



UNITED METAPHYSICAL CHURCHES

# 2021

## UNITED METAPHYSICAL CHURCHES SEMINARY PROGRAM HANDBOOK AND CERTIFICATION PROGRAMS

Ordained Minister  
Church Administrator  
Spiritual Healing Practitioner  
Intuitive Practitioner  
Certified Metaphysical Teacher



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# TABLE OF CONTENTS

<b>COPYRIGHT, LEGAL NOTICE, AND DISCLAIMER</b>	<b>2</b>
<b>COMPLIANCE NOTICE</b>	<b>2</b>
<b>UMC MISSION AND VISION</b>	<b>6</b>
<b>UMC TENETS AND BELIEFS</b>	<b>6</b>
<b>UMC DELCARATION OF PRINCIPLES</b>	<b>7</b>
<b>UMC DNA</b>	<b>8</b>
<b>ABOUT UMC</b>	<b>9</b>
<b>UMC SEMINARY AND RETREAT CENTER</b>	<b>10</b>
<b>UMC CONTACT INFORMATION AND ADDRESS</b>	<b>10</b>
<b>RIGHT OF PROGRAM PARTICIPATION EXCLUSION AND DENIAL</b>	<b>11</b>
<b>UMC MORALITY CLAUSE</b>	<b>11</b>
<b>CERTIFICATION STUDY PROGRAMS</b>	<b>12</b>
<b>OTHER STUDY PROGRAMS</b>	<b>12</b>
Continuing Education	12
Retreat Students	12
<b>SEMINARY STUDY OPPORTUNITIES</b>	<b>13</b>
Regular Seminary Study Sessions	13
Weekend Seminary Intensive	13
UMC Online Courses	13
UMC “On the Road” Seminary	14
<b>THE REV. GLADIS R. STROHME SCHOLARSHIP</b>	<b>14</b>
Working Scholarship Requirements	14
Application Deadlines	14
Donations	14
<b>UMC PROGRAM INFORMATION</b>	<b>15</b>
Academic Records – Access and Privacy	15
Certification	15
Course and Program Requirements	15
Disclaimer	16
<b>EXTERNAL PRACTICUM REQUIREMENTS</b>	<b>16</b>
Ministerial Program Student Requirements	16

Intuitive Practitioner Program Student Requirements	18
Healing Practitioner Program Student Requirements	18
ANNUAL STUDENT EVALUATION FORM - ALL CERTIFICATION OR ORDINATION STUDENTS	18
FACULTY MENTORS	19
FBI FINGERPRINT AND BACKGROUND CHECK REQUIREMENT	19
KEY TO ABBREVIATIONS AND TERMS	20
PLACEMENT OF UMC CERTIFICATE HOLDERS	20
ORDINATION	21
ORDINATION BY SANCTION	21
SEMINARY ELIGIBILITY REQUIREMENTS	21
STUDENT GRIEVANCES	22
STUDENT SERVICE REQUIREMENTS	22
Seminary Session Activities with Required Participation	22
Seminary Session Activities with Optional Participation	22
TEXTBOOKS	23
UMC GRADING SYSTEM	23
ATTENDANCE REQUIREMENTS	23
TIME-FACTOR FOR COMPLETION OF STUDY PROGRAMS	24
TRANSFER OF OTHER SCHOLASTIC CREDITS	24
WHAT TO BRING TO CAMPUS	24
UMC EDUCATION DEPARTMENT RIGHT OF PROGRAM EXCLUSION	25
TUITION AND FEES	25
Application for Certification Fee	25
Application for Ordination Fee	25
Application for Ordination by Sanction Fee	25
Course Registration Fees (Tuition)	25
FBI Fingerprint and Background Check Fee	26
Master Application Fee	26
Room and Meals	26
UMC Global Membership and Certification Renewal Fees	27
Withdrawals and Fee Refunds	27

<b>UMC CERTIFICATION STUDY PROGRAMS</b>	<b>28</b>
Ministerial Study Program	28
Ministerial Program Requirements	28
External Practicum Requirements	28
Sermon Requirements	28
First Year Courses for the Ministerial Program	29
Second Year Courses for the Ministerial Program	30
Third Year Courses for the Ministerial Program	30
Ordination Details	31
Ministerial Applicant Ordination Forms Summary	31
Intuitive Practitioner Study Program	33
Intuitive Practitioner Program Requirements	33
External Practicum Requirements	33
First Year Courses for the Intuitive Practitioner Program	33
Second Year Courses for the Intuitive Practitioner Program	34
Spiritual Healing Practitioner Study Program	36
Healing Practitioner Program Requirements	36
External Practicum Requirements	36
Courses for the Spiritual Healing Practitioner Program	37
UMC Church Administration Study Program	39
Church Administration Program Requirements	39
External Practicum Requirements	39
Courses for the UMC Church Administrator Program	39
Metaphysical Teacher Certification Program	41
CMT Program Requirements	41
External Practicum Requirements	41
First Year Courses for the Metaphysical Teaching Program	41
Second Year Courses for the Metaphysical Teaching Program	42
Retreat Studies Program	43
Continuing Education Program	43
Ordination by Sanction Study Program	44
 <b>UMC COURSE DESCRIPTIONS</b>	 <b>46</b>

## UMC MISSION AND VISION

**Mission:** Our purpose is to teach and practice the science, philosophy and religion of Divine Metaphysics to promote the love and oneness of God within each of us.

**Vision:** Becoming a worldwide beacon of love through our philosophy, education and religion of Divine Metaphysics.

## UMC TENETS AND BELIEFS

We believe that GOD is Infinite Intelligence, in All, through All, and is All, rather than existing as a personified being.

We take the Bible seriously but not literally, due to the discrepancies in the translations and lack of historical documentation.

We respect the sacred books of different world religions and acknowledge them in the same manner as the Bible.

We do not deny the Divinity of Jesus, the Christ. However, we also do not deny the Divinity of any other person. The belief in the historical Doctrine of Vicarious Atonement is not in accordance with our Fourth Principle which states that each person is individually responsible for his or her own life.

We believe that Heaven and Hell are not geographical places to which to go after death but are states of consciousness which are just as relevant to us while in the physical realm as after our life transition.

We believe, in accordance with our Sixth Principle that communication with the so-called dead can be demonstrated both by mental and physical mediumship.

## UMC DECLARATION OF PRINCIPLES

1. We believe in God as Infinite Intelligence.
2. We believe that the phenomena of nature, both physical and spiritual, are the expression of Infinite Intelligence.
3. We affirm that a correct understanding of such expression and living in accordance therewith, constitutes a true religion.
4. We believe in personal responsibility and that we create our own happiness or unhappiness as we live in harmony or discord with natural, physical and spiritual laws.
5. We affirm that the existence and personal identity of the individual continues after leaving the physical world.
6. We affirm that communication with Spirit is a natural experience and is demonstrated through mediumship.
7. We affirm that examples of prophesy and healing found in the Bible and other Sacred Texts are divine attributes found in all people.
8. We believe that the highest morality is contained in the Golden Rule: *"Do unto others as you would have them do unto you."*
9. We affirm that the doorway to reformation is always open to any soul here or hereafter.

## UMC DNA

(Based on JMT DNA from John Maxwell)

1. **Value all people** - Our world and our perception changes when we learn to add value to the lives of others and being able to lead with love and service.
2. **Living Intentionally**- Living a life of intention will help bring a person's path into focus and give a life of meaning. When we focus on what we can do today, opportunities that we never saw before will appear before our eyes.
3. **Exceed Expectations**- Giving more than expected will accelerate your spiritual growth, give meaning to your life, and support the entire UMC organization and its mission.
4. **Growth Focused**- Growth supports energy, which is essential to live. The more we know, the more we realize we don't know. Constant and never-ending improvement should be embedded in our DNA.
5. **Demonstrating a Positive Attitude**- As you grow spiritually, you will realize that everything does truly happen for a reason- even if it isn't currently apparent. Good will come out of every situation. Demonstrating a positive attitude will help foster that vision and relieve stress, worry, and anxiety.
6. **Transformation**- Kindness and forgiveness transform everything. Letting the past go, will help you make peace in the present. Ask what in yourself is being mirrored in the other person. What are they teaching you?
7. **Equipping Others**- The best way to help others is to equip them with the right tools and knowledge so that they are empowered to become leaders within the community.
8. **Leading by Example**- The more leaders we have, the better. Some people confuse being a leader with having a power position, which is false. Being a leader is all about influencing ourselves and those around us to be the best they can be.
9. **Model Consistency**- Despite the circumstance, remain with perseverance and commitment. We stay centered and act out of love; not react out of fear.
10. **Be A Person of Faith**- Whatever our faith, background or belief is everyone is welcomed and loved at United Metaphysical Churches where diversity is truly an asset. Having faith can be faith in God, the Universe, the Light, your higher self. It is that force that draws every leader to change, to help others, to grow, and to influence others to do the same; while realizing your true power is Divine.



