65.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)



#### Accountable Discipleship

*Steven W. Manskar*

Participant's Book • DR339 • 978-0-88177-339-2 • \$15.00

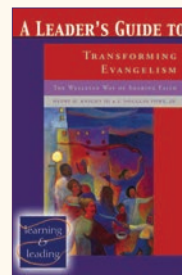
**To Order More Copies of This Catalog**

Call 800.972.0433 and Request ITEM# M184

## ADVANCED COURSES *Heritage*

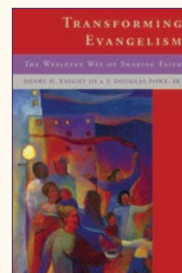
### Transforming Evangelism

This course leads participants to learn from John Wesley how to practice relational evangelism. They will discover that evangelism involves not only sharing our faith with others but also welcoming people into a community where they can grow in faith.



#### Lead in Evangelism

Leader's Guide • DRPDF11 • \$8.00 (PDF Only)



#### Transforming Evangelism

*Henry H. Knight, III and F. Douglas Powe, Jr.*

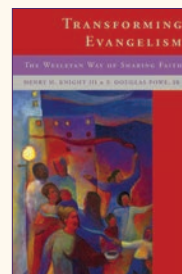
Participant's Book • DR485 • 978-0-88177-485-6 • \$14.00



#### Transforming Evangelism (*ONLINE COURSE*)

\$65.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)



#### Transforming Evangelism

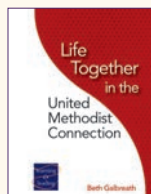
*Henry H. Knight, III and F. Douglas Powe, Jr.*

Participant's Book • DR485 • 978-0-88177-485-6 • \$14.00

## ADVANCED COURSES *Polity*

### Life Together in the United Methodist Connection (United Methodist Polity)

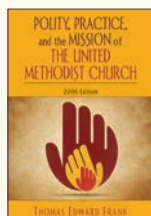
This course gives participants an overview of the structure and organization of The United Methodist Church. A copy of the 2016 Book of Discipline is recommended for both the online and text version of this course.



#### Life Together in the United Methodist Connection

*Beth Galbreath*

Leader's Guide • DR701 • 978-0-88177-701-7 • \$10.00



#### Polity, Practice, and the Mission of The United Methodist Church

*Thomas Edward Frank*

Participant's Book • AB531 • 978-0-68733-531-2 • \$18.99

OR



#### The Method of Our Mission

*Laceye C. Warner*

Participant's Book • AB717 • 978-1-42676-717-3 • \$23.00

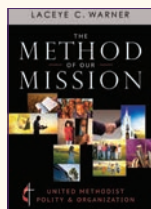
### Life Together in the United Methodist Connection



#### Life Together in the United Methodist Connection (ONLINE COURSE)

\$70.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)



#### The Method of Our Mission

*Laceye C. Warner*

Participant's Book • AB717 • 978-1-42676-717-3 • \$23.00

## ADVANCED COURSES *Leading Worship*

### Leading Worship

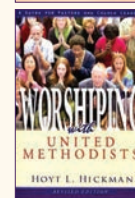
This course focuses on the ministry of the lay servant who either regularly or occasionally leads a group or congregation in worship.



#### Leading Worship

*Taylor Burton-Edwards*

Leader's Guide • DR685 • 978-0-88177-685-0 • \$10.00



#### Worshipping with United Methodists (REVISED)

*Hoyt Hickman*

Participant's Book • AB526 • 978-0-68733-526-8 • \$11.99

### Planning Worship

This course builds on the course Leading Worship, and it is grounded in the principles and practices of worship planning.



#### Planning Worship

*Taylor Burton-Edwards*

Leader's Guide • DR682 • 978-0-88177-682-9 • \$10.00



#### The Worship Workshop: Creative Ways to Design Worship Together

*Marcia McFee*

Participant's Book • AB634 • 978-0-68704-634-8 • \$12.99

### Your Ministry of Leading Worship 101

This course will focus on basic worship leadership skills for laypersons who assist in leading worship.



