

# Christian Formation

Rev. Bonnie MacDonald, instructor

**Assignments are due by April 21**

## Texts:

*Christian Education in the Small Membership Church* by Karen Tye

*The New Interpreter's Study Bible: New Revised Standard Version, With the Apocrypha*

*The Book of Discipline of the United Methodist Church, 2016*

## About me:

My earliest memories include learning about Jesus and God's love, so I consider myself fortunate. I grew up experiencing the rich blessings of the church community, as a pastor's kid. I learned about God with our United Methodist approach through songs, worship, serving others, and learning from people around the world. I have been guided in faith by many teachers, formally and informally, young and old. I look forward to exploring together how we grow deeper in faith and learn about God throughout our lives.

## Assignment:

Read through Karen Tye's book, taking particular note of the summary sections and questions. Read paragraphs 126-137 (pages 97-100) of the Book of Discipline. Then answer the following (1 & 2) in writing. Please also let me know if you have questions about your New Interpreter's Bible and/or if you would like help in understanding any of the tools included (see #3).

1. How would you define "Christian education?" How has this book and the reading from the Discipline challenged or added to your definition? Make note of any phrase or words in the Discipline paragraphs you would like to discuss or understand better during our week together.
2. Take some time to consider the paragraphs from the 2016 Book of Discipline. What about the Discipline reading surprises you? Has any of this reading changed how you think about the church as the Body of Christ and if so how? What is the ministry to which we are all called, and how would you describe this to a congregation? Has this reading raised any questions you would like to discuss further during PMLS?
3. Take some time to explore the New Interpreter's Study Bible, taking note of the many resource helps that are included within it besides the scripture text. If you are unfamiliar with a particular section or help, take time to read about what that section offers you in better understanding the scripture text. The resources in this Bible can help you throughout your ministry and will be used in your Course of Study. Bring it with you to class for more exploration, along with any questions you have about it.

## Assignments are due by April 21.

Email: [bmacdonald@wvumc.org](mailto:bmacdonald@wvumc.org)

OR mail to:

Bonnie MacDonald  
PO Box 2313  
Charleston WV 25328

# History and Theology

Rev. Mark W. Flynn, instructor

Assignments due April 10

A. Read one of the following:

1. *Key United Methodist Beliefs* by William J. Abraham and David F. Watson (Abingdon, 2013) 152 pages
2. At least the first 90 pages of *Mainline or Methodist? Rediscovering Our Evangelistic Mission* by Scott Kisker (Discipleship Resources, 2008).

B. Complete any two of these three assignments:

1. Write a paper, 3 to 5 pages double spaced, outlining two or more key points in the book which you read for item A. 1. above.
2. Write a sermon (5 to 8 pages double spaced) on any one of the following texts. Incorporate one or more concepts from one of the books listed in 1.a. into your sermon. Use a footnote, a parenthetical note, or an endnote identifying each concept and its source.

- a. Matthew 5:43-48
- b. Luke 15:11-32
- c. John 3:1-12
- d. John 3:13-21
- e. Romans 3:19-26
- f. Romans 5:1-11
- g. Romans 5:12-21
- h. Romans 8:12-17
- i. 2 Corinthians 5:16-21
- j. Ephesians 1:3-10
- k. Colossians 1:11-23
- l. 1 John 2:1-6

C. Choose a hymn from those indicated below, and write a 2 to 3 page paper explaining how this hymn reflects a belief which is especially important to our United Methodist tradition: *The United Methodist Hymnal*, 1989, hymns 58, 339-343, 346, 355, 357, 359, 361-365, 368-373, 377-380, 384-386, 395, 410, 413-415, 417, 419, 422, and 479.

D. Please bring to class the book which you read for item A.1., *The 2016 Book of Discipline*, *The United Methodist Hymnal*, a bible, and a notebook or a laptop computer for taking notes.

*If you have questions about these assignments, please feel free to contact me. I will be praying for you. I look forward to seeing you in May.*

Mark Flynn

## Assignments due no later than April 10

Email: revmwflynn@gmail.com

OR mail to:

Rev. Mark Flynn  
733 Lower Donnally Road  
Charleston, WV 25304

## Leadership and Administration

Rev. Amy Shanholtzer, instructor

Assignments must be received by April 1 and first day of class

Text: *Administration in the Small Membership Church* by John Tyson

Assignment:

1. By April 1, 2017:

Briefly tell me about yourself. I'd like to know something about your life experience, work experience, church experience and where you are (or will be) serving. I know that sounds like a big assignment, but really a few paragraphs will do. I can make our time more helpful to you if I know a bit about you. As a part of this introduction, please describe your time management and self-care strategies. Please email or mail it to the addresses below by April 1.