## ABOUT UMC

In addition to its fine scholastic theological ministry programs, UMC furthers the concepts of Divine Metaphysics by chartering Study Groups and Churches, as well as providing a seminary educational program for Divine Metaphysical students who desire to become:

Ordained Ministers [M]

UMC Commissioned Spiritual Healing Practitioners [H]

Commissioned Intuitive Practitioners [I]

UMC Certified Church Administrator [ADMIN]

Holders of Certificate of Metaphysical Teaching [CMT]

Former graduates holding earned certificates are warmly encouraged to participate in the *Continuing Education* [CEd] program. Individuals not seeking certification are sincerely welcome to enroll in any of the presented courses as resident *Retreat*[R] students, abiding by all general student regulations and fees.

The United Metaphysical Churches [UMC] high quality academic seminary program is designed carefully and established to give each of its certified graduates a thorough, well-rounded, pastoral knowledge of what is required for any UMC Healing Practitioner, Intuitive Practitioner, Metaphysical Teacher, Church Administrator, or certified Ordained Minister who wishes to assume the responsibilities in any local church or community institution.

It is the high calling of the UMC organization to thoroughly train and instill a high sense of accomplished pride within each of the ordained graduates, seeing that they have passed the rigorous challenges, standards, and education of such a nationally recognized ministerial educational establishment.

Ordination papers, quickly obtained through means such as overnight computer internet systems, registration at a municipal office with little or no physical participation in any sort of appropriate formalized education program, do not resemble, in any form, the high caliber program of ministerial Divine Metaphysical training provided by the UMC organization.

UMC will not recognize ordinations received via non-academic, internet, fee only programs for Ordination by Sanction into the UMC Ministry.

As a nationwide organized religious denomination which is listed in the *Cumulative List of Organizations*, UMC is described in Section 170-C of the U.S. Internal Revenue Code of 1986 as a central organization holding a group exemption letter, whose subordinate units are covered by the group exemption and are also included as having contributions deductible, even though they are not separately listed. The UMC denomination was legally organized in 1964, in the state Michigan. All authority concerning the granting of certification in the denomination's seminary programs rests with the National Board of Trustees of The United Metaphysical Churches.

## UMC SEMINARY AND RETREAT CENTER

The United Metaphysical Churches denominational center is nestled at the foot of the Blue Ridge Mountains, Roanoke, Virginia. It is located a few minutes from the Blue Ridge Parkway, the Natural Bridge and nearby caverns. In this natural wonderland, the UMC Center is the in-residence campus for all Seminary, Retreat Study and Weekend Seminars. Nearby Salem, Virginia, offers delightful antique shops, museums and other attractions. The ever-illuminated Roanoke Star, located high on one of the surrounding hills, can be seen for miles, day or night.

All who seek an in-depth spiritual pathway and have a desire for expanded inner peace are cordially invited to join at some level into the activities at which some of the finest teachers, Ordained Ministers, Intuitive Practitioners and Spiritual Healing Practitioners can be found, sharing their knowledge, wisdom, and spiritual 'gifts' and love.

Per the UMC National Board of Trustees only certified service dogs are allowed in the UMC lodging facilities.

## UMC CONTACT INFORMATION AND ADDRESS

### *UMC National Headquarters and Seminary*

1488 Peters Creek Road, NW, Roanoke, Virginia 24017

[www.unitedmeta.org](http://www.unitedmeta.org)

#### **MAIN OFFICE**

Email: [info@unitedmeta.org](mailto:info@unitedmeta.org)

Phone: 540-562-4889

#### **EDUCATION DEPARTMENT**

Email: [education@unitedmeta.org](mailto:education@unitedmeta.org)

Phone: 540-650-9210

UMC maintains and promotes equal employment and educational opportunities without regard to race, color, sexuality, age, sexual preference, religious background, physical handicap, national origin or other non-merit factors.

## RIGHT OF PROGRAM PARTICIPATION EXCLUSION AND DENIAL

The UMC National Board of Trustees reserves the right to deny Certification and/or Ordination, as well as to initiate denial of participation in further study opportunities to any active student who engages in behavior unbecoming a representative of UMC. The Board also reserves the right to investigate all allegations of character concerns or academic misconduct to include but not limited to on-going textual plagiarism in required work, inability to satisfy required assignments, inability to maintain proper attention/respect in class, unacceptable and offensive personal behavior or conduct, apparent use of illegal drugs, alcohol abuse, mental, emotional or physical abuse of others, damage or abuse of UMC property, disorderly conduct or appearance or other reported ethical infractions.

Demonstrating harmful language or behavior against any other member of UMC will not be tolerated and carries with it the possibility for a student's immediate dismissal from the study programs and possibly receiving a status of 'Not in Good Standing' with UMC.

If the FBI Fingerprint and Background Check reveals serious offenses in a person's history, the UMC Board of Trustees will determine if the offenses are adequate cause for the person's dismissal and complete disconnection with the UMC organization.

## UMC MORALITY CLAUSE

Students seeking certification and/or ordination must appropriately demonstrate the following qualities that characterize one who is in service for and with others:

- A desire to be of service to others with a willingness to be 'on call' at all times.
- An ability to take healthy care of one's self: mind, emotions and body, while also lovingly and generally caring for those aspects in others.
- Living a healthy, spiritually 'alive' way of life.
- Being open to needs of others: supplying visitation, support and encouragement when appropriate.
- An ability to listen and respond empathetically and appropriately to the expressed thoughts and feelings of others.
- At least 6 months prior submitting application for certification/ordination in any UMC program, the student is responsible for submitting an FBI Fingerprint and Background Check Report to the designated chair or co-chair of the UMC Education Department.
- A willingness to teach the ***Principles of Divine Metaphysics*** and to practice the ***Tenets and Beliefs of UMC***.

The Education Department will notify and discuss any reported infractions of the Morality Clause for a student with the UMC National Board. Behavior deemed detrimental to the person's success and not reflective of the UMC Tenets. Declaration of Principles, or DNA will be expected to be resolved to continue with the program. Finally, the UMC National Board reserves the right to refuse certification or to revoke previously issued certification to any such student.

## CERTIFICATION STUDY PROGRAMS

As a national spiritual religious denomination promoting mutual aid and cooperation in all matters relating to the phenomena, science, philosophy and religion of Divine Metaphysics, UMC has created study programs in order to achieve and maintain high standards and continuing improvement of the ministry and understanding of Divine Metaphysics.

Five of these study programs lead to certification by UMC as (1) ***Commissioned Intuitive Practitioner*** [I], (2) ***Commissioned Spiritual Healing Practitioner*** [H], (3) ***Commissioned Metaphysical Teacher*** [CMT], (4) ***Certificate of Ordination*** and (5) ***Certificate of Ordination by Sanction***. In addition, the certification in (4) Ordination [M] and (5) Ordination by Sanction [OBS] carry the possibility of receiving UMC Board approval to become a ***UMC Ordained Minister*** or ***UMC Minister Ordained by Sanction***, holding the legal status to officially marry couples.

These five Study Programs are presented in 2-one week long regular Seminary Sessions, a Seminary Weekend Intensive and from time to time UMC “On the Road Seminary” sponsored by UMC churches.

## OTHER STUDY PROGRAMS

**Continuing Education:** is strongly encouraged by UMC for its formerly certified graduates in Divine Metaphysical Study Programs, who are no longer just ‘beginning to know’ living with Divine Spirit in their hearts and minds as beautiful reality. These individuals return, enrolling in more recent seminary classes that have been added to the curriculum since the individual first received Certification. Continuing Education students, with the agreement of the course instructor, may also choose to audit courses previously taken. You must receive the prior approval of the course instructor to audit.

