

New York School of Ministry

**An Ecumenical, Educational Program
of the New York Conference United Church of Christ**

**5575 Thompson Road
DeWitt NY 13214
www.uccny.org/nysom**

Certificate Program Information 2016

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**New York School of Ministry
Supply Preacher Certificate Program**

This one-year program is for lay people who want to learn how to preach well, so that they can act as supply preachers (able to fill in when ministers are ill or away) in their congregations or in their associations. This program does not prepare persons for any form of authorized ministry.

The program consists of sixteen 1½ hour webinars offered twice each month and two 3 ½ hour practicum sessions at the end of the program. There are reading/writing components for each session. The writing assignment for each session is generally a 5 page sermon that is due one week after the class session. Assignments receive written comments from the instructor and a grade. At the end of the program, the participant, the participant's pastor, and the Committee on Ministry of the participant's association will receive a narrative final assessment. Committees on Ministry use that final assessment to decide whether to put the participant on their supply list.

Pre-Requisite: Recommendation from home church
Maximum enrollment: 15 participants (5 auditors)
Minimum enrollment: 8 participants.

Cost for 2016-17 Program: NY Conference Participants \$475 (auditors: \$350), plus books. For participants outside the New York Conference: \$475 (auditors: \$350), plus the Distance Learning Support fee of \$140, plus books. Participants are expected to have webcams (which can be purchased for less than \$30 at stores like Target).

Distance Learning Support fee: Distance Learning requires technological support. For webconferenced programs, participants outside the New York Conference are welcome. The NY Conference subsidizes distance learning for participants in the Conference; participants outside the New York Conference should ask their Conferences or participating denominations to provide that support (otherwise, it is the participant's responsibility).

Schedule of Sessions: **Monday evenings – 7-8:30 pm**

First Session: Exegesis for Preaching – Marjorie Purnine, instructor

Second Session: Communicating with a Congregation: Sermon Structure and Delivery – Quinn Caldwell, instructor

Third Session: Preaching from the Lectionary -- Marjorie Purnine, instructor

Fourth Session: Preaching the Old Testament – year A – David Cleaver-Bartholomew, instructor

Fifth Session: Preaching the New Testament – year A -- Jonathan Lawrence, instructor

Sixth Session: Christology – Steve Johnson, instructor

Seventh Session: Theological Reflection (Methods) – Steve Johnson, instructor

Eighth Session: Planning and Leading Worship – Marjorie Purnine, instructor

Ninth Session: Preaching the Old Testament – year B -- David Cleaver-Bartholomew, instructor

Tenth Session: Preaching the New Testament – year B – Jonathan Lawrence, instructor

Eleventh Session: Trinity -- Steve Johnson, instructor

Twelfth Session: Preaching the Old Testament – year C - David Cleaver-Bartholomew, instructor

Thirteenth Session: Preaching the New Testament – year C -- Jonathan Lawrence, instructor

Fourteenth Session: Ecclesiology -- Steve Johnson, instructor

Fifteenth Session: UCC Identity (theology, history, and polity) —Steve Johnson, instructor

Sixteenth Session: The Ethics of Supply Preaching – Jennifer Hamlin-Navias, instructor

Two Preaching Practicum Sessions (each includes preaching by all participants and feedback offered by all participants) – instructor: Marjorie Purnine – **date/time TBD in consultation with participants**

(The order of particular sessions may be revised)

Texts:

The Preaching Life, by Barbara Brown Taylor (Cowley, 1993)

Understanding Christian Doctrine, by Ian S. Markham (Wiley-Blackwell, 2007)

The New Testament: A Very Short Introduction, by Luke Timothy Johnson (Oxford, 2010)

The Old Testament: A Very Short Introduction, by Michael Coogan (Oxford, 2008)

Other assigned articles (web articles or pdfs)

Technology: Webex is used, so that the webinars can be recorded and a link to the recordings sent out to the participants. Participants will be expected to have webcams. If uncertain whether your computer can handle web-conferencing, email Marjorie Purnine at mpurnine@uccny.org or call 315-446-3073x16 to set up a test.

Questions: Contact Marjorie Purnine, at mpurnine@uccny.org or 315-446-3073x16

**THE NEW YORK SCHOOL OF MINISTRY
CHRISTIAN STUDIES PROGRAM**

This program is designed both for persons who want to deepen their understanding of the Christian faith through study that goes well beyond what may be reasonably expected in a local church adult education program and for those who are wrestling with a sense of call to authorized ministry but have not yet fully discerned that call. It does not prepare persons for authorized ministry. This program is designed to be completed in three years.

Pre-Requisites

Letter of Recommendation from home church

Requirements

1. Completion of the following six 20-hour courses:

Old Testament I & II

New Testament I & II

History of the Christian Church: From Resurrection to Reformation

Introduction to Christian Theology

2. Completion of two elective courses.

3. Twelve meetings with a mentor for discernment conversations, spread over a period of no less than two years.

4. Attendance at three NYSOM fall learning events and three NYSOM spring learning events.

Tuition

The tuition for the 2015-16 academic year is \$250 for NY Conference participants (\$275 for the 2016-17 academic year). As the program is designed to take three years, annual tuition will be charged for only three years. The tuition is payable in annual or semi-annual installments. Tuition compensates mentors. Tuition must be paid in full before a Christian Studies certificate is granted. The cost of each New York School of Ministry course for NY Conference participants is \$250 . For participants outside the NY Conference the cost is \$275 (plus the Distance Learning Support fee: \$69 per 20-hour course or \$133 per semester. Financial aid is available.

**NEW YORK SCHOOL OF MINISTRY
CHRISTIAN LEADERSHIP PROGRAM**

This program is for persons who desire to serve local churches in some capacity of leadership. It is grounded in courses in the Bible, theology, and church history, while allowing participants to focus on an area of interest: Pastoral Leadership, Christian Education, Pastoral Care, or Worship and Church Music. This program, with a focus on Pastoral Leadership, is the standard preparation for individuals discerning a call to licensed ministry. It is designed to be completed in three to four years.