2. Take a look at your 2016 *Book of Discipline*. Please read on paragraphs 201-204 on pages 147 – 148 and paragraph 120 - 122 on page 93-94. Write a brief response to what you read there (less than a page) and send that along with your introduction by April 1.
3. In preparation for our class time, skim *Administration in the Small Membership Church*. Which chapters do you find helpful? Come to class with one new idea that the book sparked in you.
4. Choose one or more of the following in preparation for class. Please write a few paragraphs about what you learn and bring to our class meeting:
  - a. What questions do you have about United Methodism and the United Methodist Church as you are preparing for PMLS? Choose one of these questions and try out one of our United Methodist resources to try to find an answer. Infoserv is a web-based resource to assist United Methodists who have questions as they see resources. Try contacting Infoserv at [umc.org/infoserv](http://umc.org/infoserv). You can fill out the online form with your question or have a live chat during business hours. What did you learn?
  - b. Go to the website: [chuckknowschurch.com](http://chuckknowschurch.com). Watch The Committee: Pilot. This is the first episode of a series produced about life in the church in committees and meetings. You may watch as many of the episodes as you would like but we will discuss this one in our class.
  - c. Go to <https://alban.org/category/leadership/> (Alban at Duke Divinity School) and select an article about leadership that fits your current situation or growing edges to read. Be prepared to discuss what you learned from the article.

### Assignments due no later than April 1

Email: [ashanholtzer@wvumc.org](mailto:ashanholtzer@wvumc.org)

OR mail to:

Amy Shanholtzer  
PO Box 2313  
Charleston, WV 25328

# Introduction to Pastoral Caregiving

Rev. Monty Brown, instructor

Assignments must be received by April 19

**PLEASE NOTE** that while two books have been ordered for the Pastoral Caregiving class, **THE HOMEWORK** and the lectures will be **BASED ENTIRELY ON THE BOOK FREE US FOR JOYFUL OBEDIENCE**. The other book is ordered only because it is part of a package that some folks in Nashville send, as part of a package deal. It's cheaper to buy the whole package. While it's not a bad book and won't hurt you to read it, **ONLY Free Us For Joyful Obedience is included in your assigned Homework (including your answers to the questions, below)**

**EACH** answer (except for #1 and #5) **should be about two pages long** (10 pt. type, double spaced, 1 inch margins)

(Part of the purpose of each answer is to convince the instructor that you actually read the book, "Free Us For Joyful Obedience")

1. What are the three rules for effective pastoral ministry?
2. Imagine that you are in one of the following situations. **Write out how you feel and what you would want a visiting pastor to say/do during that visit.** Remember: your answer is not from the perspective of the pastor; your answer is to be from inside the head and heart of the person calling the pastor.
  - a. You have just returned home from the doctor's office. She told you that you have cancer of the pancreas. You know enough from friends that this form of cancer is almost always fatal. The only issues, medically, are (1) how long you will live, and (2) how much will they be able to lessen the pain. The pastor has called and asked if he can come to visit. You say, "Yes, please" because you really want to talk to him.
  - b. You have just returned home from the doctor's office. He told you that you have cancer of the pancreas. You know enough from friends that this form of cancer is almost always fatal. The only issues, medically, are (1) how long you will live, and (2) how much will they be able to lessen the pain. The pastor has called and asked if she can come to visit. You say, "Yes, please" because you really didn't know how to say no. But, nice as she is, the whole Jesus thing seems pretty irrelevant right now. Right now, you are not feeling close to God, at all, or don't really know if God is real.
  - c. Your 28 year old daughter has just called from where she lives now (in Pittsburgh) and told you that she is a lesbian, that she has a committed lover (they got "married" in Mexico last month), and that they are adopting a baby. She wants to bring the baby into your church (also the church in which she grew up and still maintains her membership) to have the baby baptized. She asked you to call the pastor to schedule the baptism over the Christmas holiday vacation.
  - d. Your husband (your second, it's also his second marriage) has not been as amorous as he was when you got married 15 years ago. You are each now in your late 50's. About six months ago you noticed that he had a new prescription bottle in the medicine chest. You recognize it as Viagra. When you inquire, he says, "I thought that this would help us, ... you know ...." It hasn't. And the bottle contents remained unused, until last week. He came back from a week long out of town business trip, and you noticed that the

bottle has three less pills than before he left. You are pretty sure you know what this means. You don't know what to do, so you call your pastor.

e. You came home tired tonight. You have been working a lot recently. You can almost feel something different in the air as soon as you walk in the door. You haven't been home very long before your wife tells you that she simply can't take this anymore – your being gone all the time. She has decided that you need to separate, at least for awhile. She needs time and space to think things through. She says that she is moving out. In fact, her suitcases are packed already.

3. **Put yourself into the role of the pastor in any one of the situations above other than the situation you answered in question 2.** Write about what you are going to do, as the person's pastor.

4. (A) **What do you think will be your biggest challenge as a pastoral caregiver?**  
*Not as a preacher, not as a church administrator, not as a local church politician* – but as the pastoral caregiver.

(B) Describe what chapter of the book was most helpful for you, in meeting this challenge.

