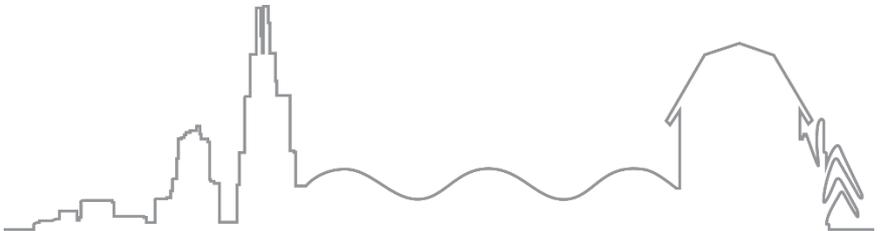




**So, You Think
God is Calling
You to be a
United
Methodist
Licensed Local
Pastor...**



**Fellowship of Associate
Members and Local Pastors**

Revised April, 2019

What Is The “Call” To Ministry as A Licensed Local Pastor?

<https://www.gbhem.org/clergy/local-pastors>

“Call” is God’s invitation to use God-given gifts and talents to minister in the local church. For some, the call comes early; for others, it comes later in life and maybe even as a second career. Answering the call and living the vocation of a Licensed Local Pastor mirrors the call to Christian discipleship in the world.

If God is calling you to become a pastor, but you do not see seminary as a reality for you, then you may want to consider becoming a Local Pastor.

Local pastors are not ordained, but are licensed to preach and conduct worship and perform the duties of a pastor.

Local Pastors are appointed, but need not make themselves available as itinerant ministers.

What is a Licensed Local Pastor?

A Local Pastor answers God’s call to serve the mission of Jesus Christ through serving a local congregation in The United Methodist Church. 2016 BOD ¶316.1

The Local Pastor is not ordained and serves under the authority of a license for pastoral ministry after completing the steps outlined in ¶310 of the 2016 Book of Discipline and meeting any Annual Conference requirements (see below).

The authority of the license is limited: 2016 BOD ¶316

1. Authority of the license extends only within the regular pastoral appointment or extension ministry made by the Bishop. Such authority is during the time of the appointment and does not extend within any other charge or setting.

2. Authority is under specific and direct supervision of the District Superintendent and the mentor.

3. Authority is subject to annual renewal by the District Committee on Ordained Ministry and Conference Board of Ordained Ministry.

When first licensed, one's local church membership will be transferred to the Annual Conference. 2016 BOD ¶316.6

When appointed, the Local Pastor performs the usual duties of a pastor, including <https://www.gbhem.org/clergy/local-pastors>

- preaching and teaching;
- leading in worship and liturgy;
- receiving new members;
- performing the Sacraments of Baptism and Holy Communion;
- and performing the services of marriage (where state laws allow),
- burial,
- and confirmation.

Licensed Local Pastors may also be appointed to an extension setting if approved by the Board of Ordained Ministry and the Bishop.

What Do Licensed Local Pastors Do?

2016 BOD ¶316.1; ¶340

The Licensed Local Pastor is Licensed to Order the Life of the Congregation(s).

The Licensed Local Pastor oversees:

- the total ministry of the congregation,
- its nurturing ministries,
- and its mission of witness and service in the world.

The Licensed Local Pastor is to have administrative oversight of the charge and to supervise the working program and outreach of the congregation(s) to which the

Licensed Local Pastor is appointed.

The Licensed Local Pastor gives pastoral support, guidance, and training to the lay leadership and helps them fulfill the ministry to which they are called.

The Licensed Local Pastor is to provide ministry within the charge and to the world by using the process of goal setting and planning through which the laity take responsibility for ministry in the name of Jesus Christ.

Challenges Facing Local Pastors in the UMC

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Licensed Local Pastors are a necessary part of the itinerant structure of The United Methodist Church.

- When there is a shortage of seminary graduates available for appointment to churches, Local Pastors are asked to step in and fill the void.
- When churches can no longer provide the salary package and benefits required for full-time, itinerant, ordained ministry, Local Pastors are appointed to meet the needs of these congregations.
- Since 1990, the number of part-time and full-time Local Pastors has grown in The United Methodist Church to meet these and other needs for pastoral leadership. Today more than one-third of United Methodist churches are served by Local Pastors and associate members, rather than seminary graduates or elders in full connection with the Annual Conference.