Pre-Requisites

1. Letter of Recommendation from home church
2. High School Diploma or equivalent

Requirements with a focus on Pastoral Leadership (preparation for licensed ministry)

1. Completion of the following twelve 20-hour courses:
 - Old Testament I & II
 - New Testament I & II
 - History of the Christian Church: from Resurrection to Reformation
 - Introduction to Christian Theology
 - American Church History
 - UCC History & Polity
 - Liturgy & Worship
 - Pastoral Care
 - Congregational Life
 - Ethics
2. Eighteen meetings with a mentor for discernment conversations.
3. Completion of Boundary Awareness Training
4. Attendance at three NYSOM fall learning events and three NYSOM spring learning events.
5. Completion of one year of supervised ministry. At least six months of this ministry must be of a pastoral nature in a local church setting. Supervised Ministry must take place in a setting other than the participant's home church.

Requirements with a focus on Christian Education (to be completed before the Advanced Christian Leadership Program, as preparation for commissioned ministry)

1. Completion of the following nine 20-hour courses:
 - Old Testament I & II
 - New Testament I & II
 - History of the Christian Church: from Resurrection to Reformation
 - Introduction to Christian Theology
 - American Church History
 - UCC History & Polity
 - Ethics

2. Completion of two courses in Christian education. These courses may be either independent studies or courses in a classroom setting. If a Christian education course is taken over an entire semester through an accredited seminary, it will count as two 20-hour courses.
3. Eighteen meetings with a mentor for discernment conversations.
4. Completion of Boundary Awareness Training
5. Attendance at three NYSOM fall learning events and three NYSOM spring learning events.
6. Completion of one year of supervised ministry. At least six months of this ministry must involve providing Christian education in a local church setting. Supervised Ministry must take place in a setting other than the participant's home church.

Requirements with a focus on Pastoral Care (to be completed before the Advanced Christian Leadership Program, as preparation for commissioned ministry)

1. Completion of the following nine 20-hour courses:
 - Old Testament I & II
 - New Testament I & II
 - History of the Christian Church: from Resurrection to Reformation
 - Introduction to Christian Theology
 - American Church History
 - UCC History & Polity
 - Ethics
2. Completion of two 20-hour courses in pastoral care.
3. Eighteen meetings with a mentor for discernment conversations.
4. Completion of Boundary Awareness Training
5. Attendance at three NYSOM fall learning events and three NYSOM spring learning events.
6. Completion of one year of supervised ministry. At least six months of this ministry must involve providing pastoral care. Supervised Ministry must take place in a setting other than the participant's home church.

Requirements with a focus on Worship and Church Music (to be completed before the Advanced Christian Leadership Program, as preparation for commissioned ministry)

1. Completion of the following ten 20-hour courses:
 - Old Testament I & II
 - New Testament I & II
 - History of the Christian Church: from Resurrection to Reformation
 - Introduction to Christian Theology
 - American Church History
 - UCC History & Polity

Liturgy & Worship
Ethics

2. Completion of another course or independent study in the area of worship/liturgy.
3. Eighteen meetings with a mentor for discernment conversations.
4. Completion of Boundary Awareness Training
5. Attendance at three NYSOM fall learning events and three NYSOM spring learning events.
6. Completion of one year of supervised ministry. At least six months of this ministry must involve planning and leading worship. Supervised Ministry must take place in a setting other than the participant's home church.

Many of the course requirements for Pastoral Leadership, Christian Education, and Pastoral Care may be met by completing the Certificate Program in Christian Ministry at New York Theological Seminary. Many of the course requirements for Pastoral Leadership or Pastoral Care may be met by completing the Lay Theological Education Program at Capital Region Theological Center, Albany.

Tuition

The tuition for the 2015-16 academic year is \$500 for NY Conference participants (\$525 for the 2016-17 academic year). As the program is designed to take a minimum of three years, annual tuition will be charged for only three years. The tuition is payable in annual or semi-annual installments. Tuition compensates mentors and supervisors. Tuition must be paid in full before a Christian Leadership certificate is granted. The cost of each New York School of Ministry course for NY Conference participants is \$250. For participants outside the NY Conference the cost is \$275 (plus the Distance Learning Support fee: \$69 per 20-hour course or \$133 per semester). Financial aid is available.

**NEW YORK SCHOOL OF MINISTRY
ADVANCED CHRISTIAN LEADERSHIP PROGRAM**

This program is for persons who discern a call to commissioned ministry in the UCC, when their Committee on Ministry decides that NYSOM provides the appropriate educational and formational path for them. This program is designed to last two to three years.

Pre-Requisites

1. Completion of Christian Leadership Program
2. Letter of Recommendation from home church
3. Member in Discernment with home association
4. Letter from the Chair of the individual's Committee on Ministry, stating that s/he is a Member in Discernment and that the committee has decided that the Advanced Christian Leadership Program is the appropriate educational and formational path.

Requirements

1. Attendance at 4 weeks of the Summer Academy at Lancaster Theological Seminary or Yale Divinity School's Summer Study. Lancaster offers one week each summer, and Yale offers two. If an alternative is needed, other seminaries' summer programs, with contact hours equivalent to Lancaster's and Yale's, may be approved by the Dean.
2. Completion (with grade of Pass) of four morning courses at Lancaster's Summer Academy (or both the morning and afternoon courses for each week at Yale's Summer Study). At least two must be related to the area of ministry for which the participant seeks commissioning. Participants should take the workshops and evening courses at Lancaster's Summer Academy as well. Papers are to be written for both morning and evening courses at Lancaster and for both morning and afternoon courses at Yale. At Lancaster, participants may take two evening courses in one area to meet the area requirement that one morning course would meet, although a morning course (at Lancaster) and morning and afternoon courses (at Yale) will still be required for each of the four weeks of attendance.
3. Completion of one year of supervised ministry
4. Two years of regular meetings with a mentor (six sessions per year).
5. Attendance at two NYSOM fall learning events and two NYSOM spring learning events.
6. Attendance at one annual meeting of the New York Conference

Tuition

The basic tuition for this program, for NY Conference participants enrolling in 2015, is \$1250, payable in semi-annual installments for up to two years. Financial Aid is available. This tuition must be paid in full before an Advanced Christian Leadership Certificate is granted. Tuition for Lancaster's Summer Academy 2015, which includes course fees, room, and board, is \$900/week. Tuition for Yale Summer Study 2015, which does not include room and board, is \$700.

