



# LEADERSHIP

UNITED METHODISTS  
OF GREATER NEW JERSEY

## Certified Lay Minister Course 2025

### Resourcing & Homework

*Assignments are subject to change – you will be notified ASAP if anything changes.*

#### Welcome Evening and Breakthrough Preaching Format

Prior to Tuesday, January 21<sup>st</sup> meeting on Zoom:

- Review The Breakthrough Worship Series called [“Celebrate”](#)
  - Pay careful attention to the “Celebrate Preaching Resource”, which is available in Word and PDF format on the above link
- Review a sample sermon outline found in the [2020 Breakthrough Guide](#) on page 19
- Bring a Sunday morning worship bulletin
- Purchase a 2020/2024 Book of Discipline if you do not already have access to a copy
- Speak to your pastor about the possibilities of making a pastoral call or pastoral visit by April 20<sup>th</sup>

#### Module 1: What does worship look like? Why are you called to be a CLM?

Prior to Tuesday, January 28<sup>th</sup> meeting on Zoom:

- Read Module 1: pages 1-9, 14-16
- Watching the following video: <https://www.youtube.com/watch?v=-lxUXQjHVEQ>
- Complete the [Spiritual Gifts Survey](#)
- Complete the [Disc Assessment](#)

#### Preaching Instruction

Following the Saturday, February 1<sup>st</sup> meeting in person at the Mission and Resource Center:

**By February 20<sup>th</sup>: Submit sermon and bulletin** to Leah Zuckerman via email at [lzuckerman@epagnj.org](mailto:lzuckerman@epagnj.org)

- Sermon Instructions:
  - Title your document “Sermon by *First and Last Name. Sermon Title*”
  - Manuscript should be typed in Times New Roman, 12 pt font, double spaced with your name on each page.
  - The sermon should be a 10-15 minute original sermon that you are prepared to preach on in class on March 1<sup>st</sup> based on ONE of the identified scriptures from the *Breakthrough* series “Celebrate”.
  - Consider using the preaching feedback form to receive feedback on your sermon from someone before submission. The form will help guide our preaching sermon feedback session on March 1<sup>st</sup>.
- Bulletin Instructions
  - Please create a Worship Bulletin based on your Scripture and Sermon
  - Please title your document “Bulletin by *First and Last Name*”
  - Basic patterns for worship can be found in the United Methodist Hymnal pages 2-5
    - Feel free to use bulletins from your church as a reference

## Module 2: Polity

Prior to Tuesday, February 11<sup>th</sup> meeting on Zoom:

- Read Module 2: pages 1-38, 83-117
- [“Our Method and Our Mission”](#) discussion
- [Take the Enneagram Test](#) to start discerning your enneagram type

Optional Additional Readings:

- Download and Read: [“By Water and the Spirit”](#)
- Download and Read: [“This Holy Mystery”](#)

## Module 3

Prior to Tuesday, February 25<sup>th</sup> meeting on Zoom:

- Read Module 3: pages 1-38

## Preaching the Sermon and Breakthrough Small Groups

Prior to Saturday, March 1<sup>st</sup> meeting in person at the Mission and Resource Center

- Prior to class, review [Breakthrough “Celebrate” Small Group Resources](#)
- Bring a copy of your sermon and bulletin to class to be ready to preach

## Mock Interviews & Self Care

Prior to Tuesday, March 11<sup>th</sup> meeting on Zoom:

- Read Module 1: pages 9-12

## Congregational Care & Funerals and Finance, Shared Ministry, & Stewardship

Prior to Saturday, March 15<sup>th</sup> meeting in person at the Mission and Resource Center

### *Congregational Care and Funerals*

- Review [Right Listening by Mark Brady](#). Select at least one of the practices that will impact your listening skills. Use that practice for at least one week before class. Make note of the impact the practice has on your listening skills
- Review in the UMC Book of Worship: Services of Death and Resurrection, pages 139-169
- Review the [sample of a Funeral Sermon](#)
- By April 14<sup>th</sup>: Funeral Sermon Assignment:
  - Select an obituary of someone that you do not know. Write a funeral sermon based on the obituary. Include the printed obituary and scripture before the sermon.
  - Sermons should be double-spaced in 12-point font of Times New Roman. Make sure your first and last name is on each page. Submit the sermon in a file titled "Your Name\_Funeral Sermon" to Leah Zuckerman ([lzuckerman@epagnj.org](mailto:lzuckerman@epagnj.org)) by April 14th.
  - This is a written assignment, meaning the sermon will not be preached in class.