**Retreat Students:** All other interested Divine Metaphysical students are welcome to the UMC Seminary Center to enroll and attend any Seminary session as *Retreat Students* [R]. These students are expected to abide by all general regulations concerning available seminary residence, campus conduct, and session fees. *Retreat students’* courses will not be considered completed unless the final exam is taken and passed successfully, or the student receives a ‘**PASS**’ rating by the teacher of that class.

For these who have already been recognized by receiving UMC Certifications—as well as those who are advanced Retreat students—the choice to enroll or *audit*, any of the certification Required or Elective program courses, is the personal decision of the individual. Prior permission of the course instructor is required to audit a class. Certain courses offered by UMC Education Department as Electives, are advanced experiences for the ‘spiritually progressed’ student, on a higher level of Divine Metaphysical understanding, and are designed for those who are seeking to master yet another Spiritual Tool for expansion of Progression awareness. Other advanced classes may be added to the curriculum.

Within five years of completion of any individual UMC Study Course, *Continuing Education* and *Retreat* students may apply successfully completed courses toward the credit requirements for the eventual earning of Certification in any of the other UMC Study Programs. However, if five years have lapsed

since a student's last participation in a UMC Seminary program, all previously earned credits will be forfeited and not available for use towards satisfaction of Certification requirements.

Certification and Ordination in any aspect of UMC ministry carries with it a sacred trust to provide spiritual advice and consultation of the highest honor and caliber. Therefore, the education and training of candidates in general ministry is of paramount importance to UMC. The programs outlined in the following pages present the student with the opportunity to attain his or her own solid foundation with which to fully accept the responsibility of appropriate and loving ministry for and with others.

## SEMINARY STUDY OPPORTUNITIES

### Regular Seminary Study Sessions

Two annual Seminary week long sessions are offered at the Roanoke UMC National Headquarters in Spring and Fall. To become UMC Certified, courses must be taken in residence during these regular seminary center sessions. Only the UMC Education Department approved as qualified course instructors and are chosen to teach each specific class.

### Weekend Seminary Intensive

An intense Weekend Seminary is offered generally in conjunction with the UMC June Board meeting. Required and Elective courses are scheduled. Full academic credit is given for successful completion of each class taken. Optional 'Spirit Circle' and private Readings are frequently offered for separate fees. These optional opportunities require advance reservation and appointments must be made through the UMC Office.

**NOTE: Advance registration for classes a minimum of 10 DAYS prior to the start of the *Weekend Seminary Intensive* is REQUIRED. Classes where students have not registered 10 days prior to the scheduled class will be cancelled. Students without pre-registration may be surprised that advertised classes have been cancelled due to lack of adequate prior registrations. This is done in consideration of course instructors who often need to travel long distances to the Roanoke Campus.**

### UMC Online Courses

In addition to the on campus regular Seminary Sessions, Weekend Seminary Intensive and UMC "On the Road" opportunities, there are required home-study online courses for each certificate program. These courses will be taught live over the internet so that the student may have the same interactive experience as during regular seminary study sessions.

These online courses are individually packaged and the fee for each is the regular published class price. Each course is complete with instructional literature for the student to read, followed by appropriate questions to answer. The same rules and regulations apply to online courses as regular seminary study sessions.

When completed, the course instructor will review the student's responses, assign the final grade, and record the grade, which will be shown on the student's transcript.

### UMC “On the Road” Seminary

UMC “On the Road” Seminary courses may be provided at sponsoring locations from time to time. Only approved course instructors with the approval of the UMC Education Department may provide seminary credit classes.

Any UMC “On the Road” classes have the same fee and total credit hour requirements as on campus courses. The sponsoring organization will receive \$20 per student of the current \$100 per course fee.

Full transcript credit is given for successful completion of any ‘On the Road’ Seminary courses. Select courses are available at remote locations depending on the approval of UMC and the availability of approved faculty teachers.

### THE REV. GLADIS R. STROHME SCHOLARSHIP

To honor over seventy years of dedicated and loving service demonstrated by beloved Teacher, Medium and Minister, Reverend Gladis R. Strohme (October.14,1914-June 6, 2006), who established education programs, supported and trained Ministers, Mediums and Healers in the United Metaphysical Churches and other nationally recognized organizations, the *Rev. Gladis R. Strohme UMC Seminary Student Scholarship* was established in October 2007.

#### Working Scholarship Requirements

All students of the UMC Seminary Certification programs, excluding *Continuing Education and Retreat students*, are eligible for consideration if they hold Local UMC or Global UMC Membership. Funds granted are received as direct payment to the UMC Office. Scholarships may be granted for up to a maximum of 4 classes and covers 50% of the published cost for Room and Meals. Scholarship recipients local to the UMC Campus are eligible to have 50% of the published cost for Meals covered.

As service to the people is a great part of all UMC Certification and Ordination Programs, UMC has a Service component in conjunction with the scholarship financial award as follows:

- Recipients are required to assist in the cafeteria, as requested by the Education Department.
- Recipients act as monitor to sign in students for the required AM meditation and PM student service practicum each day.

#### Application Deadlines

*Scholarship Application Forms* must be completed and submitted directly to the UMC Education Department by March 1<sup>st</sup> for Spring Seminary [April] and September 1<sup>st</sup> for Fall Seminary [October]. Forms are available from the Education Department

#### Donations

Tax-deductible donations to the Strohme Scholarship Fund are greatly appreciated and may be mailed directly to the UMC Office, payable to UMC, clearly designated for the Strohme Scholarship fund.

Much gratitude is extended to the anonymous donors who contribute generously to the **Rev. Gladis R. Strohme Scholarship Fund**. The Scholarships provided through such loving gestures have kept the Seminary opportunity available for students since June 2006.

## UMC PROGRAM INFORMATION

### Academic Records – Access and Privacy

In accordance with the Family Educational Rights and Privacy Act of 1974, students have the right to see their academic records in the UMC Education Department office. These records will not be released to any other individual or organization, except by the student's written request. For additional information regarding this policy, please contact the UMC/Education Department.

Personal Directory information will be routinely released by the UMC/Education Department organization in printed annual Convention material. *Students may request that personal information be withheld.*

### Certification

Certification is not automatically conferred after all academic requirements are completed. First hand observations of attitude, service, participation, performance and suitability are made by Education Department Faculty over the term of program study, review of the Annual Student Evaluation Forms submitted by the student's Pastor, or approved Student Advocate, program progress and the completed academic requirements are all taken into consideration in making the decision to grant certification.

### Course and Program Requirements

Study Program students are expected to satisfy the certification requirements that are outlined in the ***Seminary Program Handbook*** that was in effect at the time of attendance at the first seminary session for that program. These dates are based on the specific areas of study the student elected on the Master Application when joining the program. However, the UMC National Board may add or subtract required courses to/ from the program requirements.

**NOTE: If a course changes status from required to elective and is still being offered, the student is still required to satisfactorily complete that course if it was included in their Program at the time of admittance to that program.**

Program classes are labeled required or elective. Each course is designed to build the knowledge base of the student and is assigned the program year it is to be completed. If courses are taken out of sequence, a student might lengthen the time to achieve final certification and/or Ordination.

In all programs, including the Retreat and Continuing Education programs, whether a course is required or an elective, the course will not be considered completed unless the student takes and passes the Final Exam or receives a 'PASS' designation from course instructor. Elective class transcripts also carry with them either a Final Exam Grade or a Pass/Fail designation.

Students must complete and file an Application for Certification with the associated fee with the UMC Education Department for each level of achievement of a program or for a specific program certification no later than April 1<sup>st</sup> of the year they expect to receive that designation. Applications filed after April 1<sup>st</sup> will not be presented to the UMC National Board until the following year.

The UMC Education Department administers and tracks student participation and progress in Seminary Programs, required practicums and external participation in the Student Transcript. The UMC Education

Department meets after the Spring Seminary session to review applications, program compliance and to prepare recommendations to the UMC National Board.

Please note that all program requirements must be completed before the UMC Education Department presents the request for Certification or Ordination to the UMC National Board. These recommendations are presented once a year at the June Board Meeting. The UMC National Board is the body that determines and grants all Certifications and Ordinations. Just completing classes does not guaranty approval for Board Certification, Ordination, or recognition.