The use of Local Pastors presents some significant challenges to The United Methodist Church. Since Local Pastors are licensed and not ordained, that means more than one-third of our churches do not have ordained pastoral leadership. The challenge is to provide adequately trained pastoral leadership to a significant percentage of United Methodist churches. In some Annual Conferences, there now are more clergy members of the Annual Conference

who are Local Pastors than there are ordained elders in full connection. This has meant a significant shift in the nature of the Annual Conference itself. <https://www.gbhem.org/clergy/local-pastors/faq>

- Local pastors may vote on all matters presented to the Annual Conference, *except constitutional amendments and matters of ordination, character, and conference relations of clergy. Local pastors who have completed the educational requirements and served under appointment for two full conference years immediately prior to voting, may vote on delegates to General and Jurisdictional Conference.*

- Full-time and Part-time Local Pastors may serve on any board, commission, or committee with voice and vote, except on matters of clergy character, qualifications, status, and ordination. Local pastors who have completed the Course of Study may serve on the District Committee on Ordained Ministry with voice and vote. Local pastors who have completed the Course of Study may serve on the Board of Ordained Ministry with voice and vote. 2016 BOD ¶318.5

- Local pastors who have completed the Course of Study may upon retirement annually request from the District Committee on Ordained Ministry and the Bishop a license to continue to serve in the local church where they hold membership for the purpose of providing sacramental rites of Baptism and Holy Communion, at the request of the appointed pastor. 2016 BOD ¶316.8 ¶320.5

Categories of Local Pastors

Full-time Local Pastors: Pastors who devote their entire time to the church they are appointed. They must complete four courses per year in a Course of Study school or be enrolled as a theological student in University Senate approved college, seminary, or school of theology. 2016 BOD ¶318.1

Part-Time Local Pastors: Pastors who do not devote their entire time to the church they are appointed. They must complete two courses per year in a Course of Study school or be enrolled as a theological student in University Senate

approved college, seminary, or school of theology. ^{2016 BOD ¶318.2}

Students appointed as Local Pastors: Students enrolled as theological students in college, university, or school of theology listed by the University Senate may be appointed as full-time-or part-time Local Pastors. ^{2016 BOD ¶318.3}

What are Specific Local Pastor Relationships?

Bishop—the Bishop of the Conference will issue the license for pastoral ministry once all requirements have been met and the appointment where one is to serve has been set.

District Superintendent—the District Superintendent will have supervision over the process of educational requirements and the appointment of the Licensed Local Pastor within the District.

Local Pastor Registrar—this person is a member of the Conference Board of Ordained Ministry and works directly with Licensed Local Pastors.

Conference Board of Ordained Ministry—a group within the Conference where the Licensed Local Pastor serves which guides in educational formation, conducts an annual review, and makes recommendations about continuing as a Licensed Local Pastor.

District Committee on Ordained Ministry—a group within the District where the Licensed Local Pastor serves which guides in educational formation, conducts an annual review, and makes recommendations about continuing as a Licensed Local Pastor.

Clergy Mentor--an Elder or Deacon asked by the Candidate to assist them in all areas of preliminary candidacy for becoming a Local Pastor.

Candidacy Mentor—an Elder or Deacon assigned to assist the Licensed Local Pastor in all areas of ministry while in the Course of Study.

Fellowship of Local Pastors and Associate Members—an organization within the Annual Conference and within the national UMC to offer support for its members while in ministry in The United Methodist Church.

Inquiring Candidate: 2016 BOD ¶310-311

1. Must have graduated from an accredited high school or have received a certificate of equivalency before becoming a certified candidate. ¶310.1e
2. Shall be a Professing Member in good standing of the United Methodist Church or baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for one (1) year. ¶310.1a

Steps into Ministry as a Local Pastor: 2016 BOD ¶310.1

3. Spend time in prayer and discernment, listening for God's call in your life.
4. Talk with and work with a Clergy Mentor, such as your pastor, District Superintendent, or other deacon or elder.



5. Read resources such as “The Christian as Minister” and “Understanding God’s Call: A Ministry Inquiry Process”.
6. Apply in writing to the District Superintendent, including ¶310.1b
 - your “statement of call”
 - requesting admission to candidacy process
 - and requesting the assignment of a candidacy

mentor.

7. Complete beginning stages of candidacy with candidacy mentor.

8. Write your “statement of call”. ¶310.1d

9. Request a meeting with your church’s staff/parish relations committee and be interviewed in light of Wesley’s historic questions. ¶310.1d

- Do you know God as pardoning God? Have you the love of God abiding in you? Do you desire nothing but God? Are you holy in all manner of conversation?

- Have you gifts, as well as evidence of God’s grace, for the work? Have you a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do you speak justly, readily, clearly?

- Have you fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?

10. Meet with church charge conference for recommendation of approval of candidacy. A two-thirds majority vote of the members present is required for certification.

Certification as a Local Pastor: 2016 BOD ¶310.2

11. Request to meet with District Committee on Ordained Ministry and provide requested written information. ¶310.2a

- The most formative years of your Christian life
- God’s call to ordained ministry and the role of the church in your call
- Your personal belief as a Christian
- Your personal gifts for ministry
- Your understanding of your call to ministry as elder,

deacon, or licensed ministry

- Your support system

12. Complete and release required

- psychological reports,
- criminal background,
- and credit checks.

13. Provide the Annual Conference with a satisfactory certificate of good health and other evaluations as required by the Annual Conference.