**NEW YORK SCHOOL OF MINISTRY
MINISTRY OF WORD AND SACRAMENT PROGRAM**

This program is for persons who discern a call to ordained ministry in the UCC, when their Committee on Ministry decides that NYSOM provides the appropriate educational and formational path for them. This program is designed to be completed in four to six years.

Pre-Requisites

1. Completion of Christian Leadership Program with Pastoral Leadership Area of Interest
2. Letter of Recommendation from home church
3. Member in Discernment with home association
4. Letter from the Chair of the individual's Committee on Ministry, stating that s/he is a Member in Discernment and that the committee has decided that the Word & Sacrament Program is the appropriate educational and formational path.

Requirements

1. Attendance at 6 weeks of the Summer Academy at Lancaster Theological Seminary or Yale Divinity School's Summer Study. Lancaster offers one week each summer, and Yale offers two. If an alternative is needed, other seminaries' summer programs, with contact hours equivalent to Lancaster's and Yale's, may be approved by the Dean.

2. Completion (with grade of Pass) of six morning courses at Lancaster's Summer Academy or both the morning and afternoon courses for each week at Yale's Summer Study. At least one course must come from each of the following areas: Bible, Worship, Christian Education, Pastoral Care. Participants should take the workshops and evening courses at Lancaster's Summer Academy as well. Papers are to be written for both morning and evening courses at Lancaster and for both morning and afternoon courses at Yale. Participants may take two Lancaster evening courses in one area to meet the distribution requirement for that area, although a morning course (at Lancaster) and morning and afternoon courses (at Yale) will still be required for each of the six weeks of attendance.

3. Participation in and successful completion of the four year NYSOM Ministry Practicum. The Word and Sacrament participants and participating mentors will meet for a day-long facilitated seminar three times a year (fall, winter, and spring). 2015-16: Practical Issues in Ministry (liturgical events, pastoral and self care, leadership); 2016-17: Theology; 2017-8: Ethics; 2018-19: Preaching. Reading and writing components will be assigned for these sessions. At the end of each year, the instructor's narrative assessment will be sent to each participant, his/her mentor, and his/her Committee on Ministry. If a participant arrives at a Practicum Session unprepared, that session will not count (the participant will need to retake that session). If participants don't fulfill the expectations of the Practicum year, they are required to take it the next time it is offered.

Participants can enter the Practicum sessions between the first and second ones (and be required to do the work to catch up on the session they missed) but not between the second and third. Participants enrolling after the second session must wait until the following fall to join the Practicum.

4. Completion of one year of supervised ministry

5. Four years of regular meetings with a mentor (six sessions per year: twenty four sessions total).
6. Completion of one unit of Clinical Pastoral Education (or equivalent approved by the participant's Committee on Ministry).
7. Attendance at three NYSOM fall learning events and three NYSOM spring learning events
8. Attendance at three authorized ministers' retreats
9. Attendance at three annual meetings of the New York Conference
10. An international experience (a travel seminar or service-learning trip). Proposals for international experiences or equivalent broadening experiences in the US (e.g. Disaster Response Team trips, NYHelp Honduras) must be approved by the Dean. A 3-5 page reflection paper on the experience should be submitted to the Dean after the trip.

Tuition

The annual tuition for 2015-16 is \$950 for NY Conference participants (\$975 in 2016-17). As the program is designed to take a minimum of four years, annual tuition will be charged for only four years. The tuition is payable in annual or semi-annual installments. The cost for the NYSOM Ministry Practicum is included in the basic tuition. Financial aid is available. Tuition must be paid in full before a Ministry of Word and Sacrament Certificate is granted. Tuition for Lancaster's Summer Academy 2015, which includes course fees, room, and board, is \$900/week. Tuition for Yale Summer Study 2015, which does not include room and board, is \$700. CPE is to be completed at the participant's own expense.

Communication with Committees on Ministry

When a participant enrolls, the Dean will send him/her a letter stating the requirements to complete the program. At that time, any adjustments to the program (if warranted, depending upon the participant's previous experience) will be made in writing. A copy of the letter will be sent to the participant's committee. The committee will then approve that recommendation, or, if there are concerns, communicate them through the Chair to the Dean.

The Dean will work with the participant and the Chair of the participant's committee to obtain an appropriate mentor. When the mentor is chosen, the committee can decide whether or not to use that mentor as their liaison with the Member in Discernment.

Since all decisions about ordination are the responsibility of the participant's Committee on Ministry, NYSOM will share assessment information concerning the participant's preparation and formation for ministry, as well as annual reports of progress in the program. Upon the participant's completion of the program, the Dean will notify the Chair of the participant's Committee on Ministry.

Mentor Meetings

Every participant in a certificate program (except for the Supply Preacher Program) is required to engage in regular discernment conversations with a mentor, who is an authorized minister. In the Christian Studies Program, 12 meetings are required; in the Christian Leadership Program, 18 are required; in the Advanced Christian Leadership Program, 12 are required; and in the Ministry of Word & Sacrament Program, 24 are required. These hour-long conversations should be spaced about eight weeks apart. The main, but not exclusive, focus of these sessions is the participant's personal discernment about a sense of call and vocation, as well as any issues impinging on his or her faith and spiritual perspective during the course of study. Through these conversations, we hope that our participants can reflect upon how God is active in their studies, ministry, and lives, and that they can wrestle with the call they hear as they discern their particular vocations. Mentors are not trained spiritual directors and are not expected to be. They are experienced clergy who can challenge their participants, offer a reality check as well as emotional support, and walk with them, playing a vital part in their formation for ministry. When the Dean approaches a minister about becoming a mentor, and the minister is interested, the participant and mentor meet to discern if it's a good match. If so, mentors receive articles on mentoring and a copy of the Marks of Faithful and Effective Authorized Ministers in the UCC, which can be used as a tool for initial assessment, conversation, and continual assessment. The participant's mentor may not serve as either a ministry supervisor or independent study director.