#### Your Ministry of Leading Worship 101 (ONLINE COURSE)

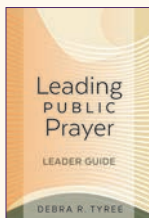
\$85.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)

## ADVANCED COURSES *Leading Prayer*

### Public Prayer

Praying in public can be daunting, but prayer is something one learns. This course on praying in public will help the participant grow in confidence and skill in public prayer and enrich their personal prayer life.



#### Leading Public Prayer

*Debra R. Tyree*

Leader's Guide • DRPDF918 • \$8.00 (PDF Only)



#### Shaping the Prayers of the People: The Art of Intercession

*Samuel Wells and Abigail Kocher*

Participant's Book • 978-0-80287-097-1

Available at amazon.com

---

### Leading Public Prayer

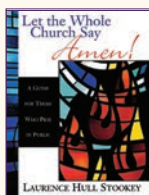
Prayer is something we learn; it is something that can be taught. For many, however, the only teaching about prayer they ever receive is modeled in Sunday worship. This course may challenge some of your assumptions, test some of your preconceived ideas, stretch your thinking, and enrich your prayer life. It will, at the very least, present you with an opportunity to grow in the discipline of leading public prayer.



#### Leading Public Prayer for Lay Leaders (ONLINE COURSE)

\$70.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)



#### Let the Whole Church Say Amen!

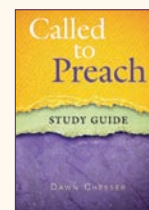
*Laurence Hull Stookey*

Participant's Book • AB9077 • 978-0-6870-9077-8 • \$19.99

## ADVANCED COURSES *Preaching*

### Called to Preach

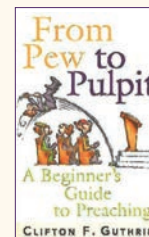
*Called to Preach* is designed for those who have not completed formal preaching training, for pastors seeking a basic refresher course, and for others who are called upon to preach in a pastor's absence. *Called to Preach* is the required preaching course in the lay speaker track of study.



#### Called to Preach

*Dawn Chesser*

Leader's Guide • DRPDF876 • \$8.00 (PDF Only)



#### From Pew to Pulpit

*Clifton F. Guthrie*

Participant's Book • 978-0-68706-660-5 • \$10.79  
(COKESBURY)

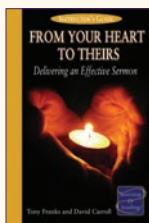


**To Order More Copies of This Catalog**  
Call 800.972.0433 and Request ITEM# M184

## ADVANCED COURSES *Preaching*

### From Your Heart to Theirs: Delivering an Effective Sermon

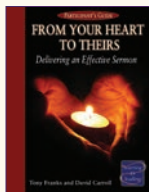
Moving beyond the basics of public speaking and the foundations necessary for preparing an engaging sermon, this course also includes types of sermons – from exegetical to topical to children’s sermons – as well as how to find a story, use the hymnal, and how to move from communication on paper to beyond the paper.



#### From Your Heart to Theirs: Delivering an Effective Sermon

*Tony Franks and David Carroll*

Leader’s Guide • DR535 • 978-0-88177-535-8 • \$8.00



#### From Your Heart to Theirs: Delivering an Effective Sermon

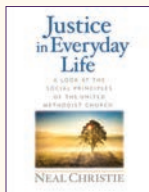
*Tony Franks and David Carroll*

Participant’s Book • DR536 • 978-0-88177-536-5 • \$6.00

## OTHER ADVANCED COURSES

### Justice in Everyday Life

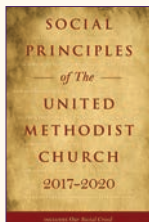
This course looks at the Social Principles of The United Methodist Church.



