



Mississippi Annual Conference
Licensing School
at Millsaps College

About Licensing School

The Mississippi Annual Conference Licensing School is administered by the Center for Ministry under the direction of the Conference Board of Ordained Ministry. Licensing School is designed to provide the basic educational and formational experience for persons preparing to serve as pastors of congregations. Licensing School students must receive approval as a Certified Candidate for ministry by their local church Charge Conference and the District Committee on Ordained Ministry before being admitted. Exceptions may be made at the request of a District Superintendent for those who will be Certified Candidates before the end of Licensing School. Registration forms must be signed by a student's DS, DCOM Chair, and Mentor before registration may be approved.



Karri Chaney

Program Coordinator

To reserve a room at the Cabot Lodge, or for questions about registration and payment, please contact Karri at ministry@millsaps.edu.

Tuition and Fees

Non-refundable Registration Fee: \$10.00/weekend

Cabot Lodge Costs (if reserved through the Center for Ministry:

Double Room: \$45.00/night (with a Licensing School or MSCOS roommate)

Private Room: \$90.00 per night

Registration and Hotel Reservation Deadline: Three weeks before class begins

Hotel reservation cancellations must be made by email to the Center for Ministry at least 48 hours before class begins, or payment for room will be due in full.



Licensing School Weekend Schedule

Fridays

3:00 - 5:00pm Lodging Check-In at Cabot Lodge

5:45 - 6:30pm Worship at the

Millsaps College Gertrude C. Ford Academic Complex

6:45 - 9:30pm Class at the Ford AC

Saturdays

8:00am - 12:00pm Class at the Ford AC

12:00 - 1:00pm Lunch Break

1:00 - 3:00pm Class at the Ford AC

Location

Millsaps College

1701 N. State St.

Jackson, MS 39210



**Rev. Paige
Swaim-Presley**

Director

For questions beyond registration or lodging, please contact Paige at swaimpk@millsaps.edu.

2019-2020 Licensing School Schedule*

September 6-7, 2019
United Methodist Tradition

September 27-28, 2019
Spiritual Formation

October 4-5, 2019
Worship and Sacraments

October 18-19, 2019
Worship and Sacraments

January 10-11, 2020
Preaching

January 24-25, 2020
Preaching

February 21-22, 2020
Leadership and Administration

March 20-21, 2020
To Be Announced

April 3-4, 2020
To Be Announced

April 24-25, 2020
To Be Announced

*Schedule is subject to change.

Honor Code

The Honor Code refers to our commitment as a Christian community to maintain academic honesty and integrity. The Honor Code of Licensing School requires that all material submitted by a student must be the student's own work. Violations include cheating, turning in someone else's work as one's own, copying and pasting information directly from the internet into one's own work without citation, and plagiarism, which is to knowingly claim the work of another person as one's own (including the lack of proper citation in a paper or other assignment). Any person found guilty of violating the Honor Code may be subject to one or more of the following actions: receiving a warning, failing the assignment, failing the class, being expelled from Licensing School. Regardless of what the action is, communication about the incident will be sent to the student's district superintendent and local pastor registrar. All students are required to abide by the Honor Code, and to seek to uphold the highest standards of academic and pastoral integrity.

Academic Expectations

Licensing School includes both class time with the instructor and coursework to be completed outside of the classroom, including pre-coursework. The Center for Ministry will email students their class assignments no later than two weeks before class begins. It is the student's responsibility to be aware of and to complete on time all assignments as instructed by their faculty member and syllabus. Licensing School faculty reserve the right to mark down or not accept late assignments. All completed written assignments must include a cover sheet, signed by the student's mentor, which is available on the Center for Ministry website. In case of electronic submissions, the cover sheet may be scanned and included as an attachment. Grade reports will be sent to the student's District Superintendent, DCOM Chair, and the Office of Spiritual Leadership.



Attendance Policy

Students must attend all hours of class to receive course credit. A student may miss up to 1.6 hours of class time due to illness or emergency and still receive credit for the course, *if* that absence is excused by the instructor and the director of Licensing School. A student missing more than 20% of class time for any reason *shall not* receive credit. Unexcused absences of any length of time may be cause for loss of credit or dismissal. In exceptional circumstances, students may request an incomplete for a course by contacting their instructor and the Licensing School director. Incomplete grades not resolved within 60 days will be recorded as an F.

Registration and Payment

Your registration form is not complete until it includes signatures from your district superintendent, DCOM chair, and mentor. If you pre-register online, your DS, DCOM chair, and mentor must email the Center for Ministry, or you must email, fax or mail your signed registration form to the Center for Ministry. Registration forms may be downloaded from the Center for Ministry website. Digital signatures are acceptable only on forms that are emailed. Your signed registration form must be submitted no later than two weeks before the beginning of class.

You must submit a separate registration form for each course in which you would like to enroll.

Each 8 hours of Licensing School includes a \$10 registration fee. You may pay your fee online when you register, or in person by check or cash upon arrival. You may also reserve lodging at the Cabot Lodge - Millsaps through the Center for Ministry at a reduced rate. You may pay for lodging online when you register, or in person by check or cash upon arrival. Hotel reservations must be cancelled at least 48 hours before class begins, or payment for your room will be due in full.

District Authorization

Licensing School is designed specifically for certified candidates preparing for their first appointment. Therefore, the MSAC Licensing School will not admit any student into a course unless his or her registration form has first been signed by the student's district superintendent, DCOM chair, and mentor. Students who do not receive proper authorization will not receive credit for any course they attend.

Cancellations and "No-Shows"

Unless a student officially cancels their registration before class begins, the student will be charged registration. A student's completed registration indicates their commitment to take the course. Registered students who do not show up for class, and do not communicate about their absence to the Center for Ministry, will receive a letter grade of "F" for the course. No refunds or credit will be given for students who are "no shows."

Licensing and Candidacy Process

The Center for Ministry is very excited to welcome you into this Licensing School community! However, our office does not oversee the rest of the candidacy, licensing, commissioning, associate membership, or ordination processes. For questions about your process, please contact the Office of Spiritual Leadership (601-354-0515) of the Mississippi Annual Conference.

Licensing School 2019-2020 Registration Form

Course Name: _____

Course Number: _____ Preferred Phone: _____ Cell/Work/Home

Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Birth Date: _____ Gender: _____ Title: _____

Educational Experience: _____ Date Completed: _____

Educational Experience: _____ Date Completed: _____

Emergency Contact: _____ Phone: _____

Annual Conference: _____

District: _____ Charge: _____

DS: _____ Local Pastor Registrar: _____

Do you need MSCOS to reserve Cabot Lodge lodging for you? (Includes both COS weekends.)

Double Room (\$90) Roommate Preference: _____

Single Room (\$180) No Lodging Reservation Required

Student Signature* _____ Date

***By signing above, I, the student, confirm that I have read and agree to the policies and guidelines of the Licensing School School as outlined in the most recent brochure, and to any additional policies set forth by the GBHEM, the Mississippi Annual Conference, and/or the Center for Ministry.

DS Signature _____ Date

DCOM Chair Signature _____ Date

Mentor Signature _____ Date