In the Word & Sacrament Program, the mentor's role becomes multi-faceted. In addition to discernment conversations, some of the time together will be focused on the reading and the participant's preparation for the Ministry Practicum. Ministry Practicum Sessions are 3 day-long seminars each year at which the participants' presentations shape the discussion. Mentors will be sent the books required of their participants each year(3-5), so that their conversations can inform the participants' thinking and writing. Mentors are invited to attend the Ministry Practicum sessions with their participants as well, to bring their particular experience and perspective to the seminar discussion (the winter session allows a web-conferencing option, so those at a distance may join the group from a home computer), but working with the participant as she or he prepares is most important. Halfway through the participant's program, we also ask the mentor to provide a brief assessment of the participant relative to the Marks for Faithful and Effective Authorized Ministers of the UCC. We encourage that assessment to be discussed with the participant; it is shared with the Dean of NYSOM; and the Committee on Ministry receives a copy.

As for compensation, NYSOM compensates mentors \$30 per session and \$30 plus mileage (\$.14/mile) for Practicum Sessions. Compensation comes from the participant's tuition, and checks are sent after the participant's annual report (documenting the number of mentor meetings) is received each January.

Assessment

Christian Leadership Program: Participants receive letter grades for their coursework, which are recorded on their transcripts. In addition, when each participant finishes his/her third course, the Dean asks the instructor for a narrative assessment of the participant's ability to do the work required to complete the program and shares the assessment with the Curriculum Committee. Supervised Ministry final assessments are received by the Dean and included in the participant's file.

Word & Sacrament Program: Upon enrollment, participants complete a disclosure form, permitting the sharing of assessment information with the MID's Committee on Ministry. At the end of each year of the Ministry Practicum, instructors write a narrative assessment of each participant's preparation and participation, which is shared with the participant, his/her mentor, and his/her Committee on Ministry. Mid-Program Mentor assessments are shared with the participant, the Dean, and the Committee on Ministry. Supervised Ministry assessments are shared with the participant, the Dean, and the Committee on Ministry. Each year, a progress report, marking the participant's completion of requirements in the previous year (including summer intensive courses and grades) is sent the Committee on Ministry. Our hope in working closely with the Committees on Ministry is that if any concerns arise during the participant's preparation, adjustments in the program can be made to provide the necessary knowledge, skills, and formation.

Supervised Ministry

Supervised Ministry is an opportunity for participants to reflect on the practice of ministry and upon their developing pastoral identities, to set some learning goals and to work to grow in those areas. All participants in the Christian Leadership Program, Advanced Christian Leadership Program, and Ministry of Word and Sacrament Program, must complete a specified amount of Supervised Ministry. Each supervisory relationship must last a minimum of six months.

1. There are three kinds of possible arrangements for supervised ministry.
 - A person serving a church will carry out ministry in that church, with a supervisor from a nearby church.
 - A person not currently serving a church will carry out ministry in the supervisor's church.
 - A person will carry out ministry in a non-church setting about which the supervisor has expertise.
2. During supervised ministry, the participant will work 6 to 8 hours per week in an agreed-upon ministry setting, and meet with the supervisor at least one hour per month. At the supervisory sessions, the supervisor will lead the enrollee in reflection the practice of ministry, using methods commonly employed in Supervised Ministry/Field Education at seminaries. Two sections of the Marks of Faithful and Effective Ministers of the UCC ("Personal and Professional Formation for Ministry" and "Knowledge and Skills for Ministry") should be employed throughout the supervised ministry experience: as a resource for discussion and as a tool for assessment. Those who serve as supervisors will be given an honorarium equal to \$30 for each month of supervision. The honorarium will be paid to the supervisor by the New York School of Ministry after the final assessments have been received by the Dean.
3. The Supervisor will be chosen by the Dean in consultation with the participant.

4. Before beginning the unit of supervised ministry, the participant and supervisor will have completed a learning covenant that sets specific goals for the participant and strategies for reaching those goals. The learning covenant shall also clearly state the time and place in which supervised ministry will take place, and the ministerial tasks to be performed. Participants are encouraged to use the Marks of Faithful and Effective Ministers of the UCC (especially sections: “Personal and Professional Formation for Ministry” and “Knowledge and Skills for Ministry”) for self-assessment, as they choose their learning goals. The learning covenant must be approved by the Dean before the unit of supervision begins.

5. At the close of the unit of supervised ministry, both the supervisor and the participant shall write final assessments to be given to the Dean. At the recommendation of either the supervisor or the Dean, the participant may be required to repeat the Supervision requirement before completing his or her program (additional tuition will be charged to compensate the second supervisor).

6. As enrollees need to be exposed to a variety of models of ministry, mentors may not serve as supervisors. All 12 months of supervised ministry must take place in a setting other than the participant’s home church. In cases of hardship, the Dean can make exceptions with the approval of the Curriculum Committee, but even in this case, the participant’s pastor may not serve as supervisor.

7. Units of supervised ministry may be negotiated, begun, and completed at any time during the participant’s course of study. However, only supervision given when the participant is enrolled in a New York School of Ministry certificate program will count toward completion of his or her program.

Supervised Ministry for Participants in the Christian Leadership Program

For participants in the Christian Leadership Program, supervised ministry often offers a practical introduction to the work of authorized ministry. Therefore, we expect that baptism, communion, confirmation, weddings and funerals will be topics discussed during the unit of supervised ministry. We also encourage participants and supervisors to focus particularly on the following marks (found under Knowledge and Skills Specific to Authorized Ministry):

11. The ability to celebrate the unique features of local faith communities, while encouraging them to be receptive to perspectives from the broader church and world.
12. The ability to appreciate, practice, and pass on traditions of faith while interpreting them in light of the context of a diverse and changing world.
13. The ability to adapt the practices of ministry to the unique social, cultural, environmental and ecclesiastical aspects of particular settings.
14. The ability to discern God’s mission in the world and, in response, to lead ministries of compassion, nurture, justice, and proclamation that support fullness of life for all people.

Learning Covenant Format

Directions to Participants: Please refer to the Marks of Faithful and Effective Ministers of the UCC (especially sections: “Personal and Professional Formation for Ministry” and “Knowledge and Skills for Ministry”) and do a self-assessment before you draft this Learning Covenant. Remember that the Marks

are not tests of ministry but can be useful ways of assessing your gifts, reflecting upon pastoral identity, and considering what learning (knowledge, skills, pastoral/personal growth) is needed now and what learning you'll want to engage in at a later date. When you've begun a rough draft of the Covenant, discuss your learning goals and possible tasks of ministry with your supervisor. When you both agree on the elements of the Covenant, send the revised draft to the Dean of NYSOM by email for further revisions and approval. The final copy of the Learning Covenant should be signed by the participant, the supervisor, and the Dean.