#### Justice in Everyday Life: A Look at the Social Principles of The United Methodist Church

*Neal Christie*

Leader’s Guide • DR652 • 978-0-88177-652-2 • \$10.00



#### Social Principles of The United Methodist Church 2017-2020

Participant’s Book • 9781501835773 • \$3.99

(COKESBURY)

## OTHER ADVANCED COURSES

### God’s Mission... Our Journey

This course will provide participants with a better understanding of a holistic approach to participation in God’s mission to the world and equip lay servants for more effective missional engagement in their communities and beyond.



#### God’s Mission... Our Journey

*Jodi Cataldo*

Leader’s Guide • PDF1806 • \$8.00 (PDF Only)



#### A Mission Journey: A Handbook for Volunteers

Participant’s Book • 1786 • 978-0-8358-1786-8 • \$17.00

(Also available in Kindle and ePub formats.)

## Lay Servants as Christian Transformational Leaders

This course will guide lay servants seeking to be more empowered to lead their congregations toward vitality.



#### Lay Servants as Christian Transformational Leaders

*Marc Brown, Kathy Merry, John Briggs*

Leader’s Guide • DRPDF884 • \$8.00 (PDF Only)



#### Lay Servants as Christian Transformational Leaders

*Marc Brown, Kathy Merry, John Briggs*

Participant’s Book • DR881 • 978-0-88177-881-6 • \$18.00

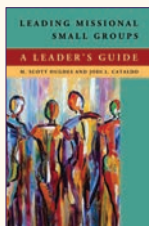
(Also available in Kindle and ePub formats.)



## OTHER ADVANCED COURSES

### Leading Missional Small Groups

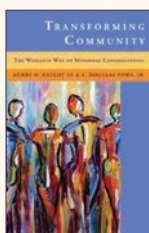
This course teaches the Wesleyan way to form missional communities and congregations. It is based on the conviction that just as holiness of heart leads to holiness of life, it is communities of holy love that participate in God's mission in the world.



#### Leading Missional Small Groups

*M. Scott Hughes and Jodi L. Cataldo*

Leader's Guide • DRPDF875 • \$8.00 (PDF Only)



#### Transforming Community

*Henry H. Knight, III and F. Douglas Powe, Jr.*

Participant's Book • DR754 • 978-0-88177-754-3 • \$15.00

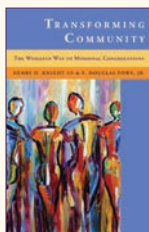
### Leading Missional Small Groups



#### Leading Missional Small Groups (ONLINE COURSE)

\$65.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)



#### Transforming Community

*Henry H. Knight, III and F. Douglas Powe, Jr.*

Participant's Book • DR754 • 978-0-88177-754-3 • \$15.00

## OTHER ADVANCED COURSES

### Come to the Table

Deepen your experience of Holy Communion through this wide-ranging study of *This Holy Mystery*, Scripture, church history, and United Methodist theology and practice of the sacrament. This course will reference, but go beyond, the official U.M. documents to include art, music, film, and video resources to enrich our understanding and participation in the holy meal.



#### Come to the Table (ONLINE COURSE)

\$65.00 • Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)

### Come to the Waters

Deepen your experience of baptism, confirmation, and reaffirmation of baptism through this wide-ranging study of *By Water and the Spirit*, Scripture, church history, and United Methodist theology and practice of the sacrament.



#### Come to the Waters (ONLINE COURSE)

\$65.00 • Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)

### Multimedia Technology in Worship for the Church Volunteer 101

In this course, the participant will learn about worship itself and the role of technology in design, appropriateness, and excellence. Some Windows-based software will be used.



#### Multimedia Technology in Worship for the Church Volunteer 101 (ONLINE COURSE)

\$75.00 • Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)

### Patterned by Grace: How Liturgy Shapes Us

The course will help those who want to discover the formational and transformational power of the Spirit at work in the historic worship and liturgy of the church.