12. Provide other information as the District Committee on Ordained Ministry may require. ¶310.2c

13. Agree to highest ideals of Christian life as set forth in ¶¶103-105; ¶¶160-166 ¶310.2d

14. Meet with your District Committee on Ordained Ministry for examination and approval for certification and to obtain their recommendation for further studies. A three-fourths majority vote of the committee members present is required for certification.

14. Complete the studies for the Local Pastor, including the Annual Conference's Licensing School and the Course of Study.

15. Be approved by the clergy session of Annual Conference.

Continuing Candidacy: 2016 BOD ¶319

1. Continue candidacy program with candidacy mentor and continue academic requirements

2. Annual interview and approval by District Committee on Ordained Ministry.

3. Annual report of satisfactory progress of studies and copy of transcripts from university or school of theology

What Is the Theological Educational Process?

The Licensed Local Pastor must pursue theological education through an approved seminary or in the Course of Study.

The Course of Study is a basic theological education program prescribed by the Book of Discipline and offered by the General Board of Higher Education and Ministry (GBHEM), the Division of Ordained Ministry (DOM). Course of Study includes Licensing School and Course of Study School.

What Is Licensing School?

Licensed Local Pastor Schools are offered by Annual Conference Boards of Ordained Ministry.

The guidelines suggest a minimum total of 80 hours of study in four practical areas:

1. Worship and Preaching,
2. Church Administration,
3. Christian Education,
4. Pastoral Care.

The length of the licensing school will vary. They may be arranged in any variety of configurations such as:

- a two-week residential school;
- or one week of instruction followed by a gap of several months in which continued study and reflection take place;
- or a series of four or five weekends.

Students who have completed one quarter of the work required for the M.Div. degree may be approved for license as a Licensed Local Pastor without completing the licensing studies provided through the Annual Conference.

What is Basic Course of Study?

Following Licensing School, Basic Course of Study is a five-year curriculum with four courses each year.

The Basic Five-Year Course of Study is a year-round experiential and classroom learning process. This process assumes cooperation between the instructors in the Course of Study Schools and the clergy mentors in the Annual Conferences.

Each Regional Course of Study School shall offer all 20 courses of the Basic Five-Year COS and shall seek to meet the needs of both the full-time and part-time Licensed Local Pastors. Normally courses are to be taken in the sequence prescribed by the curriculum. At a minimum, students are expected to take first year courses in the first year of study and fifth year courses in the final year of study. In addition to these basic curriculum courses, the school may provide a communication skills program for students. Other special programs may be funded at the discretion of the schools or the Division of Ordained Ministry and other programs that meet student needs.

Course of Study Basic Five-Year Curriculum

FOCUS	Year One- Foundation	Year Two	Year Three	Year Four	Year Five- Integrative
Bible	121 Bible I: Introduction	221 Bible II: Torah & Israel's History	321 Bible III: Gospels	421 Bible IV: Prophets, Psalms & Wisdom Lit	521 Bible V: Acts, Epistles & Revelation
Theology	122 Theological Heritage I: Introduction	222 Theological Heritage II: Early Church	322 Theological Heritage III: Medieval- Reformation	422 Theological Heritage IV: Wesleyan Movement	522 Theology in the Contemporary Church
Congregational Life	123 Formation & Discipleship	223 Worship & Sacraments	323 Congregational Care	423 Mission	523 Evangelism
Pastoral Identity	124 Transformative Leadership	224 Administration & Polity	324 Preaching	424 Ethics	524 Theological Reflection: Practice of Ministry

A full-time Licensed Local Pastor shall complete the Basic Course of Study within 8 years of when they were licensed.

A part-time Licensed Local Pastor shall complete the Basic Course of Study within 12 years of when they were licensed.

Who Are the Faculty?

Faculty should be a mix of persons with experience and expertise in the practice of ministry:

- prayer and worship
- preaching
- parish administration
- education
- pastoral care
- special ministries
- counseling
- chaplaincy
- Christian Education

The faculty of the school can be as few or as many as the coordinating director and the Board of Ordained Ministry feel are desirable.

The important fact is that faculty be practitioners of the art of ministry who are sharing their skills with new candidates.

Faculty should reflect diversity in gender, culture, tradition, and ethnicity. This diversity should be considered an instructional method.

In each case, the school should have a Coordinating Director whose responsibility is to secure the location, instructors, materials, and oversee the registration of students.

It will be important to make sure that registration for the school is tied into the work of the District Committee on Ordained Ministry, superintendents, registrars, and others who are regularly involved in record keeping.

Where Can I Take Course of Study?

The following factors should be considered when choosing a location:

- geographical consideration
- cost
- meals
- chapel
- recreational facilities
- classroom size
- study rooms
- comfort
- housing
- accessibility
- access to medical assistance

The Basic Course of Study courses are offered through the Course of Study schools located in several regions in the United States.

A candidate who cannot attend a school in one conference may be commended to a school which is authorized by another Annual Conference, whose faculty would then make a recommendation to the candidate's District committee.

Effective June 1, 2019, Course 121 (Bible 1: Introduction) and Course 122 (Theological Heritage 1: Introduction) will be prerequisites for enrollment in any other Course of Study courses.