The Learning Covenant draft should include the following fields:

Participant:

Supervisor:

Setting for Ministry:

Period of Supervision:

Learning goals: Please include at least 3 goals. Goals should not be limited to knowledge and skills sought but should include the development of pastoral identity and personal attitudes/qualities.

Tasks of Ministry: Discuss these with your supervisor. If you are working in his/her church, then those tasks should be expected to take an average of 6-8 hours a week (including preparation).

The Learning Covenant must include the line:

"Participants will meet with supervisor for a minimum of one hour each month of supervision."

This Covenant is Accepted by:

Participant's signature

Supervisor's signature

Dean of NYSOM's signature

Supervisor's Final Assessment

Please look through the Marks of Faithful and Effective Authorized Ministers of the UCC and write a brief assessment (1 to 2 pages) of your participant in relation to those marks. Note any areas of concern, then any areas in which you'd judge that more growth is definitely required before authorization, and then particular areas of strength.

Participant's Final Assessment

Referring to the Marks of Faithful and Effective Authorized Ministers of the UCC, please assess your developing knowledge, skills, and pastoral identity in relation to these marks. Please be sure to answer the following questions:

1. How well have you achieved your learning goals through this supervised ministry experience?
2. What strengths have you discerned in the course of this supervised ministry experience?
3. What growing edges have you discerned in the course of this supervised ministry experience?
4. How have you grown theologically?
5. What were the most valuable lessons you learned?
6. As you reflect upon the Marks of Faithful and Effective Authorized Ministers of the UCC, which ones call out to you in terms of your next learning goals and how do you plan to work on them?

**NEW YORK SCHOOL OF MINISTRY
20 HOUR COURSE OFFERINGS**

NYSOM's required courses are offered on a three-year rotation schedule. This ensures that participants can meet the core requirements for the Christian Leadership Program in three years. The courses will be rearranged if faculty availability requires it.

YEAR ONE:

FALL

Old Testament I - This introductory Bible course focuses on Genesis through Esther. Participants engage in the critical study of the text and are taught exegetical method.

Congregational Life - This course explores the various dynamics at work in the life of a local church, toward the end of gaining insight into how to nurture a healthy and productive faith community.

SPRING

Old Testament II - This introductory Bible course focuses on Job through Malachi. Participants engage in the critical study of the text and are taught exegetical method.

Foundations and Practice of Pastoral Counseling - This course addresses the basics of counseling in a variety of situations where there is a pastoral element in the professional relationship, encouraging participants to develop a clearly articulated picture of the strengths and limitations of one's pastoral and professional role, skills, and setting.

YEAR TWO:

FALL

New Testament I - This introductory Bible course focuses on the Gospels and Acts. Participants engage in the critical study of the text and are taught exegetical method.

From Resurrection to Reformation: the History of the Christian Church (1-1650) - This course offers a broad overview of church history through the Reformation with an emphasis on ideas and events that have continuing influence on Christian practice and belief.

SPRING

New Testament II - This introductory course focuses on the epistolary material of the New Testament and the book of Revelation. Participants engage in the critical study of the text and are taught exegetical method.

Advanced Topics in Pastoral Care and Counseling - This course offers an integrated pastoral and behavioral sciences approach to some of the more challenging situations faced by helping professionals.

Ethics – This course focuses on the Christian tradition of reflecting upon moral behavior.

YEAR THREE

FALL

American Church History (1600-2010) - This course offers an overview of the development of Christian churches in the United States with an emphasis on ideas and events that have shaped the denominations of the participants.

Liturgy & Worship - This course surveys the history of Christian liturgy, examines the theology of worship and the sacraments, and offers practical instruction to enable participants to make informed choices when planning liturgies. One quarter of the course is devoted to preaching.

SPRING

Introduction to Christian Theology - This course introduces participants to the primary themes of Christian Theology. Participants write papers or sermons that address the topics of Christology, the Doctrine of the Trinity, and the Purpose of the Church.

UCC History and Polity - This course surveys the historical and current documents that illuminate the breadth of theology that informs the United Church of Christ. It provides an overview of the history of the UCC since 1957 and examines the covenantal structure of the church, the responsibilities and accountability of authorized ministers, worship, and vocation in the UCC.

ELECTIVES

Preaching - This course focuses on the practice of preaching, from Biblical exegesis through delivery.

Family Systems Theory and Pastoral Leadership - This course focuses on how Family Systems Theory helps pastors be as healthy as they can be in ministry and how they can use their personal process of "differentiation" to maximize their leadership capacities in congregations.

THE NEW YORK SCHOOL OF MINISTRY FACULTY
20-HOUR COURSES

Rev. David Cleaver-Bartholomew (teaches Old Testament I and II)

Ph.D. in Hebrew Scriptures and Early Judaism, Claremont Graduate University, 1998

M.Div. Yale Divinity School, 1988

Ordained Minister in the United Church of Christ

Rev. Wayne E. Gustafson (teaches all Pastoral Care and Counseling courses)

Clinical Pastoral Education: Seven Units, Basic, Advanced, and Supervisory

Certified Fellow – American Association of Pastoral Counselors

Licensed Mental Health Counselor in NY

D.Min in Psychology and Clinical Studies, Andover Newton, 1979

M.Div Andover Newton Theological School, 1972

Ordained Minister in the United Church of Christ

Rev. Steven D. Johnson (teaches History of the Christian Church, American Church History, Ethics and Introduction to Christian Theology)

Ph.D. in Theology, Drew University, 1995

M.Div Eden Theological Seminary, 1989

Ordained Minister in the United Church of Christ

Rev. J. Mark Lawson (teaches Congregational Life; New Testament I & II)

Ph.D. in New Testament, Southern Baptist Theological Seminary, 1990

M.Div Southern Baptist Theological Seminary, 1987

Ordained Minister in the United Church of Christ

Rev. Marjorie Purnine (teaches Liturgy & Worship)

Ph.D. in Religion and Literature, Boston University, 2005

M.A. in English, Syracuse University, 1993

M.Div. Yale Divinity School, 1989

Ordained Minister in the United Church of Christ

Course Information

NYSOM Courses are Open to All

While our certificate programs prepare participants for some form of authorized ministry, people don't need to be enrolled in NYSOM to take advantage of our courses. Courses may either be taken for a grade or audited.