#### Patterned by Grace: How Liturgy Shapes Us (ONLINE COURSE)

\$55.00 • Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)

## OTHER ADVANCED COURSES

### Lay Pastoral Care Giving

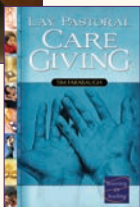
This course offers insights into the life span and the dynamics of contemporary life to help church leaders reach out with God's love and care to others.



#### Leading in Lay Pastoral Care

*Brian Jackson*

Leader's Guide • DRPDF596 • \$8.00 (PDF Only)



#### Lay Pastoral Care Giving

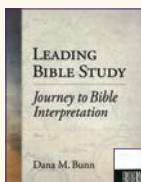
*Tim Farabaugh*

Participant's Book • DR554 • 978-0-88177-554-9  
\$18.00

---

### Leading Bible Study

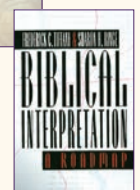
This course opens a new world for many lay servants who have not had professional training in biblical interpretation.



#### Leading Bible Study

*Dana Bunn*

Leader's Guide • DRPDF780 • \$8.00 (PDF Only)



#### Biblical Interpretation: A Roadmap

*Sharon Ringe and Frederick Tiffany*

Participant's Book • 9780687016082 • \$19.49  
(COKESBURY)

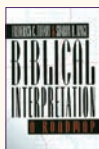
---

### Leading Bible Study



#### Leading Bible Study (ONLINE COURSE)

\$65.00 • Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)



#### Biblical Interpretation: A Roadmap

*Sharon Ringe and Frederick Tiffany*

Participant's Book • 9780687016082 • \$19.49 (COKESBURY)

## OTHER ADVANCED COURSES

### Lay Servants Lead in Conflict Resolution

Every church deals with conflict, both healthy and unhealthy, and lay servants can be equipped and empowered to help lead through those times of conflict as a time of transformation.



#### Lay Servants Lead in Conflict Resolution

*Regina Allen*

Leader's Guide • DRPDF789 • \$8.00 (PDF Only)



#### The Spirit and Art of Conflict Transformation

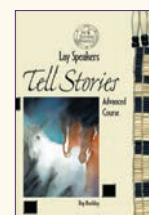
*Thomas Porter*

Participant's Book • 1026 • 978-0-8358-1026-5 • \$25.00

---

### Dancing with Words

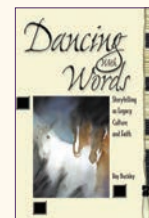
Participants in the course will learn what constitutes a good story, discover storytelling styles, learn the techniques of effective storytelling, and practice creating stories from their experiences.



#### Tell Stories

*Ray Buckley*

Leader's Guide • DR408 • 978-0-88177-408-5 • \$8.00



#### Dancing with Words

*Ray Buckley*

Participant's Book • DR407 • 978-0-88177-407-8 • \$14.00

## OTHER ADVANCED COURSES

### Biblical Storytelling I

This is a two-week introduction to the ancient-future art and spiritual discipline of telling the sacred stories of Scripture. Participants will learn to prepare, learn, and tell a biblical text by heart (not "memory") using the methods of the Network of Biblical Storytellers International.



#### Biblical Storytelling I (ONLINE COURSE)

\$65.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)

### Biblical Storytelling II

This workshop expands on the methods taught in Biblical Storytelling I, exploring storytelling genres and telling the biblical text, including midrash, chancel drama, first-person storytelling, puppetry, and more.



#### Biblical Storytelling II (ONLINE COURSE)

\$80.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)

### Children of Abraham

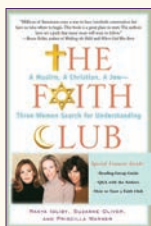
This class is a beginning, an opportunity to explore the mutual roots in story of the three Abrahamic religions. It will focus on what we have in common, how each faith's wisdom can enrich our own, and how to begin having interfaith conversations. Participants must obtain the book *The Faith Club* by Ranya Idliby, Suzanne Oliver, and Priscilla Warner, which is not included in the course fee.