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- **Regional Course of Study Schools:** Regional Course of Study Schools are established by the Division of Ordained Ministry at locations central to the student populations, taking into consideration such factors as availability of United Methodist theological school faculty, library resources, dormitory space, the density of student populations, etc. Full-time Licensed Local Pastors shall attend one of the approved Regional Course of Study Schools each summer on the campuses of eight United Methodist seminaries. Most courses are offered in a two-week module that allows both full-time and part-time Licensed Local Pastors to attend.

- **Extension Schools:** Many of the regional schools have extension centers for Part-time Licensed Local Pastors only. These extension centers usually offer courses in a two- or three-weekend format, which allows bi-vocational Licensed Local Pastors to participate without taking extensive time away from their work or families.

- **On-Line Correspondence Classes:** Many of the Basic Course of Study classes are available by correspondence and internet online formats through the Division of Ordained Ministry. By Discipline, no more than one-half of the classes may be taken in this format. ¶324.6c

2018 UMC Licensing Schools

Jurisdiction	School Name	School Location	School Contact Information
For specific Licensing School dates, please contact the school directly.			
NCJ	2018 Local Pastors' Licensing School	The Spiritual Center of Maria Stein Maria Stein, OH 45860	Susan Thomas 32 Wesley Blvd Worthington, OH 43085 sthoomas@wocumc.org www.westohioumc.org
NCJ	Dakotas Licensing School	Living Waters Retreat Center Lake Poinsett, DS	Valerie Reimhiller 1331 W University Ave PO Box 460 Mitchell, SD 57301 605/796-6552 Lava.swanson@djakotasumc.org www.dakotasumc.org
NCJ	East Ohio Conference Local Pastor Licensing School	Mt. Union University Alliance, Ohio	Robin Dillon PO Box 327 Westfield Center, OH 44251 robindillon@gmail.com
NCJ	IGRC Licensing School for Local Pastors	UM Center Springfield, IL	Patty Johansen Vermont Street UMC 818 Vermont St Quincy, IL 62301 217/222-7468 pjohansen@adams.net www.igrc.org/license.school

2018 UMC Licensing Schools

Jurisdiction	School Name	School Location	School Contact Information
For specific Licensing School dates, please contact the school directly.			
NCJ	Indiana UMC License to Preach	Plainfield UMC Plainfield, IN	Michele Phillips Philip Amerson 301 Pennsylvania Pkwy Suite 300 Indianapolis, IN 46280 317/924-1321 localpastors@inumc.org www.inumc.org
NCJ	Iowa Licensing School	Shalom Spirituality Center Dubuque, IA	Lisa Stiel 2301 Rittenhouse St Des Moines, IA 50321 515/974-8939 lisa.larson@iaumc.org www.iaumc.org/iowalicensingchool
NCJ	Michigan Area School for License as Local Pastor	Various Locations throughout Michigan Detroit and West Michigan	Ray McGee Jeremy Wicks 517/851-1494 jeremy-wicks@yahoo.com www.westmichiganconference.org www.detroitconference.org
NEJ	Baltimore-Washington Conference Licensing School	West River UMC Retreat Center West River, Maryland	Rebecca Jannicelli Byron Brought 11711 East Market Place Fulton, MD 20759 http://www.bwumc.org/events/license_inreach_school
NEJ	Eastern Pennsylvania Conference Licensing School	Revolving at five locations West Chester, PA	Gordon Hendrickson PO Box 163 St. Peters, PA 19470 gordonactsf@gmail.com

2018 UMC Licensing Schools

Jurisdiction	School Name	School Location	School Contact Information
For specific Licensing School dates, please contact the school directly.			
NEJ	Greater NJ Annual Conference Licensing School	New Jersey	Douglas Goldsborough Sr 56 East Oak Ave Lawnside, NJ 856/546-6334 revdougolds@msn.com
NEJ	New England Conference Licensing School	Rolling Ridge Conference Center North Andover, MA	Travis Bonnette-Kim Deborah Venator PO Box 4171 Concord, NH 03302 603/892-0359 bomiregistrar@yahoo.com www.neumc.org/education/training/retreats
NEJ	New York Annual Conference Local Pastor Licensing School	St Thomas Seminary Bloomfield, CT	Eileen Dault Gene Ott 1747 Route 44 55 Modena, NY 12548 914/629-7865 lpis@nyac-umc.com
NEJ	Peninsula-Delaware Local Pastor Licensing School	Pecoment Camp and Retreat Center Centreville, MD	Shirlyn Brown Glenn Cattlew 401 Jack Elliot Way Centreville, MD 21617 443/448-4012 dsapasborb@gmail.com www.pem-del.org

