

Guidelines for Superintendents and Local Tutors Process of Accreditation

(Adapted from the Minutes of Conference 2009, pages 111 – 113)

6. The Conference draws attention to the following recommendations:

- a) All Local Preachers on trial will keep a portfolio of practical experience and present this to the Circuit Executive when seeking accreditation. This will include the number of services in which they have participated while they have been on trial, the way in which they have contributed, and the number of services at which their own minister was present.
- b) A resource lending library of books and tapes, *CDs and CD ROMs* will be established.
- c) An annual written report of every preacher on trial must be submitted to the Ministerial Secretary (*Rev Mervyn G Ewing*) by the Circuit Local Preachers' Meeting or, if there is no Circuit Local Preachers' Meeting, by the Circuit Executive, through the Circuit Superintendent.

7. The Conference recommends that, where possible, Local Preachers should be given the opportunity to conduct worship with their own minister present.

Guidelines for 'Faith and Worship'

8. "Faith and Worship" is the Local Preachers' Training course. Any questions should be referred to the Ministerial Secretary

- a. The candidate offering as a Local Preacher will follow the usual steps as set out in the [Manual of Laws \(2004\) paragraphs 4G.03 – 4G.04\(a\)](#).
- b. The Superintendent of the Circuit will appoint a Local Tutor to supervise and teach the course. The Local Tutor need not be a minister but must be qualified to teach and understand the commitment to a lengthy period of work. Note that if the Candidate is studying Faith & Worship at Edgehill College, the Circuit must still appoint a Local Tutor to assess all the other requirements and to act in a mentoring capacity.
- c. The names of Tutors and Students must be sent to the Ministerial Secretary who will act as the District Tutor. Full addresses and telephone numbers should be included.
- d. Each Tutor must have:
The Local Tutor's Handbook (Note: this document is currently under review and any queries should be addressed to the Ministerial Secretary) and Student Record Sheets.
In relation to Personal Identification Numbers, these are no longer issued in the Irish Conference. Should a student prefer a number for anonymity purposes the Local Tutor is at liberty to devise one, but must ensure records are kept that identifies that particular student with the number issued. *(This information should be passed to the Ministerial Secretary.)*

Each Student must have:

The course study material available from [No 9 Resource Centre](#);

The Personal Tool Kit available from [No 9 Resource Centre](#). *[NB this refers to any other books or resources used by the student]*

9 Requirements for Assessment

- a) The "Faith and Worship" assignments, marked by the Local Tutor and each including a Student Record Sheet.
- b) Two exegeses of set passages, marked by the Local Tutor, for each of the four sections on the Faith and Worship course, making eight exegeses in total.
- c) A 'Worship Portfolio' containing a personal reflection on four acts of worship at which the student was present, but not responsible for worship – [Personal Reflection Form](#)
- d) A report on two acts of worship for which the student was responsible. [Service Report Forms](#)
- e) A statement indicating how the student will address issues identified by these reports – *[You can write this on the back of the relevant Summary Sheet if you wish]*
- f) A transcript of a sermon from one of the reported services.
- g) All of the above will be in addition to the portfolio the student will present to the Circuit Executive when seeking accreditation *(as detailed above under 6a - Conference Recommendations)*.

Since Methodist Doctrine is based on John Wesley's standard *Forty-Four Sermons* and his *Notes on the New Testament*, candidates for appointment as Local Preachers are directed to read and familiarize themselves with them.

In addition candidates are required to read at least four books from the reading list outlined in the Minutes of Conference (2009) pp113. The candidate will also be examined orally as detailed in the Manual of Laws (2004) paragraph 4G.06.

Local Tutors

NB All Local Tutors are responsible for marking both Faith & Worship assignments and exegeses. If Local Tutors desire they can send a sample of assignments and exegeses to the Ministerial Secretary for moderation of marks.

Should the Local Tutor need further assistance or advice they ought to contact the Ministerial Secretary.