#### Disclaimer

It is incumbent that all UMC Certificate Holders and Ordained Ministers be knowledgeable and comply with the laws of the State, County and Locality in which they reside or practice, as they vow such loyalty upon completion of training regarding UMC Constitution and Bylaws (UMC Loyalty Oath). This directive is placed for the legal protection of the individual, his/her local church, as well as the UMC Denomination.

UMC is not responsible for payment of any legal court costs, fines or financial penalties for which an individual UMC Certificate holder or Ordained Minister might become liable.

## EXTERNAL PRACTICUM REQUIREMENTS

Serving local churches and organizations with high quality ministry (whether as minister, intuitive practitioner or healing practitioner) is the aim of the UMC Seminary and Educational programs for each program graduate. To coordinate training for this potential service, as well as to monitor that there is appropriate loving ministry and dedication being performed at the local church level, at UMC seminary sessions and at any non-UMC venues, external practicum requirements, sermon delivery, and any requisite forms or other records are expected to be routinely completed.

Each student who is admitted to the UMC Seminary training programs is required to adhere to all External Practicum guideline for the programs they participate in, to serve his/her local church or study group, as well as to be available for service whenever asked to do so by the organization/church Minister or approved Student Advocate. If you do not have regional access to a local UMC church, it is your responsibility to contact the Education Department to arrange approval of a Student Advocate.

### Ministerial Program Student Requirements

#### General

Serve as Usher 12 times, serve as Liturgist 12 times, 12 written sermons submitted for review, and acceptance by the Sermon Review Team, 12 sermons publicly delivered with Minister/Supervisor documentation of presentation, submission of the Annual Student Evaluation Form no later than the last day of January of each year enrolled in a program.



## *Sermons*

Sermons presented during Seminary Evening Student Practicum Worship Services are eligible for inclusion in the 12 required sermons to be publicly presented. Sermons delivered publicly outside of Seminary Student Practicum Worship Services must be date/place documented by the Local Church Minister or approved Student Advocate and must be ranked as: Excellent, Good, Fair or Poor.

Themes of all submitted sermons are to be based in the Divine Metaphysical interpretation principles from any of the UMC three Online Bible Courses [Old Testament, New Testament and Book of Revelation]. In order to have the theme of the sermon to be considered successful, the THEME of the question and answer chosen as the source from one of the Correspondence Courses needs to be effectively illustrated by the content of the sermon utilizing the metaphysical interpretation of the lesson chosen. Indicate the source question of your theme for the Sermon Evaluation Team but do not include it in the body of your sermon. This will insure that the Sermon Review Team clearly understands the theme you intended.

Please note that the UMC Seminary does not allow props, visual aids or other such devices in sermons as part of our program. This decision was made in the interest of providing a solid foundation in writing and delivering good, metaphysical sermons illustrating the metaphysical message of the scripture to a congregation. Although such devices can be effective, they can also become the focus of the sermon rather than the message of the scripture so we have elected not to allow it even though it may be allowed in your home church or organization.

At least one of the twelve sermons shall emphasize the Divine Metaphysical-Christian Year celebration days, such as Easter or Christmas.

As a word of caution, when other sources such as literature, quotations, written remarks or passages created by other persons or documents, those items must have the source specifically named, referenced and identified in the sermon. Sermons submitted to the UMC Education Department and assigned to the Sermon Review Team are processed through plagiarism checking software. Any occurrence of plagiarism will bring negative attention and possible academic sanction. In verbal delivery of a sermon, verbal credit to such other source should be clearly stated as well.

Students are required to have completed Sermon Prep and Delivery I and preferably Liturgy and Platform Decorum to be eligible to deliver sermons at Seminary Evening Student Worship Services. This is in the student's best interest. The UMC Education Department at its sole discretion makes the final determination on who will deliver sermons at the Seminary Sessions based on student progress and records.

Ministerial students must submit their sermons and have them accepted and approved before Application for credentialing will be accepted. The 12 sermons are due as follows:

- Four by the end of the 1st program year
- Four by the end of the 2nd program year
- Four no later than the last day of Spring Seminary of the year ordination is anticipated.

### Intuitive Practitioner Program Student Requirements

Serve as Message-Bearer 12 times and submission of the signed External Practicum sheets to the Education Department. Participation at Seminary optional Mediumship practicum is not eligible as External Practicum. Serving as a message bearer at the Seminary Evening Healing Service Practicums are eligible for consideration as one of the 12 required.

Fees may not be charged and individually retained by student Mediums as if they represent UMC, unless the Education Department or UMC Board has permitted such activity. The public must be informed of the student status in Mediumship presentation prior to Mediumship Certification. Donations for such message-bearing practices that revert to the local church or the UMC Center are acceptable. UMC has no control of fees beyond the UMC Churches and Study Groups.

### Healing Practitioner Program Student Requirements

Submit 6 notarized testimonial letters of healing, serve as Healer 12 times and submit the signed External Practicum Sheets and Notarized Healing Letters to the UMC Education Department. Serving as a healer at the Seminary Evening Healing Service Practicums are eligible for consideration as one of the 12 required.

For legal purposes, the UMC Approved method of healing is a no touch methodology. Please refer to the Healer Handbook provided to all UMC Healing Program students for more information. Copies of the Handbook can be obtained from the UMC Education Department Office.

## ANNUAL STUDENT EVALUATION FORM - ALL CERTIFICATION OR ORDINATION STUDENTS

The *Annual Student Evaluation Form* must be received by the UMC Education Department from the UMC Pastor or Approved Student Advocate no later than the last day of January each year the student is enrolled in any Certification or Ordination Program. This is to be completed by your local UMC church Pastor or a Student Advocate where there is no UMC church available in your home area. It is the student's responsibility to contact the UMC Education Department to arrange approval of a Student Advocate for students who do not have access to local UMC churches.

This annual report becomes a part of your permanent transcript and academic record. This informational feedback from the UMC local church Pastor or the Student Advocate from another recognized religious, metaphysical or new age organization is given serious consideration as to whether or not the potential graduate is to be recommended by the Education Department to the UMC Board of Trustees for final approval to receive Certification or Ministerial Ordination. It is the student's responsibility to deliver this form to their UMC Church Pastor or approved Student Advocate.

Failure to have this *Annual Student Evaluation Form* submitted, might delay your progress in the program you are enrolled in.

## FACULTY MENTORS

Every student entering a specific study program will be assigned a Faculty Mentor (Advisor) who will personally assist that student throughout his or her academic program. Retreat students may request to have a Faculty Mentor assigned.

At each Seminary Session all students receive a **Student-Mentor Seminary Questionnaire** form in their Registration Folder. Each student is responsible for completing this form and setting an appointment during the seminary week to meet with his/her assigned Mentor. The Mentor will file the form with the Education Department Office. The signed original is filed in the student's academic folder in Education Department Office.

All students are encouraged to ask their Mentor for advice and receive guidance or assistance dealing with specific problems or concerns. These advisors can be trusted to conduct all such personal exchanges with honorable discretion and privacy.

At any time, whether during seminary sessions or at home, all students are encouraged to contact any of the Members of the Education Department for assistance in any matter.

## FBI FINGERPRINT AND BACKGROUND CHECK REQUIREMENT

All applicants for Certification in the four UMC Certification Study Programs [Minister, Medium, Healer, Certificate of Metaphysical Studies], will be required to submit an **FBI Fingerprint and Background Check Report** to the Chair or the designated Co-Chair of the UMC Education Department at least 6 months prior to final Application for Certification or Ordination. This report will be held in complete privacy and security and stored in a locked safe. The cost for this is the responsibility of the student and it is a requirement for certification. This process is only required once.