2018 UMC Licensing Schools

Jurisdiction	School Name	School Location	School Contact Information
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NEJ	Susquehanna Conference Licensing School	Wesley Forest Weikert, PA	Cathy Bolleau 1200 Haymaker Road State College, PA 16801 814/234-4365 statecollege@susumc.org www.schoonn.org
NEJ	Upper New York Licensing School	Casowasco Camp and Retreat Center Maravia, New York	jpl@susumc.org www.usumc.org/ministries/ny-ny-local-pastor-licensing-school
NEJ	West Virginia Pastoral Ministry Licensing School	West Virginia Conference Huttonsville, WV	Bonnie MacDonald PO Box 2313 Charleston, WV 25328 304/344-8331 bmacdonald@wvumc.org www.wvumc.org
NEJ	WPA Commuter Licensing School	Manorville United Methodist Church Manorville, PA	Sara Wrona 800 Water St Manorville, PA 16238 724/763-1254 sara.wrona@wpaumc.org
NEJ	WPA Residential Licensing School	Olmsted Manor Ludlow, PA	Sara Wrona 17 E Main St Ludlow, PA 16333 814/945-6512 info@olmstedmanor.org www.olmstedmanor.org

2018 UMC Licensing Schools

Jurisdiction	School Name	School Location	School Contact Information
For specific Licensing School dates, please contact the school directly.			
SCJ	Arkansas Local Pastor Licensing School	Mount Eagle Retreat Center Clinton, AR	Nancy Meredith 935 Beal Rd Clinton, AR 72031 501/723-4580 www.mounteagle.org
SCJ	Central Texas Conference Licensing School	Still Water Lodge Glen Rose, TX	Kathy Ewell Lee Trigg 3200 E Rosebale St Fort Worth, TX 76105 817/945-6574 kathyzezel@ctcsumc.org www.ctcsumc.org
SCJ	Great Plains Licensing School 2017	Contact Licensing School	Karen Jeffcoat 3300 Landmark Circle Lincoln, NE 68504 402/464-5994 celestia@greatplainsumc.org www.greatplainsumc.org
SCJ	Louisiana License to Preach School	Wesley Center Woodworth, LA	John Black Pam Roy 2350 Methodist Parkway Woodworth, LA 71485 318/449-4500 www.thewesleycenter.com

2018 UMC Licensing Schools

Jurisdiction	School Name	School Location	School Contact Information
For specific Licensing School dates, please contact the school directly.			
SCI	North Texas Conference Pastor's Licensing School	Ministry Center and Prothro Center Plano and Pottsboro, TX	Marsha Middleton Duane VanGiesen 4901 Paige Road The Colony, TX 75056 817/228-3016 marsha.middleton@lumtc.org www.lumtc.org
SCI	Oklahoma Annual Conference Local Pastor's Licensing School	Oklahoma City University Oklahoma City, OK	James B. Graham Chuck Nordlean 1501 NW 24th St Oklahoma City, OK 73106 405/530-2007 cnordlean@okumc.org www.ofumc.org/localpastors
SCI	Perkins School of Theology (licensing School in Spanish)	Perkins School of Theology Dallas, TX	Phil Wingeler-Rayo Jose De Haro 5915 Bishop Blvd PO Box 750133 Dallas, TX 75275 214/768-2768 philipwr@mail.smu.edu www.smu.edu/perkins/Public/Programs/MAP/LicensingSchool
SCI	Rio Texas Conference Local Pastor Licensing School	Cathedral Oaks Retreat Center Weimar, TX	Scott Bradford Marcus Freeman 16400 Huebner Road San Antonio, TX 78248 888/349-4191 sbradford@dsjumc.org www.rtxtoaks.org

2018 UMC Licensing Schools

Jurisdiction	School Name	School Location	School Contact Information
SCJ	Texas Local Pastor Licensing School	Lakeview Methodist Conference Center Palestine, TX	Ivy Umeko Jerome Brimmage 400 Private Rd 6036 Palestine, TX 75801 936/631-3237 pastor@lufknfirst.com https://lakeviewmcc.org
SEJ	Alabama-West Florida Conference Licensing School	Holiday Inn - Eglin Air Force Base Niceville, FL	Nathan Atwood Jeremy Pridgen 4719 Woodmere Blvd Montgomery, AL 36106 334/356-8014 jeremy@awfumc.org www.awfumc.org
SEJ	Florida Local Pastor Licensing School	Florida Southern College Lakeland, FL	Wiate Willis 111 Lake Hollingsworth Dr Lakeland, FL 33801 863/680-4183 wwillis@fsouthern.edu www.fsouthern.edu
SEJ	Holston Local Pastors Licensing School	Alcoa, TN	Daniel Taylor Marci Villanueva PO Box 850 Alcoa, TN 37701 865/690-4080 daniel@holston.org www.holston.org