Current Course Fees

NY Conference Participants: For Credit \$250; Audit \$175; Repeat Course Audit \$100

Participants outside the NY Conference: For Credit \$275 (plus Distance Learning Support Fee); Audit \$200 (plus Distance Learning Support Fee)

Distance Learning requires technological support. The NY Conference provides that support for its participants; we ask other UCC Conferences and participating denominations to provide that support for their participants (\$69 per course or \$133 per semester). When participants outside the NY Conference register, we recommend that they ask their UCC Conferences or denominations to contribute the distance learning support fee. If no wider church support is available, the Distance Learning Support Fee is the participant's responsibility.

Auditing Courses

Classroom courses may be audited without enrolling in a NYSOM program. An audited course may not be applied at any point toward the completion of a NYSOM program. Auditors will not be required to write a final paper or to take exams, yet, in Pastoral Care courses, auditors will be expected to participate fully (including written participation) in small group classwork.

Grades

At the close of each classroom course, a participant will receive a grade based on performance indicators determined by the instructor. Participants will also be assigned grades for work in independent studies. NYSOM will use a 4-point grading scale as follows:

A	4.0	A-	3.6	B+	3.4
B	3.0	B-	2.6	C+	2.4
C	2.0	C-	1.6	D	1.0
F	0.0				

Participants must receive a C- or higher in all courses to receive the certificate for which they are studying. A participant's courses and grades will be recorded on a NYSOM transcript and sent to Committees on Ministry upon graduation (or upon request).

Alternative Courses

Participants may substitute coursework through other educational institutions for coursework offered through NYSOM. Generally speaking, any course covering the same subject matter that is offered by an accredited institution of higher learning or by a recognized Continuing Education program, requires a minimum of 20 hours of classroom instruction, and includes some means of formally evaluating the participant's work (we expect a writing component of 15-20 pages), may substitute for any of the core courses or elective classroom courses. All course substitutions must be approved by the Dean.

Biblical courses that cover the entire Old or New Testament in 20 hours will substitute for one of two courses offered through NYSOM. In this event, one of the two NYSOM courses, or an equivalent, must be taken. Courses in Old or New Testament offered over a traditional semester (36-40 hours) will substitute for both NYSOM courses in either Old or New Testament. For instance, the Introduction to New Testament course offered through New York Theological Seminary will be considered an equivalent to both New Testament I and II offered through NYSOM.

Independent Studies

Some participants in the Christian Leadership Program will receive credit through independent studies. NYSOM encourages creativity in the design of these studies in order to craft a program that best suits the needs of each participant. Each independent study must include a minimum of five sessions of 1-2 hours each in personal consultation with an independent study director, and must also include at least one measurable assignment for the purpose of assessing a grade. Participants should contact the Dean to obtain the list of appropriate independent study directors in their region. All proposals for independent studies must be approved by the Curriculum Committee before such studies commence. At the end of the independent study, copies of graded and commented upon papers should be sent to the Dean.

Grievance Procedure for Grades

If a participant feels she or he has been unfairly graded by a classroom teacher, or has any grievance regarding her/his academic performance, the participant may make a formal appeal to the Curriculum Committee by writing a letter requesting such an appeal to the Dean. The Curriculum Committee is obliged to respond to the appeal within 30 days of its receipt.

Application of Previous Studies to NYSOM Programs

Applicants are welcome to provide transcripts of completed courses of study that may substitute for NYSOM requirements. Substitutions will be considered on a person-by-person basis by the Dean. Course content, hours of study, and length of time since course completion may all be considered in determining applicability to a NYSOM program.

Alterations to a Course of Study

Exceptions to program requirements are strongly discouraged. However, life circumstances may justify them. Any exceptions to the requirements must be reviewed and approved by the Curriculum Comm.

Leaves of Absence

Life circumstances may interfere with a participant's course of study. A participant may apply to the Curriculum Committee for a leave of absence. Leaves will be granted for a period of one year, may be renewed, and may not exceed a total of two years. In the event that a participant has not enrolled in a course, attended a retreat or convocation, or met with his/her mentor for twelve months, and has not applied for leave of absence, the participant's enrollment will be discontinued.

Participant Appeals

If a participant has any grievance regarding the performance of personnel of the school, she or he may make a formal appeal to the Curriculum Committee by writing a letter requesting such an appeal to the Dean. The Curriculum Committee is obliged to respond to the appeal within 30 days of its receipt. If the grievance involves inappropriate conduct of a personal or sexual nature, the Curriculum Committee is obliged to refer the matter to the Commission on Ministry, in addition to taking any action it deems appropriate.

Fall and Spring Learning Events

Our fall and spring gatherings are learning events that bring a diverse group of participants together for thought provoking programs and vital community. These gatherings, which last from dinner on Friday night through dinner on Saturday, are open to all and are held at retreat centers in New York. They offer an important opportunity for participants to meet peers from across the state and to be with lay leaders and authorized ministers. In these 24-hour events, there is time to learn, to worship, to share experiences in ministry, to relax with and to get to know one another. When any participant has completed a certificate program, the gathering concludes with our graduation ceremony, which is incorporated into the closing communion service.

Recent Fall Programs

November 2015:

“A Sacred Conversation on Race”

Rev. Dominique Atchison and Rev. Tim Meyer, leaders

November 2014:

“You Hem Me In Behind and Before”

Rev. Martha Jacobs, leader

November 2013:

“Advocate for a New World”

Rev. Beth DuBois, Rev. Phyllis Byrd, Rev. Ryan and Kristine Henderson, leaders.

November 2012:

Formula of Agreement Ecumenical Event

“Sabbath Living Every Day”

Jim Krisher, leader.

November 2011:

‘Practicing the Presence of God in Ministry’

Rev. Bruce Epperly, Ph.D., leader.