This requirement is a requirement for Certification and Ordination by UMC National Board of Trustees. Please be advised that the UMC National Board of Trustees has advised each chartered UMC Organization of this Seminary requirement. Each UMC chartered organization is to determine the process of due diligence required for their specific Local Member Organization in accordance with any UMC Policy in effect and the local, state and Federal laws in effect for their location

## KEY TO ABBREVIATIONS AND TERMS

<b>CEd</b>	Continuing Education
<b>CMT</b>	Certified Metaphysical Teacher
<b>H</b>	Spiritual Healing Practitioner Program
<b>I</b>	Intuitive Practitioner Program
<b>M</b>	Ordination (Ministerial) Program
<b>ADMIN</b>	Certified UMC Church Administrator
<b>NGS</b>	Not in Good Standing
<b>OBS</b>	Ordination by Sanction Program
<b>R</b>	Retreat
<b>RM/BRD</b>	Room & Meals
<b>Tools Class</b>	Classes in which physical materials & concepts are used by Spirit to effect communication

## PLACEMENT OF UMC CERTIFICATE HOLDERS

The UMC denomination currently does not appoint certified/ordained Ministers, Intuitive Practitioners or Healing Practitioners to assigned local church positions. Regularly, requests for trained UMC ministry personnel are received by the UMC Board of Trustees from throughout the United States. At such times, the Board does make recommendations that might enable appropriate placement of individuals into ministry.

Certified UMC graduates have the opportunity and the freedom of their own self-authority to be of service in churches or start their own church based upon the high quality of ministerial training that they have received. Remaining in good standing by annually renewing one's certification and abiding by the statutes stated in current *UMC Constitution and Bylaws* are the principles by which all UMC Ministers and Certificate holders remain properly suited to conduct their own ministry with and for others.

## ORDINATION

Ordination is not an honor automatically conferred merely after academic requirements are completed. Ordination as a Minister in the **United Metaphysical Churches** denomination implies a solemn and significant responsibility on the part of the recipient. Department Faculty over the term of program study, review of the Annual Student Evaluation Forms submitted by the student's Pastor or approved Student Advocate, program progress and the completed academic requirements are all taken into consideration in making the decision to grant certification

## ORDINATION BY SANCTION

Any person ordained to the ministry of any other religious sect, denomination or other religious organization shall not be deemed an ordained minister within the meaning of the provisions of UMC Ordination, unless the person shall receive Ordination by Sanction [OBS] from the United Metaphysical Churches [UMC]. Eligibility for UMC, OBS is handled on a purely individual basis and is at the sole discretion of the UMC Board of Trustees.

## SEMINARY ELIGIBILITY REQUIREMENTS

Students seeking UMC Seminary Certification must have a minimum of a high school diploma or equivalent, be at least 18 years of age, must agree to become a UMC Global Member at registration, to be eligible for admission to the UMC Seminary Program. *\*Retreat and Continuing Education students are exempt from this requirement.*

Upon Registration for the first seminary session, all study program students must complete the provided *Master Application* and include the one-time initial master application fee of \$25 payable to UMC, which includes the first year of UMC Global Membership. Retreat and Continuing Education students also need to submit a completed *Master Application* information form upon registration but are not required to pay the \$25 fee.

All certification program applicants should be prepared to supply a copy of the high school diploma or equivalent, as well as college transcripts or additional course work completed through other regular academic organizations, metaphysical, Spiritualist or New-Age denominational groups.

With the Master Application Form, the new student will be asked if he or she has ever received Ordination or Religious Degree from any other religious sect, group, or denomination. If so, that Applicant may be considered by UMC as an applicant for *Ordination by Sanction* [OBS] and shall follow the guidelines for UMC Ordination following those OBS Guidelines. UMC does not recognize certification or ordination from non-academic sources.

## STUDENT GRIEVANCES

The established campus process for a student with a troubling challenge is to consult with his/her Mentor for guidance first. At that time, they decide any next steps together. One option is that another Mentor might be taken into confidence in order to resolve the issue, especially if it concerns another student or teacher.

After consultation with the Mentor, if major concerns remain unresolved, a student may place his/her personal situation in writing and present it to the UMC Education Department and/or to the Secretary of the UMC Board of Trustees who will present it to the National Board. Each submitted issue will receive attention and the student will receive a response, as is reasonable.

## STUDENT SERVICE REQUIREMENTS

### Seminary Session Activities with Required Participation

Participation is required by each student and will be monitored for

- Kitchen Duty
- Morning Meditation
- Evening Healing and Worship Services

Lack of participation in the required service activities will result in loss of one letter grade in the Ethics Class on the student transcript and may indicate to the faculty and UMC Education Department that the student is not ready for the level of service required for our ministers and certificate holders or is not suited to the certification being pursued. Dedication to Service and trustworthiness is indicated by the willingness to be present with and for others. Required seminary service activities mirror local church and public ministry needs and conditions as well as inner ministerial spirit, character, and attitude.

Students are required to be present in the Chapel by 7:15 PM every evening for the Student Healing portion of the service at the start of each Evening Student Practicum Worship Service.

Students are required to be in place in the Chapel at 7:25 AM, for the start of the Faculty led Morning Meditations, which begins promptly at 7:30 AM. All Chapel doors will be shut at 7:25 AM. No one can enter the chapel once the doors are closed.

Kitchen Duty is considered public service and is required. On the opening night of Seminary all students are asked to pitch in and help with Kitchen clean up duties.

### Seminary Session Activities with Optional Participation

Often faculty will offer workshops in the evening, as an extension of the educational curriculum. There is no fee for attendance.

## TEXTBOOKS

The Education Department will attempt to provide the suggested and required textbooks for each course if those texts are still 'In Print'. The Textbook List is available on the UMC website. Most books are recommended and not required for class. Each instructor will provide information on required reading material and a syllabus prior to the start of class.

## UMC GRADING SYSTEM

**A** - Superior performance with outstanding initiative

**B** - High attainment with notable academic performance

**C** - Satisfactory performance with understanding essentials

**D** - Deficient but Passing; only minimum performance

**F** - Failure to meet minimal standards; course must be repeated for required credit toward certification

**I** - Incomplete: Course must be completed in later sessions to receive course credit

**P/F - PASS or FAIL:** Instructor's decision to use this format

**WD** - Approved withdrawal from course

**AUDIT** – Requires prior approval of Course Instructor. Written course requirements/exams are waived unless the student chooses to participate. Audit is not available to Retreat Students.

## ATTENDANCE REQUIREMENTS

Daily class attendance is mandatory.

- For each hour of class missed, or skipped, during Seminary, the final grade is automatically dropped one letter grade.
- When two or more class hours are missed, the class will be recorded as Incomplete on the Student Transcript.
- It is the student's responsibility to register, attend, and complete the class at another seminary session. At that time the grade earned will be submitted by the instructor and the Student Transcript will be updated.

## TIME-FACTOR FOR COMPLETION OF STUDY PROGRAMS

Students within the Certification Programs Minister ([M], Intuitive Practitioner [I], Healing Practitioner [H], UMC Church Administrator [ADMIN], and Certified Metaphysical Teacher [CMT] who maintain a continuous Seminary enrollment should complete the program in the times stated for each program. However, time to completion for each program is determined by the student's ability to attend classes, complete requirements and timely submit the required forms and applications.

Any student who fails to attend a seminary session at the UMC Center for a consecutive five-year period (5) is considered inactive and academic credits earned prior to that five years are forfeited and cannot be applied toward any certification.

## TRANSFER OF OTHER SCHOLASTIC CREDITS

Any documentation of other completed course work in organizations other than UMC that is submitted for credit toward satisfaction of UMC course requirements is not automatically accepted for such credit. UMC acknowledges that students may have pursued studies in other Metaphysical, Spiritualist, New-Age, or Denominational organizations prior to applying for admission into the UMC Seminary program, even during UMC seminary time.

The opportunity to receive transcript credit for such studies is available, however, transfer for credits must first be approved and signed-off by the applicant's local Pastor or Student Advocate where no UMC Charter Organization is available, with absolute final approval granted only by UMC/Education Department, especially that of its Advisor, President of the UMC Board of Trustees. The granting of such grandfathered credit onto UMC transcripts is seriously scrutinized and not automatic.

## WHAT TO BRING TO CAMPUS

All Ministerial students, as well as any CMS students who would like to deliver a sermon at Seminary, are expected to arrive at each seminary session with a prepared sermon suitable for presentation at evening Student Practicum Worship Services. Students must have completed Sermon Prep I and Liturgy and Platform Decorum to be eligible to deliver a sermon at Seminary.

Appropriate conservative church attire is expected to be worn by all participants in the evening Student Practicum Worship Services. Casual attire is suitable for attending classes.