2018 UMC Licensing Schools

Jurisdiction	School Name	School Location	School Contact Information
	For specific Licensing School dates, please contact the school directly.		
SEJ	Kentucky Annual Conference Licensing School	Lindsey Wilson College Columbia, KY	John Hatton Debra Massengale 705 Court St PO Box 791 Paintsville, KY 41240 606/789-3296 johnwhatton@gmail.com http://www.kyumc.org/licensesetoreach
SEJ	Memphis Conference Licensing School	Lakeshore United Methodist Camp & Retreat Center Eva, TN	Heidi Geib 304 S Perimeter Park Dr, Suite 5 Nashville, TN 37211 heidi_geib@tnumc.org www.tnumc.org
SEJ	Mississippi Local Pastor Licensing School	Missisaps College, Center for Ministry Jackson, Mississippi	Paige Swaim-Preasley Bety Wheat 150041 Missisaps College Jackson, MS 39210 601/974-1488 info@centerforministry.com www.centerforministry.com/licensing-school.html
SEJ	Missouri Local Pastor Licensing School	Central Methodist University Fayette, MO	Karen Taylor 411 Central Methodist Square Fayette, MO 65248 816/223-8957 ktaylor@cfumc.org http://missouri-reg.brtrapp.com

2018 UMC Licensing Schools

Jurisdiction	School Name	School Location	School Contact Information
For specific Licensing School dates, please contact the school directly.			
SEJ	North Alabama Conference Licensing School	Office of Ordained Ministry Birmingham, AL	Kevin Payne Robert Mount 898 Arkadelphia Rd Birmingham, AL 35204 205/681-9762 kevin.payne@umcna.org www.umcna.org
SEJ	North Carolina Conference Licensing School	United Methodist Building Garner, NC	Amie Stewart Tim Russell 700 Waterfield Ridge Place Garner, NC 27529 a.stewart@nccumc.org
SEJ	North Georgia Local Pastors Licensing School	Candler School of Theology Atlanta, GA	Amy Walker 1531 Dixey Dr Atlanta, GA 30322 www.candler.emory.edu/programs-resources/licensing-school.html
SEJ	South Carolina Conference School of Pastoral Ministry	White Oak Conference Center Winnsboro, SC	Mel Arant Kenneth Nelson 201 Sweetheart Nook, PO Box 646 Pendleton, SC 29670 clericalservices@umcsc.org www.umcsc.org
SEJ	South Georgia Local Pastors Licensing School	Candler School of Theology Atlanta, GA	Amy Walker 1531 Dixey Dr Atlanta, GA 30322 www.candler.emory.edu/programs-resources/licensing-school.html

2018 UMC Licensing Schools

Jurisdiction	School Name	School Location	School Contact Information
For specific Licensing School dates, please contact the school directly.			
SEJ	TN Conference Licensing School	Lakeshore United Methodist Camp & Retreat Center Eva, TN	Heidi Gelb 304 S Perimeter Park Dr, Suite 5 Nashville, TN 37211 heidi.gelb@tnumc.org www.tnumc.org
SEJ	Virginia Conference Licensing School	Virginia Wesleyan College Norfolk, VA	Meredith McNabb PO Box 5606 Glen Allen, VA 23058 804/521-1126 clergyexcellence@vaumc.org
SEJ	Western North Carolina Conference Licensing School	Lake Junaluska Assembly Lake Junaluska, NC	David Greene Kim Ingram 23 West 1 Street Newton, NC 28658 828/464-8422 dgreene@wncsumc.net
WJ	Escuela Para Licencia de Pastor Local en Espanol	Escuela de Teologia Iliff Denver, Colorado	Kay Palmer Marsh Laurie Day 6110 Greenwood Plaza Blvd Greenwood Village, CO 80111 303/733-3736 laurie@umcsumc.com www.umcsumc.org
WJ	Local Pastor Licensing School of the Rockies	Iliff School of Theology Denver, Colorado	Thomas Barlow 2323 E Iliff Ave Box 41 Denver, CO 80210 tpbsr.dean@gmail.com

2018 UMC Licensing Schools

Jurisdiction	School Name	School Location	School Contact Information
For specific Licensing School dates, please contact the school directly.			

WJ	Western Jurisdiction Licensing School	Claremont School of Theology Claremont, CA	David Nielda 1801 D St Suite 7 Vancouver, WA 98663 888/818-4288 dnieida@gmail.com www.st.edu
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Course of Study Regional Schools