### *Finance, Shared Ministry, & Stewardship*

- Review [this link](#) and read the job descriptions of the following leadership positions: Finance Chairperson, Treasurer, and Financial Secretary
- Peruse the following links:
  - [The Lewis Center for Church Leadership](#)
  - [Horizons](#), please sign up for Giving365
  - [Discipleship Ministries](#)
- Read the article [“The Spirituality of Fundraising”](#)

## MissionInsite and Basics of Appointment

Prior to Tuesday, March 25<sup>th</sup> meeting on Zoom

- To prepare for your upcoming session on MissionInsite, please follow these steps:
  - Go to: [www.missioninsite.com](http://www.missioninsite.com)
  - Click on the Registration Information button on the left side of the home page.
  - Click on Register.
  - Enter the Agency Account Number: p9qcv and click SUBMIT
  - Select your city and then select your church from the drop-down menus
  - Follow the directions to register and create your own username and password.
  - This will give you access to your church's own Mission Insite report.

## Self Care/Mutual Care and Weddings & Sacraments

Prior to Saturday, April 5<sup>th</sup> meeting in person at the Mission & Resource Center

Please bring a Book of Worship to class

- Read about the Three Types of Grace: [A Wesleyan understanding of grace](#)
  - In 250 words, explain the three types of grace and how you have experienced God's grace for yourself or in the community with others.
- Download and Read: ["By Water and the Spirit"](#)
- Download and Read: ["This Holy Mystery"](#)
- Talk with three individuals from your church or community about their understanding or experience of one or more of the sacraments. Then write in 500 words about your experience with and understanding of the sacraments: baptism and communion.
  - Submit written work to Leah Zuckerman at [lzuckerman@epagnj.org](mailto:lzuckerman@epagnj.org) by **April 25<sup>th</sup>**. Work should be typed in Times New Romans, font 12, double-spaced with your name on each page. File should be titled "Your Name\_Sacraments and Grace".

## Safe Sanctuaries

Prior to Tuesday, April 8<sup>th</sup> meeting on Zoom

To be Safe Sanctuary Certified there is a 1-hour online training that will need to be completed called *Sexual Abuse Prevention Training*. This 1-hour training class will need to be completed online between April 8<sup>th</sup>, 2025 and April 20<sup>th</sup>, 2025. Information will be provided during the April 8<sup>th</sup> class.

Please read and write out responses to the following questions. Responses should be submitted via email to [gnjsafesanctuaries@epagnj.org](mailto:gnjsafesanctuaries@epagnj.org) by April 2, 2025. **Note this is a different email than the other homework submissions. Please be sure you send your work to the correct email address.**

- Why do you think a local church needs a Safe Sanctuary Policy?
- How would you use the Wesleyan Quadrilateral (Scripture, Reason, Tradition, and Experience) to explain to your congregation why having a plan/policy/procedure to protect youth, children, and vulnerable adults is necessary and of biblical importance?
- What kinds of ministries do you have currently at your church or that you might want to one day have that would require you to think through safe sanctuaries?
- If your church were adamant against a Safe Sanctuaries policy, how would you help them to see its importance and how, even if you are in a small church, you might be able to be creative enough to make it happen?

**Self-Assessment:**

Please type your responses to each question below in up to 200 words. Please ensure that your name is on each page of your work. Responses should be emailed to Leah Zuckerman at [lzuckerman@epagnj.org](mailto:lzuckerman@epagnj.org) no later than **April 25<sup>th</sup>**.

1. From your experience in class and in ministry, what are your ministry strengths? Be specific. How will you continue to grow in your strengths?
2. What topics of ministry would you identify as your areas of growth? What opportunities or resources can help you develop your skills?