Students should bring, a Bible of choice (we recommend the Lamsa Translation) to Seminary.

If you are attending the Annual Convention Banquet, semi-formal or cocktail attire is suitable for women, and suits or sport coats for men. A tuxedo would be acceptable but is not required.



## UMC EDUCATION DEPARTMENT RIGHT OF PROGRAM EXCLUSION

The UMC/Education Department, upon authority granted by the UMC Board of Trustees, reserves the right to exclude, at any time, individuals whose academic performance, personal behavior, or conduct render them undesirable as appropriate candidates or representatives of the UMC in Ministry, Intuitive Practitioner, Healing Practitioner, UMC Church Administrator, or Certified Metaphysical Teacher.

The Education Department consistently consults with the UMC Board of Trustees and/ or the President of the UMC Board of Trustees (depending on the urgency of the situation) before such action is taken with a student. When all have agreed such a course of action is inevitable, then the Education Department acts upon that consensus decision.

One-on-one consultation by the student will be scheduled with a member of the Education Department or the whole Education Department, if that group chooses to do so, to explain such a decision to terminate further studies participation toward UMC Certification by such a student. Often, a change in course or choice of Study Program is a solution that is agreed upon by all.

By the authority granted by the UMC Board of Trustees the Education Department also reserves the right to review a student's progress on an ongoing basis and to prescribe, in addition to the curriculum for the Study Program in effect for that student, specific deadlines, additional classes, sermons, Practicum presentations, or whatever is deemed necessary in order to provide for that individual's reasonably expected mastery of any given area of Program Study.

## TUITION AND FEES

### Application for Certification Fee

The Application for Certification in a program or for a level certification in the Ministerial Program (Licentiate, and Deacon) and the Application Fee \$25 must be submitted to the UMC Education Department no later than April 1<sup>st</sup> of the year you are eligible for the certification or level.

### Application for Ordination Fee

The Application for Ordination and the Application Fee \$50 must be submitted to the UMC Education Department no later than April 1<sup>st</sup> of the year you are eligible for Ordination.

### Application for Ordination by Sanction Fee

The Application for Ordination by Sanction and the Application Fee \$50 must be submitted to the UMC Education Department no later than April 1<sup>st</sup> of the year you are eligible for Ordination.

### Course Registration Fees (Tuition)

The fee for every Seminary and Correspondence Course is \$100. All fees are to be paid at the UMC Office immediately following registration for on campus seminary programs. UMC "On the Road" course registration fees will be handled at the sponsoring location and the course instructors will submit to the UMC Office along with attendance records and grades. Weekend Seminary Intensive fees are prepaid or paid upon arrival.

### FBI Fingerprint and Background Check Fee

The UMC Board of Trustees deemed this action is necessary for Seminary Certification and Ordination due to the current belief in the religious community at large that all denominations should be doing due diligence in order to determine that anyone working with the public, especially with children, not have any history of prior incidence of improper contact with those others.

All applicants for Certification in the UMC Certification Study Programs must submit an **FBI Fingerprint and Background Check Report** to the Chair or designated Co-Chair of the UMC Education Department at least 6 months prior to submitting the final *Application for Certification or Ordination*. This report will be held in complete privacy and security and stored in a locked safe. The cost for this is the responsibility of the student and it is a requirement for certification. This process is only required once.

### Master Application Fee

The Master Program Application for new students is to be completed and turned in to the UMC Office following Registration along with the \$25 fee. This fee also includes a one-year UMC Global membership. The UMC Global Membership is a requirement for attending UMC Seminary as a Registered Program Student.

Retreat Students and Continuing Education Students are NOT required to pay the \$25 fee nor are they required to become a Global UMC Member to attend as a Retreat Student unless the elect to do so. However, they are required to fill out the information on the form.

The Master Application requires you to declare the programs of study you would like to attend. The required curriculum is determined by these elections and the Student Program Handbook in effect as of the date of the applicable Master Application. If you later decide to participate in a program of study not elected on the original Master Application, you will need to fill out an additional Master Application and pay an additional Application Fee. The curriculum for the added program(s) will be governed by the Student Program Handbook in effect on that date.

Individuals 65 years of age or older are not required to pay any fees except for Course and Room and Meals Fees that apply to all.

### Room and Meals

Due to an increased need for proper classroom space, it may be necessary for students to make their own arrangements to stay off campus in a local hotel. Scholarship Students will be given preference for rooms on Campus. All other students, PLEASE CALL UMC OFFICE for room availability on campus. The UMC Education department will diligently attempt to arrange student discounts at certain hotels in the area.

A certain number of UMC dormitory rooms will be reserved for students on scholarship, and/or special needs. The Room fee for any Seminary session is **\$35** per night or \$210 per Seminary session. All meals are the responsibility of the student during the Weekend Seminary Intensive.

Most seminary campus rooms are double-occupancy with two twin beds in each room. A few single-twin and double-bed rooms may be available upon a special advance request basis. Bathroom facilities in the dormitory are 'communal', one each for men and for women. The Farmhouse bathrooms, 2 full and one ½ bath are 'private' but SHARED by ALL rooms in the Farmhouse. They function among students and faculty staff with a "take your turn" understanding.

## MEALS:

The Room and Meals payments made by students staying on campus provide breakfast and lunch. Dinner arrangements for all Seminary sessions are left up to the individual student. Meal arrangements for the last breakfast on the day of departure are also left up to the individual student.

Individual Meals Fees: Breakfast-\$7, Lunch-\$10

**Total:** \$17 per day or \$85/Week

Cafeteria style menus will honor regular and vegetarian selections at each meal. Students with other special dietary needs are kindly asked to provide for their own additional preferences. The kitchen is not open, and no meals are offered or available for the Weekend Seminary Intensive. All meals are the responsibility of the student.

## UMC Global Membership and Certification Renewal Fees

Global membership: \$12

Certification: \$25 per Certificate

Ordination: \$50

The UMC Constitution and Bylaws require that active students in all UMC certification study programs and all people holding Certification or Ordination through UMC become and remain UMC Global Church members. The Global membership establishes an annual centralized record of all UMC certificate holders for denominational reference.

Annual certification and Global membership renewals are routinely mailed to each member by the Education Department in January each year. Failure to renew certification and Global membership cards for a period of more than two years places a member in a Not in Good Standing (NGS) status with UMC. At the third year of a Not in Good Standing status, the member's name will be dropped from UMC listings. At that point membership, certification and ordination through UMC are null and void.

PROMPTNESS in returning these forms is important since an individual might fail to be included for the June printing of *Annual UMC Convention* papers and directories (October). Upon receipt of requisite forms and fee payments, appropriate annual membership, certification and ordination identification cards will be mailed to each global member and certificate holder

All members 65 years of age or greater are not required to pay any renewal fees whatsoever but are required to file the annual report forms.

## Withdrawals and Fee Refunds

If withdrawal from seminary courses and/or sessions becomes necessary, a written and dated letter of explanation detailing the reason for withdrawal must be submitted to the Education Department and will be automatically granted. This Letter for Termination will be placed in the Student's UMC file. Any refunds granted will be prorated based on classes and lodging actually attended/used. Only currently paid fees will be considered for refund. Separate rules for refund apply for Room and Meals. Please refer to the Room and Meals section of this document.

All fees incurred on the actual Registration date that the written withdrawal letter is received are due and expected to be paid in full. There shall be no reimbursement made for any classes taken and/or completed.

Any courses cancelled by UMC/Education Department will have automatic tuition refunds for those registered for those classes but not available.

## UMC CERTIFICATION STUDY PROGRAMS

### Ministerial Study Program

Ordination is not an honor automatically conferred merely after academic requirements are completed. Ordination as a Minister in the **United Metaphysical Churches** denomination implies a solemn and significant responsibility on the part of the recipient.

Upon successfully completing all program requirements and achieving eligibility status, the candidate must submit an **Application for Ordination** along with the \$50 Application fee and requisite Ministerial Intentions Essay to the UMC Education Department and submit the **FBI Fingerprint and Background Check Report** to the Education Department Chair or designated Co-Chair. Applications can be requested from the UMC Education Department Transcription Specialist. The completed application will be reviewed and forwarded to the UMC Board of Trustees to request granting the Ministerial Certification and offer Ordination.