**Please visit the Regional COS School website for information regarding COS Satellite or COS Hybrid locations.*

NORTH CENTRAL JURISDICTION COS SCHOOLS

COS School of Ohio

Methodist Theological School in Ohio
3081 Columbus Pike
Delaware, OH 43015

Director: Dr. Joon-Sik Park

Phone: 740/362-3367

Email: jpark@mtso.edu

Contact Name: Grace Wallace, COS Coordinator

Phone: 740/362-3120

Contact Email: gwallace@mtso.edu

Website: www.cosohio.org

Garrett COS*

Garrett-Evangelical Theological Seminary
2121 Sheridan Rd.
Evanston, IL 60201

Director: Dr. Tercio Junker

Phone: 847/866-3942

Email: tercio.junker@garrett.edu

Contact Name: Jacqueline Azpeitia

Phone: 847/866-3942, 847/866-3942

Email: jacqueline.azpeitia@garrett.edu;
cos@garrett.edu

Website: <https://www.garrett.edu/COS>

NORTHEASTERN JURISDICTION COS SCHOOL

Wesley COS*

Wesley Theological Seminary
4500 Massachusetts Ave. NW
Washington, DC 20016

Co-Director: Rev. Dr. Douglas Tzan

Email: dtzan@wesleyseminary.edu

Co-Director: Sara Sheppard

Phone: 202/885-8688

Email: ssheppard@wesleyseminary.edu

Website: <http://www.wesleyseminary.edu/course-of-study-current-students/>

SOUTH CENTRAL JURISDICTION COS SCHOOLS

Perkins COS*

Perkins School of Theology-SMU
5915 Bishop Blvd.
PO Box 750133

Dallas, TX 75275-0133

Director: Dr. Paul Barton

Phone: 214/768-2768

Email: pbarton@mail.smu.edu

Contact Name: Jazmin Cabrera

Phone: 214/768-2265

Email: jcabrera@smu.edu

Website:

<https://www.smu.edu/Perkins/PublicPrograms/COSS>

Course of Study Regional Schools

**Please visit the Regional COS School website for information regarding COS Satellite or COS Hybrid locations.*

Saint Paul COS*

Saint Paul School of Theology
4370 W 109th St., Suite 300
Overland Park, KS 66211

Director: Dr. Israel Kamudzandu

Phone: 913/253-5016

Email: israelk@spst.edu

Contact Name: Jennifer Smith

Phone: 913/253-5051

Email: jennifer.smith@spst.edu

Website: <http://www.spst.edu/COS>

SOUTHEASTERN JURISDICTION COS SCHOOLS

Duke COS*

Duke Divinity School
312 Blackwell St
Suite 101
Durham, NC 27701

Director: Rev. Rhonda Parker

Email: rparker@div.duke.edu

Contact Name: Barbara Campbell

Phone: 919/613-5326

Email: bcampbell@div.duke.edu

Website: www.divinity.duke.edu/cos

Emory COS*

Candler School of Theology
1531 Dickey Dr.
Atlanta, GA 30322

Director: Rev. Dr. Anne Burkholder

Phone: 404/727-1351

Email: anne.burkholder@emory.edu

Assistant Director: Amy Walker

Phone: 404/727-4587

Email: gwalke8@emory.edu

Website:

<http://www.candler.emory.edu/programs/cos/>

WESTERN JURISDICTION COS SCHOOL

Western Jurisdiction COS

1325 N. College Ave.
Claremont, CA 91711

Director: Faith Conklin

Phone: 909/447-2573

Email: faithconklin3@gmail.com

Contact Name: Judith Little

Phone: 909/447-6338

Email: jlittle@cst.edu

Website: <http://westernjurisdictionumc.org/wj-events/course-of-study>

Course of Study Extension Schools

North Central Jurisdiction COS Extension Schools

Illinois Great Rivers Extension COS

24 Indian Ridge
Belleville, IL 62221

Acting Director: Dr. Kenneth Hutchens

Phone: 217/235-5677

Email: brokenhutchens@gmail.com

Website: <http://www.ljrc.org/cos>

Indiana Extension COS

1225 Cardinal Circle
Franklin, IN 46131-2735

Director: Rev. Dr. Britt Leslie

Email: britt.leslie@inumc.org

Contact Name: Michele Phillips

Email: localpastors@inumc.org

Website: <http://www.inumc.org/courseofstudy>

Native American Extension COS

109 Springwood Dr.
Oxford, OH 45056-2711

Director: Rev. Fred Shaw

Email: fshaw@iuno.com

Website: <http://umcnacos.org/>

United Extension COS - Hybrid

4501 Denlinger Rd
Dayton, OH 45426

Director: Rev. Dr. Peter Bellini

Phone: 937/529-2201

Email: pbellini@united.edu

Contact Name: Laura Discher

Email: cos@united.edu

Website: www.united.edu

Upper Midwest Extension COS

Morningside College
1501 Morningside Ave.
Sioux City, IA 51106

Acting Director: Dennis Tevis

Phone: 515/832-4587

Email: gtevis@aol.com

Contact Name: Carl Phillips

Email: carlphillipssvf@gmail.com

Website: <http://www.iaumc.org/UMECOS>

West Virginia Extension COS

2067 Barrcut Rd
Spencer, WV 25276

Director: Rev. Gregory Markins

Phone: 304/295-4896

Email: greg.markins@gmail.com

Contact Name: Lisa Tappe

Email: jellybean101162@aol.com

Website: <http://coswv.org>

Northeastern Jurisdiction COS Extension Schools

Buffalo Extension COS

70 Theresa Dr
Cheektowaga, NY 14227

Director: Rev. Gail Lewis

Phone: 716-984-1140

Email: bufcosdirector@gmail.com

Assistant: Barbara Sercu

Email: bufcosoffice@gmail.com

Website: <http://www.unyumc.org/ministries/course-of-study-extension-school-buffalo-ny>

Course of Study Extension Schools

South Central Jurisdiction COS Extension Schools

Arkansas Extension COS

Hendrix College

2945 St Charles Dr

Conway, AR 72034

Director: Rev. Judith J. "JJ" Whitney

Phone: 501/681-8647

Email: whitney@hendrix.edu

Contact Name: Lori Mulhearn

Email: mulhearn@hendrix.edu

Website: <http://arumc.org/course-of-study-school/>

North Texas Extension COS

FUMC, 4901 Paige Rd.