#### Children of Abraham (ONLINE COURSE)

\$55.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)



#### The Faith Club—A Muslim, a Christian, a Jew: Three Women Search for Understanding

*Ranya Idliby, Suzanne Oliver, and Priscilla Warner*

Participant's Book • 978-0-74329-048-7 • \$12.49 (COKESBURY)

## OTHER ADVANCED COURSES

### Aging and Ministry in the 21st Century

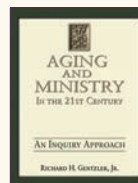
This is a practical guide for building ministry for older adults.



#### In Ministry with Boomers and Beyond

*Richard H. Gentzler, Jr.*

Leader's Guide • DRPDF595 • \$8.00 (PDF Only)



#### Aging and Ministry in the 21st Century

*Richard H. Gentzler, Jr.*

Participant's Book • DR540 • 978-0-88177-540-2 • \$13.00

### Afire with God

This course helps participants develop a holistic understanding of stewardship.



#### Lead in Stewardship

Leader's Guide • DRPDF12 • \$8.00 (PDF Only)



#### Afire with God

*Betsy Schwarzentraub*

Participant's Book DR520 • 978-0-88177-520-4 • \$15.00



#### Afire with God (ONLINE COURSE)

\$70.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)



#### Afire with God

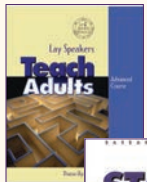
*Betsy Schwarzentraub*

Participant's Book DR520 • 978-0-88177-520-4 • \$15.00

## OTHER ADVANCED COURSES

### Teach Adults

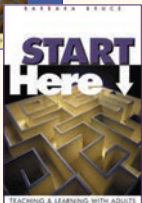
This course is designed to help provide a basic understanding of the ways in which adults learn and grow.



#### Teach Adults

**Diana L. Hynson**

Leader's Guide • DRPDF10 • \$8.00 (PDF Only)



#### Start Here

**Barbara Bruce**

Participant's Book • DR303 • 978-0-88177-303-3  
\$11.00



#### Teach Adults (ONLINE COURSE)

\$65.00

Available at [www.beadisciple.com/lay-servant-ministries](http://www.beadisciple.com/lay-servant-ministries)

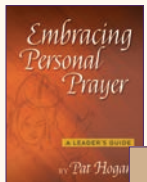


#### Start Here

**Barbara Bruce**

Participant's Book • DR303 • 978-0-88177-303-3 • \$11.00

## Embracing Personal Prayer



#### Embracing Personal Prayer

**Pat Hogan**

Leader's Guide • DRPDF899 • \$8.00 (PDF Only)



#### Lord, Teach Us to Pray

**Margie Burger**

Participant's Book

DR570 • 978-0-88177-570-9 • \$10.00

## CERTIFIED LAY MINISTRY TRAINING



### Call and Covenant for Ministry: Module 1

DRPDF3 • \$25.00 (PDF Only)

The purpose of this module is to provide a basic overview of the call to ministry, theology, and ordering of ministry in The United Methodist Church; explain the role of certified lay minister; support the formation of a mutual ministry team for learning and leading in the congregation; and develop a ministry covenant to guide the mission of the church. Module 1 now includes the "Introduction to Lay Ministry: The BASIC Course" and the Lay Servant Ministries advanced course "Discover Your Spiritual Gifts." Minimum Time: 30 hours



### The Practice of Ministry: Module 2

DRPDF4 • \$25.00 (PDF Only)