Before Ordination will be conferred, the over-all quality of the candidate's work will be re-evaluated by the UMC Education Department and assessed by the UMC Board of Trustees. If requested by the UMC Board of Trustees, the candidate may be interviewed, and an oral examination may be conducted.

When Ordination rights are granted, the Ordination Candidate must choose a recognized UMC Minister as Ordination Sponsor. Both will appear at the UMC Center Sanctuary in October of that year for the annual *Ordination Worship Service Ceremony*. At that time, you will receive the official UMC Pastoral credentials: *The Certificate of Ordination and the UMC Ministerial card*.

### Ministerial Program Requirements

39 Program Courses (234 course credit hours) and approximately three years (depending on student's availability to attend Seminary). Each course has a 6-hour credit.

### External Practicum Requirements

In addition to fulfilling Required Courses, Ministerial students are required to fulfill the External Ministerial Practicum Requirements, External Practicum Record forms are available from the Education Department Office

- Attend church worship services regularly
- Serve as Liturgist twelve (12) times.
- Serve as Usher 12 times

### Sermon Requirements

Each ministerial student is required to write and submit to the Education Department Sermon Review Team twelve (12) sermons of which, four must have been publicly presented, documented by the Supervising Pastor or Local Advocate and rated as Excellent, Good, Fair or Poor and one

- Four by the end of the 1<sup>st</sup> program year
- Four by the end of the 2<sup>nd</sup> program year
- Four by the last day of Spring Seminary of the 3<sup>rd</sup> program year

We strongly encourage students to submit sermons as they are completed rather than 4 at once during a submission period. This enables the Sermon Review Team to better assess your progress in sermon development.

For additional details on Sermon or External Practicum Requirements, please see the **External Practicum Requirements**, *Ministerial Student Practicum Requirements* section of this document.

#### First Year Courses for the Ministerial Program

First Semester	Second Semester
Introduction to Metaphysics	Spiritual Care and Counseling 1
Metaphysical Philosophy 1	Ritual and Liturgy 1
Liturgy and Platform Decorum	Meditation 1
Sermon Preparation and Delivery 1	Metaphysical Ethics
Origins of the Bible	Public Speaking
Online	
Metaphysical Interpretation of Old Testament	
History of Spiritualism and Metaphysics	
Metaphysical Interpretation of Scripture	

#### *Schedule 1<sup>st</sup> Year Written Exam*

Upon completion or scheduled completion of the 1<sup>st</sup> year courses, schedule the 1<sup>st</sup> Year Written Exam with the Education Department with the Seminary Transcript Specialist.

#### *Annual Student Evaluation*

The **Annual Student Evaluation Form** must be received by the UMC Education Department from your UMC Pastor or Approved Student Advocate no later than the last day of January each year you are a student in the UMC Ministerial Program. Please see the **Annual Student Evaluation** section of the **External Practicum Requirements** section of this document for additional details.

#### *Submit Certification Application for LICENTiate STATUS*

Upon completion of the first academic year of required courses and holding membership in UMC Global congregation for one year, the student's progress and academic record will be evaluated by the UMC Education Department as well as the successful results of the First Year Written Exam. At this time request an **Application for Certification (Licentiate)** from the Education Department Seminary Transcript Specialist. Submit the application with the \$25 Application for Certification Fee to the UMC Education Department no later than the last day of Spring Seminary. Upon receipt of approval by the UMC Board of Trustees at the June Board Meeting the *Licentiate Certificate* will be mailed or presented by hand.

## Second Year Courses for the Ministerial Program

First Semester	Second Semester
Metaphysical Philosophy 2	Spiritual Care and Counseling 2
Ritual and Liturgy 2	Meditation 2
Sermon Preparation and Delivery 2	Comparative Religions
The Art of Listening	Spiritual Marketing and Promotions
Liturgical Preaching	Church/Study Group Planting
Online	
Hermetic Philosophy	
Metaphysical Interpretation of New Testament	
Spirit Communication in Scripture	

### *Submit Certification Application for DEACON STATUS*

Upon completion of the second academic year of required courses, submitting any External Practicum documentation and holding the *Licentiate Certificate* for one year and maintaining UMC Global membership, request an **Application for Certification (Deacon)** from the Education Department Seminary Transcript Specialist. Submit the application with the \$25 Application for Certification Fee to the UMC Education Department to the UMC Education Department no later than the last day of Spring Seminary. Upon receipt of approval by the UMC Board of Trustees at the June Board Meeting the *Deacon Certificate* will be mailed or presented by hand.

## Third Year Courses for the Ministerial Program

First Semester	Second Semester
Metaphysical Philosophy 3	Spiritual Care and Counseling 3
Ritual and Liturgy 3	Church Music Ministry
Sermon Preparation and Delivery 3	UMC Constitution and Bylaws
Praying in Public	Contemporary Preaching
Metaphysical Anatomy and Physiology	Children's Ministry
Online	
Metaphysical Interpretation of Revelation	
Awaken to Your Purpose	
Metaphysics and Children	

### *Schedule 3<sup>rd</sup> Year Written Exam*

Upon completion or scheduled completion of the 3<sup>rd</sup> year courses, schedule the 3<sup>rd</sup> Year Written Exam with the Education Department Seminary Transcript Specialist.

### *Submit Certification Application for ORDINATION*

When nearing completion of the third academic year of required courses and any required External Practicum documentation, Sermons, and holding *Deacon Certification* for one full year and maintaining continuous UMC Global membership request an **Application for Ordination** from the UMC Education Department Seminary Transcript Specialist. Submit the completed application with the \$50 Application for Ordination Fee to the UMC Education Department no later than the close of Spring Seminary.

### *Submit UMC Code of Conduct Form*

Complete and sign the **UMC Code of Conduct** and submit at the same time as the Application for Ordination.

### *Submit FBI Fingerprint and Background Check*

The **FBI Fingerprint and Background Check Report** must be submitted to the Education Department Chair or designated Co-Chair 6 months prior to the anticipated ordination. No candidates will be presented to the UMC National Board without this. For more detailed information please see the *FBI Fingerprint and Background Check Requirement* and the *FBI Fingerprint and Background Check Fee sections of this document*.

### *Ordination Details*

When granted the right of Ordination by the UMC National Board of Trustees, the prospective Minister will choose a recognized UMC Minister as Ordination Sponsor. Both will appear at the UMC Center Sanctuary in October for the Ordination Worship Ceremony where the Ordination Credentials will be received.

Black robes are worn by all Ordination participants as the symbol of honor in the UMC Ministerial Ordination Service. The Officiating Minister will determine whether vestment stoles will be used in the Ordination Ceremony. After Ordination, the wearing of vestment stoles is the individual honor and choice of the UMC Ordained Minister.

UMC Global Membership and the Ordination Certification are to be renewed annually. Notices are sent in January of each year. Please read the UMC Global Membership and Certification Renewal Fees section of this document

### *Ministerial Applicant Ordination Forms Summary*

#### *Ministerial Recommendation Form*

Submit the **UMC Ministerial Recommendation Form** to your Local Church Minister/Supervisor or Board Member who shall return it directly to UMC Education Department Chair or the designated Co-Chair at least two weeks prior to the Spring Seminary Session.

#### *Application for Ordination*

Complete the **Application for Ordination** and submit along with the \$50 Application Fee no later than April 1<sup>st</sup> of the year Ordination is anticipated.

Include a brief '*Ministerial Intentions*' essay with the **Application for Ordination** which includes the following items:

- An overview of activities performed in the field of Divine Metaphysics
- Relevant classes taken
- Work completed in local churches
- Reasons for wanting to receive credentials with UMC
- Personal expectations for future ministry after UMC credentials are achieved

*UMC Code of Conduct Form*

Complete and sign the **UMC Code of Conduct** and submit at the same time as the Application for Ordination.

*FBI Fingerprint and Background Check Report*

A current **FBI Fingerprint and Background Check Report** must be submitted to the Chair or designated Co-Chair of the UMC Education Department at least 6 months before Application for Ordination. The UMC Education Department cannot present a recommendation for Ordination to the UMC National Board without this report.