The Colony, TX 75056

Director: Caddie Wade

Phone: 214/763-8084

Email: cassiewade@gmail.com

Contact Name: Marsha Middleton

Email: middleton@ntxumc.org

Website: <https://ntcumc.org/board-of-ordained-ministry/licensed-ministry/course-of-study>

Texas Extension COS

1803 Turney Circle

Jacksonville, TX 75766

Director: Stephanie Scott

Phone: 903/262-0304

Email: revsteph1952@gmail.com

Southeastern Jurisdiction COS Extension Schools

Alabama Extension COS

PO Box 93

Crane Hill, AL 35053

Director: Rev. Walter R. Cash

Phone: 256/747-3329

Email: cashdepost@aol.com

Website: <https://www.umcna.org/alcosumc>

ALPS Extension COS

1204 Choctaw Trail

Brentwood, TN 37027

Director: Dr. Barbara Nye

Phone: 615/289-4332

Email: bnye1@earthlink.net

Contact Name: Pam Whitmore

Email: cosaccount@citilink.net

Website: www.alpsumc.org

MEM/TN/HOL Extension COS

1204 Choctaw Trail

Brentwood, TN 37027

Director: Dr. Barbara Nye

Phone: 615/289-4332

Email: bnye1@earthlink.net

Contact Name: Pam Whitmore

Email: cosaccount@citilink.net

Website: <http://www.alpsumc.org/>

Mississippi Extension COS

Millsaps College

1701 North State St.

Jackson, MS 39210

Director: Rev. Paige Swaim-Presley

Phone: 601/974-1246

Email: swaimpk@millsaps.edu

Contact Name: Betty Wheat

Email: wheatbc@millsaps.edu

Website: <http://www.centerforministry.com/ms-course-of-study.html>

Course of Study Schools in Languages Other Than English

Escuela Curso de Estudio

Garrett Hispanic COS

2121 Sheridan Rd.

Evanston, IL 60201

Director: Dr. Tercio Junker

Phone: 847/866-3942

Email: tercio.junker@garrett.edu

Contact name: Jacqueline Azpeitia

Phone: 847/866-3942

Email: jacqueline.azpeitia@garrett.edu;

cos@garrett.edu

Website: <https://www.garrett.edu/curso-de-estudio>

Perkins Hispanic COS

Perkins School of Theology-SMU

5915 Bishop Blvd.

PO Box 750133

Dallas, TX 75275-0133

Director: Dr. Paul Barton

Phone: 214/768-2768

Email: pbarton@mail.smu.edu

Assistant Director: Jose DeHaro

Phone: 214/768-2362

Email: jdeharo@smu.edu

Website:

<http://www.smu.edu/Perkins/PublicPrograms/COSS>

Online Course Registration Information

<https://www.gbhem.org/education/licensing-and-course-study/online-courses>

Current Online Course Schedule

Course of Study

January Term

121: Bible I
123: Formation and Discipleship
124: Transformative Leadership
221: Bible II
222: Theological Heritage II
224: Administration and Polity

August Term

121: Bible I
122: Theological Heritage I
123: Formation and Discipleship
124: Transformative Leadership
222: Theological Heritage II
321: Bible III

United Methodist Studies

January Term

UM History
UM Polity
UM Doctrine
UM History in Spanish

August Term

UM History
UM Polity
UM Doctrine

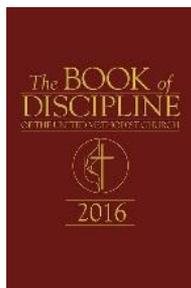
Online Course Enrollment Period:

- For January term: October 1st through November 20th
- For August term: June 1st through July 20th
- Enrollment is limited to one course per term
- Late enrollment not available for 10-week online courses
- Electronic enrollment process requires email of District Superintendent and Conference Local Pastor Registrar
- Tuition is \$350 for Basic Course of Study courses and \$400 for UM Studies/Advanced Course of Study courses
- Students must purchase their textbooks prior to course start date
- Computer hardware and software requirements are

provided on the Moodle course website

- Online courses require weekly participation
- Students must complete COS 121 prior to enrolling in COS 221 and must complete COS 221 prior to enrolling in COS 321
- GBHEM reserves the right to cancel courses.

Resources



<https://www.gbhem.org/clergy/local-pastors>



<https://www.vaumc.org/file/Local-Pastor-Handbook-2018-incl-Apx.pdf>



EAST OHIO CONFERENCE
of The United Methodist Church

<http://www.eocumc.com/pathwaystoministry/local-pastor-track.html>