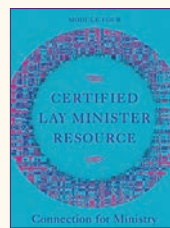
This module covers basic skills for the certified lay minister, including leading worship, preaching and sharing faith, forming discipleship ministries, and providing congregational care. It is intended to be used by the certified lay minister, the mutual ministry team supporting the process in the local church, and the supervising clergy person/mentor assigned. Minimum Time: 8 hours per section



### Organization for Ministry: Module 3

DRPDF5 • \$25.00 (PDF Only)

The purpose of this module is to provide a basic understanding of leadership, administration, and congregational development, and to offer tools for maximizing leadership, organization, and resources for faithful and fruitful ministry in various kinds of congregations. Minimum Time: 8 hours



### Connection for Ministry: Module 4

DRPDF6 • \$25.00 (PDF Only)

The purpose of this module is to provide the certified lay minister with a basic review of United Methodist history, doctrine, and polity; to learn about the connection between the local church, district, conference, and general agencies of the denomination; and to support developing plans for ongoing education. This course concludes with a commitment service. Minimum Time: 8 hours



## CERTIFIED LAY MINISTRY TRAINING

### Specialization as a UM Parish Nurse

#### Foundations of Faith Community Nursing Curriculum

This course is designed to introduce and prepare registered nurses for the specialty practice of faith community nursing. The modules are divided into the units of spirituality, professionalism, holistic health, and community. This curriculum is taught by faith community nurses across the United States and worldwide by IPNRC's educational partners. To locate a course in your area or online, go to: <https://westberginstitute.org/faith-community-nursing/>

### Specialization as a UMC Lay Missionary/Church Planter

#### Lay Missionary Planting Network

This 10-session foundational church-planting course is designed specifically for laypersons. The course will equip people to be able to work in partnership with an annual conference, district, or local church to start new places for new people, including new faith communities and planting new churches. The training for this specialization is available in both English and Spanish and will be available online in the future. More information is available at: <http://www.umcdiscipleship.org/new-church-starts/training-lmpn>

### Specialization as a NPHLM Lay Missioner

The National Plan for Hispanic and Latino Ministries (NPHLM) has partnered with the Certified Lay Ministry program and will use the same process as the CLM. The CLM Modules I-IV in the Spanish language will cover the same content as the English-language modules but will be contextualized. Modules I-II are available at <https://nphlm.org/all-resources/>. These modules can also be used for those seeking certification as a lay minister using the Spanish language without the specialization as a NPHLM Lay Missioner.

### Specialization in Children's Faith Formation

The Office of Ministry with Children at Discipleship Ministries provides an eight-week online training for the CLM Specialization in Children's Faith Formation.

For more information on the training, e-mail [childrensministry@umcdiscipleship.org](mailto:childrensministry@umcdiscipleship.org)

### Specialization as a Men's Ministry Specialist

The General Commission on United Methodist Men provides a curriculum to train men's ministry specialists who work closely with the Commission and the United Methodist Men leaders in their areas. For more information on training for this specialization, contact the General Commission on United Methodist Men ([www.gcumm.org](http://www.gcumm.org) or 615-340-7145).

## ALTERNATIVE ADVANCED COURSES

### Exception Credit

Each annual conference has the authority to approve additional classes – called exception credit – for its own use. It is important to note that the design of the courses must fit the needs of that local conference and follow the ministry guidelines of lay servant ministries. Courses must be recognized by the annual conference directors of lay servant ministries (LSM) of which the lay servant is a member, and a certificate of completion awarded.

To help individual conferences assess requests for alternative advanced courses for lay servants, the following guidelines are provided.

Materials must fit these guidelines:

- The subject is in line with courses currently in the LSM catalog.
- The content fits the LSM theme of leading, caring, communicating.
- The course will benefit the lay servant for use in the local church.
- The course must provide at least 10 hours of study.
- The course is participatory and led by a facilitator qualified in the subject.