November 2010:

“Practical Spirituality for Authorized Ministers, Lay Leaders, and Congregations: Making the Church a Spiritual Destination”

Rev. Bobbie McKay, PhD., leader

November 2009:

Socrates said “Know Thyself”

Cicero said, “Control Thyself”

Jesus said, “Give Thyself”

What do you say?

Rev. Beth DuBois, leader

November 2008:

"Modes of Discernment: Listening to our Still-Speaking God,"

Rev. Beth DuBois, leader

Recent Spring Programs

April 2015:

“Small Churches Can Make a Big Difference”
Rev. Anne Kansfield, leader

April 2014:

“Encountering World Religions”
Rev. Jonathan Lawrence, Ph.D., leader.

April 2013:

“Leading Your Church into Spiritual Transformation”
Rev. Ron Farr, leader.

May 2012:

“Faith Formation in the Local Church”
Rev. Sprite Johnson, leader

April 2011:

“Writing Your Faith Journey: Using Spiritual Autobiography to Reflect on your Faith”
Rev. Jonathan Lawrence, Ph.D., leader.

April 2010:

"Our Scriptural Tradition: Dialogue and Diversity,"
Rev. David Cleaver-Bartholomew PhD, leader

May 2009:

"Ministry Through an Interim Lens,"
Rev. Lynn Carman Bodden, leader

April 2008:

"An Introduction to Family Systems Theory as it Applies to the Church"
Rev. Wayne Gustafson DMin, leader

**Correlation of the Christian Leadership Program's Requirements (with a Pastoral Leadership focus)
with the Marks of Faithful and Effective Authorized Ministers**

Twelve 20 hour Courses:

**Old Testament I & II
New Testament I & II**

Knowledge and Skills Specific to Authorized Ministry

1. A thorough knowledge of, and personal engagement with, the Bible.

2. Skill with methods of biblical interpretation, including the historic interpretive traditions of the church and contemporary methods, particularly those from historically underrepresented communities.

**History of the Christian Church
American Church History**

Knowledge and Skills Specific to Authorized Ministry

3. A deepening familiarity with the global history of the Christian churches through the ages and across cultures, including the newest Christian populations, and an understanding of the evolution of Christian communities in the United States.

UCC Identity for Ministry

9. the ability to articulate diverse histories that comprise the United Church of Christ, to situate them in the broader evolution of faith traditions and to relate them to the theology, polity, and practices of the Member's local church, association, and conference.

Christian Theology

Personal and Professional Formation for Ministry

2. A sense of theological identity and authority, while being responsive to the opinions and values of others, including those whom the Member will serve.

Knowledge and Skills Specific to Authorized Ministry

4. A deepening familiarity with contemporary theological ways of thinking and with the rich and varied theological heritages, creeds, liturgies, and spiritual practices of the Christian churches.

Ethics

Knowledge and Skills Specific to Authorized Ministry

8. The ability to understand the nature, use, and misuse of power and authority, and to exercise them appropriately and effectively in authorized ministry

UCC Polity

Marks under the heading: **UCC Identity for Ministry**

Liturgy & Worship

Knowledge and Skills Specific to Authorized Ministry

15. The ability to preach the good news, lead worship and participate in the sacraments in a manner faithful to the broader Christian heritage and appropriate to the characteristics of a specific culture and setting.

Pastoral Care

Personal and Professional Formation for Ministry

8. The ability to engage in self-reflection and to seek and use feedback from others appropriately.

11. The ability to listen empathically, communicate appropriately, and keep appropriate confidences.

Knowledge and Skills Specific to Authorized Ministry

16. The ability to provide effective and appropriate pastoral care, and to equip and motivate others to share in these ministries.

Congregational Life

Knowledge and Skills Specific to Authorized Ministry

6. The ability to articulate a theological understanding of authorized ministry, and to relate it to the practice of ministry.

7. The ability to analyze, evaluate, and integrate the biblical, historical, theological, and pastoral disciplines and practices in ways that contribute to fruitful and faithful Christian ministry.

9. The ability to engage in community leadership that is collaborative and transformative.

17. The ability to organize and implement programs, administer the operations of a complex organization, and initiate change when appropriate.

18. The ability to read the contexts of a community's ministry and creatively lead that community through change or conflict.

19. The ability to lead and encourage ministries of evangelism, service, stewardship and social transformation.

20. The ability to understand and participate in the financial administration of the church and other religious organizations.

Discernment Conversations with Mentor

Marks under the heading: **Spiritual Foundation for Ministry**

Supervised Ministry

At the beginning of supervised ministry, supervisors are given three sections of the Marks (to guide their supervision and to employ in their final assessment of the student). Students use the marks to craft their learning covenants and to write self-assessments at the end of the period of supervised ministry.

Personal and Professional Formation for Ministry

General Knowledge and Skills

Knowledge and Skills Specific to Authorized Ministry

Knowledge and Skills Specific to Authorized Ministry (Particular marks met by supervised ministry)

11. The ability to celebrate the unique features of local faith communities while encouraging them to be receptive to perspectives from the broader church and world.
12. The ability to appreciate, practice, and pass on traditions of faith while interpreting them in light of the context of a diverse and changing world.
13. The ability to adapt the practices of ministry to the unique social, cultural, environmental and ecclesiastical aspects of particular settings.
14. The ability to discern God's mission in the world and, in response, to lead ministries of compassion, nurture, justice, and proclamation that support fullness of life for all people.

Boundary Awareness Training

Personal and Professional Formation for Ministry

4. Knowledge and observance of personal and professional boundaries in interpersonal, congregational, and community settings.

Knowledge and Skills Specific to Authorized Ministry

8. The ability to understand the nature, use, and misuse of power and authority, and to exercise them appropriately and effectively in authorized ministry.

Fall/Spring Learning Events (for participants, graduates, authorized ministers, and lay leaders)

Personal and Professional Formation for Ministry

5. A commitment to continuing education, professional development, and life-long learning.

2015 Sacred Conversation on Race (D. Atchison and T. Meyer)

Personal and Professional Formation for Ministry

7. The ability to affirm the identities of others, including others very unlike oneself.
14. The ability to accept and promote diversity, to inspire others to do so, and to minister in a multicultural and multiracial, open and affirming, just peace, accessible to all, united and uniting church.