5. What are the three rules for effective pastoral ministry?

**Assignments are due by April 19**

Email: [monty@stmarkswv.org](mailto:monty@stmarkswv.org) With **PMLS** in subject line

OR mail to: (email is preferred)

Rev'd Monty Brown  
900 Washington Street, E.  
Charleston, WV 25301

\* Please write “**ATTENTION: PMLS**” on the outside of the envelope

# Introduction to Preaching

Rev. Mike Estep and Rev. Melissa Shortridge, instructors

**Assignments are due to instructors by April 24**

In this preaching class, we hope to explore together:

What is the purpose and place of preaching?

How does the preacher:

Select the preaching text?

Interpret the text?

Prepare a sermon outline?

Prepare a sermon?

Preach the sermon?

Text: *From Pew to Pulpit: A Beginner's Guide to Preaching* by Clifton F. Guthrie

**(Please read the entire book.)**

Assignments:

1. Read the text and write a paragraph (or so) on the following questions:
  - a. In chapter 3, Dr. Guthrie discusses the task of choosing a text for preaching. How do you most often choose your texts for preaching? Why?
  - b. Images and experiences are important in preaching. Write a description on your back yard.
  - c. Chapter 7 offers a discussion of patterns and forms in sermon preparation. Of those patterns discussed, which seem to be the style you most often use? Why?
2. Submit a typed copy (manuscript) of a sermon, prepared for either a funeral or a text of your choice. If it is not your practice to write your sermon, please do a tape recording and transcribe it. (We need a written copy for class preparation.) You will be preaching this sermon during our class time. Practice your sermon before you come to Huttonsville. Limit your sermon time to **10 minutes**.
3. Prepare the Sermon Cover Sheet provided.

Please bring these materials to class:

*The Bible*

*Textbook - From Pew to Pulpit*

*The United Methodist Book of Worship*

*United Methodist Hymnal*

Your sermon notes

Assignments 1, 2, and 3 must be completed **no later than Monday, April 24** to:

Email to: Rev. Mike Estep [Estepunit@gmail.com](mailto:Estepunit@gmail.com)

Rev. Melissa Shortridge [m\\_shortridge@hotmail.com](mailto:m_shortridge@hotmail.com)

## **Sermon Cover Sheet**

*Please complete and attach this cover sheet to your sermon manuscript.*

**Name of Preacher:** \_\_\_\_\_

**Title of the Sermon:** \_\_\_\_\_

**Text(s) of the Sermon:** \_\_\_\_\_

**What is the thesis (theme/purpose) statement of your sermon?**

**Why did you select this text?**

**What response do you want from your listeners?**

**Briefly describe what you intend to do in the sermon:**

**Briefly describe the congregation for which the sermon was prepared:**

**If you have already preached this sermon, what was the response of the congregation?**

## Worship and Sacraments

Rev. Gwen Wolford, instructor

**Assignments 3 and 4 must be completed no later than March 31**

**Assignments 5 and 6 are due the first day of PMLS, April 29.**

Texts: *Worshiping with United Methodists* by Hoyt Hickman  
*The United Methodist Music and Worship Planner, 2016-17*

We will discuss the structure of worship services, the sacraments, and the conducting of weddings and funerals in the class

1. Read the text: *Worshiping with United Methodists*
2. Read the United Methodist hymnal, pages 2-54 (the sections on outlines for basic worship, baptism, communion, etc)
3. Construct a worship bulletin or power point around one or more of the lectionary texts for Sunday, June 4, 2017. Note that this is Pentecost. How can you celebrate the power of the Holy Spirit and the “birthday” of the church? Make sure your bulletin or presentation is detailed enough that a first-time visitor to the service would be able to follow along comfortably. Due to instructor no later than March 31, 2017.
4. Create an original worship bulletin or power point presentation for a service on World Communion Sunday. Find and use at least one of the four lectionary readings for that day. Make sure that your bulletin or presentation is detailed enough that a first-time visitor to the service would be able to follow along comfortably. Don’t forget to include Holy Communion. Due to instructor no later than March 31, 2017.  
(The UM Book of Worship can provide all the resources you need for these two assignments. You may also find help at <https://www.umcdiscipleship.org/worship> under Worship Planning and Lectionary Calendar.)
5. Write, in one page or less, about your most memorable funeral experience as a participant/family member or friend, not as officiant. Due on the first day of PMLS, April 29.
6. Write, in one page or less, about the most unique wedding ceremony you have witnessed or heard about. Due on the first day of PMLS, April 29.

There will be no final exam; you will be evaluated based on the written work and class participation.

In addition to the texts, please bring the following with you to class:

*The Holy Bible*

*The United Methodist Book of Worship*

*The United Methodist Hymnal*

*The Faith We Sing*

**Assignments 3 and 4 must be completed no later than March 31**

Email: [dgwolford.gw@gmail.com](mailto:dgwolford.gw@gmail.com)

OR mail to:

Rev. Gwen Wolford  
19504 Knobley Road  
Burlington, WV 26710