Participant's evaluation needs to address these points:

1. Is the text user-friendly (readable, understandable)?
2. Does the study help develop skills in this specific ministry?
3. Does the material equip laity in becoming stronger witnesses for Christ?
4. An evaluation of the class must be submitted to the district committee on LSM or equivalent.

*For suggested alternative advanced courses that might be considered for approval by conference committees on lay servant ministries, go to: <http://www.umcdiscipleship.org/leadership-resources/ministry-of-the-laity>.*

**To Order More Copies of This Catalog**

**Call 800.972.0433 and Request ITEM# M184**

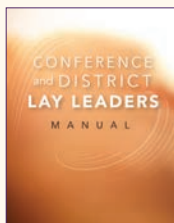
## OTHER RESOURCES FOR LAITY IN LEADERSHIP



### Lay Servant Ministries Guide for Conference and District Committees 2017-2020

DR623 • 978-0-88177-623-2 • \$10.00

This guide provides information for conference and district directors and guidance for organizing lay servant ministries.



### Conference and District Lay Leaders Manual

DR698 • 978-0-88177-698-0 • \$10.00

This manual covers topics such as: our call to ministry, leadership development, leading meetings, leading change, and position descriptions.



### Job Descriptions and Leadership Training in The United Methodist Church 2017-2020: A Leader Development Guide

#### *Discipleship Ministries Staff*

DR859 • 978-0-88177-859-5 • \$24.00

This handbook is for congregations to use in identifying and developing leaders as a vital part of their system for transformational discipleship.



### Lay Leader/Lay Member: Connect Your Congregation and Your Annual Conference

978-1-50182-972-7 • \$3.99 (COKESBURY)

The lay leader and lay member to annual conference are key roles in linking the vision and plan of the congregation with the ministry of the annual conference.

Writable certificates are downloadable at: <http://www.umcdiscipleship.org/resources/certificates-for-lay-servant-speaking-ministry>

## 5 Convenient Ways to Order From Upper Room Bookstore

- ONLINE: <http://bookstore.upperroom.org>
- PHONE: 800.972.0433
- EMAIL: [URMclient@emailCustomerService.com](mailto:URMclient@emailCustomerService.com)
- FAX: 386.447.2321
- MAIL: The Upper Room, PO BOX 433110 • Palm Coast, FL 32143-9836

### Ordering Tips:

When ordering resources from [Bookstore.UpperRoom.org](http://Bookstore.UpperRoom.org), enter the product number from this catalog rather than searching by title. To ensure that you receive materials on time, please order them **three weeks** before the class.

## Ordering a PDF from [Bookstore.UpperRoom.org](http://Bookstore.UpperRoom.org)?

The Upper Room Bookstore has upgraded its software, so the download instructions have changed.

### Some helpful suggestions:

1. If you don't already have an account, create one. Click on "Create an Account" at top of bookstore home page.
2. Log in to your account, entering your user name and password.
3. Search for the PDF by product number. Click on "Add to Cart."
4. Click in the boxes beside "I acknowledge I am purchasing a downloadable file..." and "I have read the Terms and Conditions."
5. Click on the Checkout button. Review your Order Summary carefully before proceeding to Payment Options. You have a maximum of 5 downloads, so you can load your PDF to various devices: computer, smartphone, or tablet. To download to a specific device, log in to your bookstore account on that device after purchasing the PDF and download the PDF.

**To Order More Copies of This Catalog**  
Call 800.972.0433 and Request ITEM# M184

# To Order More Copies of This Catalog

Call 800.972.0433 and Request ITEM# M184

## Ordering Tips:

Need to download a PDF or order your resources from Bookstore.UpperRoom.org? The Upper Room Bookstore has upgraded its software, so the download instructions have changed. See page 35 for details.

When ordering resources from Bookstore.UpperRoom.org, enter the product number from this catalog rather than searching by title. To ensure that you receive materials on time, please order them **three weeks** before the class.