General Knowledge and Skills for Ministry

1. The ability to understand and appreciate a variety of perspectives of life.
2. The ability to understand the profound differences that physical, psychological, gender identity, sexual orientation, age, class, cultural, religious, racial, and ethnic factors make in the ways that human beings experience the world.

3. The ability to comprehend the impact of historical change upon the thoughts, feelings, and actions of individuals and societies.
4. The ability to perceive how a person's perspectives and interests shape communication, and to appreciate the virtues and limitations of those perspectives and interests.
5. The ability to grasp and evaluate the justifications that people give for their opinions.

2015 Small Churches Can Make a Big Difference (A. Kansfield)

Knowledge and Skills Specific to Authorized Ministry

13. The ability to adapt the practices of ministry to the unique social, cultural, environmental and ecclesiastical aspects of particular settings.
14. The ability to discern God's mission in the world and, in response, to lead ministries of compassion, nurture, justice, and proclamation that support fullness of life for all people.
18. The ability to read the contexts of a community's ministry and creatively lead that community through change or conflict.
19. The ability to lead and encourage ministries of evangelism, service, stewardship and social transformation.

2014 "You Hem Me In Behind and Before" (M. Jacobs)

Knowledge and Skills Specific to Authorized Ministry

16. The ability to provide effective and appropriate pastoral care, and to equip and motivate others to share in these ministries.

2014 Encountering World Religions (J. Lawrence)

Knowledge and Skills Specific to Authorized Ministry

5. An understanding of other religions and their foundational documents.
10. The ability to engage in respectful ecumenical and interfaith dialogue.

2013 Advocate for a New World (B. DuBois, P. Byrd, R. and K. Henderson)

Personal and Professional Formation for Ministry

7. the ability to affirm the identities of others, including others very unlike oneself.

Knowledge and Skills Specific to Authorized Ministry

14. The ability to discern God's mission in the world and, in response, to lead ministries of compassion, nurture, justice, and proclamation that support fullness of life for all people.
19. The ability to lead and encourage ministries of evangelism, service, stewardship and social transformation.

2013 Leading Your Church into Spiritual Transformation: Becoming a Church Leader who can Create Deep Community, Awaken Spirituality, and Empower the Gifts and Ministries of Everyone (R. Farr)

Knowledge and Skills Specific to Authorized Ministry

9. The ability to engage in community leadership that is collaborative and transformative.

2012 Sabbath Living Every Day (J. Krisher)

Spiritual Foundations for Ministry

3. Commitment to life-long spiritual growth and practice, individually and in community.

2012 Faith Formation in the Local Church (S. Johnson)

Knowledge and Skills Specific to Authorized Ministry

16. The ability to provide effective and appropriate Christian education, and to equip and motivate others to share in these ministries.

2011 Practicing the Presence of God in Ministry (B. Epperly)

Spiritual Foundations for Ministry

5. Openness to continuing discernment of one's call in community.

Knowledge and Skills Specific to Authorized Ministry

14. The ability to discern God's mission in the world and, in response, to lead ministries of compassion, nurture, justice, and proclamation that support fullness of life for all people.

2011 Spiritual Autobiography (J. Lawrence)

Spiritual Foundations for Ministry

3. Commitment to life-long spiritual growth and practice, individually and in community.

Personal and Professional Formation for Ministry

8. the ability to engage in self-reflection and to seek and use feedback from others appropriately.

2010 Practical Spirituality: Making the Church a Spiritual Destination (B. McKay)

Spiritual Foundations for Ministry

5. Openness to continuing discernment of one's call in community.

Knowledge and Skills Specific to Authorized Ministry

14. The ability to discern God's mission in the world and, in response, to lead ministries of compassion, nurture, justice, and proclamation that support fullness of life for all people.

2010 Biblical Theology (D Cleaver-Bartholomew)

Knowledge and Skills Specific to Authorized Ministry

1. A thorough knowledge of, and personal engagement with, the Bible.

2. Skill with methods of biblical interpretation, including the historic interpretive traditions of the church and contemporary methods, particularly those from historically underrepresented communities.

7. The ability to analyze, evaluate, and integrate the biblical, historical, theological, and pastoral disciplines and practices in ways that contribute to fruitful and faithful Christian ministry.

2009 Healthy Congregations (B. DuBois)

"Socrates said 'Know Thyself' Cicero said, 'Control Thyself' Jesus said 'Give Thyself' What do you say?"

Personal and Professional Formation for Ministry

1. A healthy sense of self as shaped by God, community, and personal experience.

3. A healthy awareness of strengths, weaknesses and limits, and assumption of responsibility for one's body, mind and spirit.

6. Demonstrated moral maturity, including integrity in personal and public life and responsibility to self, family, church, and community.

12. The ability to function as part of a team, to give and receive supervision, and to mutually equip and motivate the community of faith.

2009 Ministry Through an Interim Lens (L. Carman Bodden)

Knowledge and Skills Specific to Authorized Ministry

18. The ability to read the contexts of a community's ministry and creatively lead that community through change or conflict.

2008 Modes of Discernment (B. DuBois)

Spiritual Foundations for Ministry

5. Openness to continuing discernment of one's call in community.

Knowledge and Skills Specific to Authorized Ministry

14. The ability to discern God's mission in the world and, in response, to lead ministries of compassion, nurture, justice, and proclamation that support fullness of life for all people.

2008 Family Systems Theory as it Applies to the Church (W. Gustafson)

General Knowledge and Skills for Ministry

4. the ability to perceive how a person's perspectives and interests shape communication, and to appreciate the virtues and limitations of those perspectives and interests.

6. The ability to apply basic concepts of psychology to the understanding of oneself, others, and human interactions.

9. the ability to analyze social, political, environmental, and economic dynamics, using the tools of the social and natural sciences.

2007 Spiritual Self-Care (B. DuBois)

Personal and Professional Formation for Ministry

3. A healthy awareness of strengths, weaknesses and limits, and assumption of responsibility for one's body, mind and spirit.

2007 Preaching (M. Lawson, M. Purnine, D. VanEpps)

Knowledge and Skills Specific to Authorized Ministry

15. The ability to preach the good news, lead worship and participate in the sacraments in a manner faithful to the broader Christian heritage and appropriate to the characteristics of a specific culture and setting.