## Intuitive Practitioner Study Program

The Intuitive Practitioner Certification program has been designed for those who feel they possess gifts of the Spirit but do not necessarily want to become Ordained UMC Ministers

### Intuitive Practitioner Program Requirements

27 Program Courses (162 course credit hours) and approximately 2 years (depending on student's availability to attend Seminary). Each course has a 6 hour credit.

### External Practicum Requirements

In addition to fulfilling Program Courses, Mediumship students are required to fulfill the External Mediumship Practicum Requirements.

Practicum Record forms to be used are available from Education Department Office

- Meditate consistently.
- Attend church worship services
- Regularly serve as Message Bearer twelve (12) times time/place Practicum documentation.
- Participate in local church or recognized organization psychic events

External Practicum Documentation submitted to the Education Department must be signed by the Pastor of a UMC Chartered Church or Study Group or approved Student Advocate. They must rank message delivery as Excellent, Good, Fair or Poor. Dates and places of such message bearing is required on the UMC/Education Department External Practicum record forms.

Please see the ***External Practicum Requirements, Intuitive Practitioner Program Students*** section of this document for details.

Prior to certification fees may not be charged and individually retained by student Mediums as if they represent UMC, unless the Education Department or UMC Board has permitted such activity. The public must be informed of the student status in intuitive work prior to certification. Donations for such message-bearing practices that revert to the local church or the UMC Center are acceptable. UMC has no control of fees beyond the UMC Churches and Study Groups.

### First Year Courses for the Intuitive Practitioner Program

First Semester	Second Semester
Introduction to Metaphysics	Spiritual Care and Counseling 1
Intuitive and Channeled Philosophy	Symbols/Language of the Soul
Liturgy & Platform Decorum	Meditation 1
Intuitive Development 1	Metaphysical Ethics
Metaphysical Philosophy 1	Public Speaking
Online	
Building a Metaphysical Business	
Divination Systems and Tools	
History of Spiritualism and Metaphysics	
Working with the Paranormal	

## Second Year Courses for the Intuitive Practitioner Program

First Semester	Second Semester
Metaphysical Philosophy 2	Spiritual Care and Counseling 3
Intuitive Development 2	Meditation 2
Spiritual Care and Counseling 2	Intuitive Development 3
Hermetic Philosophy	UMC Constitution and Bylaws
Spirit Communication in Scripture	Tools & Electives
Online	
Metaphysics and Children	
Awaken to Your Purpose	
Modern Metaphysical Literature	

### *Annual Student Evaluation*

The **Annual Student Evaluation Form** must be received by the UMC Education Department from your UMC Pastor or Approved Student Advocate no later than the last day of January each year you are a student in the UMC Mediumship Program. Please see the **Annual Student Evaluation** section of the **External Practicum Requirements** section of this document for additional details

### *Schedule Oral Exam*

After completion of all program requirements, and prior to Certification, Mediumship Certification candidates will be tested by a group of UMC Mediums, appointed by the National Board, to determine the applicant's ability to deliver clairvoyant messages. Those found to be insufficient in ability will be referred to his/her faculty mentor in conjunction with the Education Department to select a path for additional skill development.

### *FBI Fingerprint and Background Check Report*

Mediumship students are required to submit the **FBI Fingerprint and Background Check Report** at least six months prior to submitting an **Application for Certification (Mediumship)**. The student is responsible for the cost of this report. No candidates will be presented to the UMC National Board without this.

For more detailed information please see the *FBI Fingerprint and Background Check Requirement* and the *FB. Fingerprint and Background Check Fee sections of this document*.

### *Submit an Application for Certification*

Upon completion of all *Intuitive Practitioner* study program requirements, maintaining UMC Global membership, submission of **Intuitive Practitioner External Practicum Service Records** and submission of the **FBI Fingerprint and Background Check Report** a candidate may request an **Application for Certification (Intuitive Practitioner)** from the Education Department Seminary Transcript Specialist. Submit the completed application with the \$25 Application for Certification (Intuitive Practitioner) Fee to the Education Department Seminary Transcript Specialist no later than the last day of Spring Seminary of year certification is anticipated for Education Department review and final recommendation to the UMC Board of Trustees in June.

### *UMC Code of Conduct Form*

Complete and sign the **UMC Code of Conduct** and submit at the same time as the Application for Certification as an Intuitive Practitioner.

### *Certification Details*

When granted by the UMC National Board of Trustees, the Certified Intuitive Practitioner's Commission and pocket card will be delivered to the individual or they may receive it as part of the Fall Ordination Ceremony.

It is incumbent that all UMC Certified Intuitive Practitioners be knowledgeable and comply with the laws of the State, County and Locality in which they reside/practice, as they vow such loyalty upon completion of training regarding UMC Constitution and Bylaws and signing of the UMC Loyalty Oath. This directive is placed for the legal protection of the individual, his/her local church, as well as the UMC denomination.

UMC is not responsible for payment of any legal court costs, fines or financial penalties for which an individual UMC certificate holder might become liable.

UMC Global Membership and the Intuitive Practitioners Certification are to be renewed annually. Notices are sent in January of each year. Please read the UMC Global Membership and Certification Renewal Fees section of this document

## Spiritual Healing Practitioner Study Program

The UMC Healing Program was designed to prepare those interested in Healing to work as healers in the UMC organization and to promote a greater understanding of Spiritual Healing.

### Healing Practitioner Program Requirements

13 Program Courses (78 course credit hours) and approximately 1 year (depending on student's availability to attend Seminary). Each course has a 6-hour credit.

### External Practicum Requirements

In addition to fulfilling Program Courses, Healing students are required to fulfill the External Healing Practicum Requirements:

- Attend church worship services regularly
- Serve as a Healer in a local church or study group 12 times, with recorded practicum documentation including date & place of service and signed by your Local UMC Pastor or a Student Advocate approved by the UMC Education department where no local UMC church is available.
  - Participation in the Seminary Healing Evening Services may be included
- Submit six (6) notarized testimonial letters no later than the last day of Spring Seminary of the year certification is anticipated.

Healing External Practicum Record Forms may be obtained from the Education Department Office.

Please see the ***External Practicum Requirements, Healing Program Students*** section of this document for details.

### *Notarized Healing Testimonial Letters*

Regarding the notarized testimonial letters, the general content should address how the sufferer has been helped by the student's healing ability. Merely 'feeling better' is not acceptable but remarks in letters are to refer to specific ailments and testimony as to what relief from that condition was received.

The six Notarized Testimonial Letters must be submitted to the Education Department Seminary Transcript Specialist no later than the last day of Spring Seminary of the year certification is anticipated.

## Courses for the Spiritual Healing Practitioner Program

First Semester	Second Semester
Introduction to Metaphysics	Spiritual Care and Counseling 1
Metaphysical Anatomy and Physiology	Spiritual Marketing and Promotions
Dynamics of Healing	Meditation 1
Healing in Scripture	Metaphysical Ethics
Origins of the Bible	UMC Constitution and Bylaws
Online	
Building a Metaphysical Business	
Metaphysical Interpretation of New Testament	
History of Spiritualism and Metaphysics	

### *Annual Student Evaluation*

The **Annual Student Evaluation Form** must be received by the UMC Education Department from your UMC Pastor or Approved Student Advocate no later than the last day of January each year you are a student in the UMC Spiritual Healing Practitioner Program. Please see the **Annual Student Evaluation** section of the **External Practicum Requirements** section of this document for additional details

### *Submit 6 Notarized Healing Testimonials*

The student is required to submit 6 Notarized Healing Testimonials to the UMC Education Department Seminary Transcript Specialist by no later than the last day of April Seminary in the year certification is anticipated.

### *Submit External Healing Practicum Record – 12 Services*

The student must submit the completed **External Healing Practicum Form** indicating participation in 12 healing services including the location, date of service and signature of the UMC Pastor or the organization pastor/ representative if not a UMC organization.

### *FBI Fingerprint and Background Check Report*

Spiritual Healing Practitioner students are required to submit the **FBI Fingerprint and Background Check Report** at least six months prior to submitting an **Application for Certification (Spiritual Healing Practitioner)**. The student is responsible for the cost of this report. No candidates will be presented to the UMC National Board without this.

For more detailed information please see the *FBI Fingerprint and Background Check Requirement* and the *FBI Fingerprint and Background Check Fee* sections of this document.

### *Submit an Application for Certification*

Upon completion of all Healing study program requirements, maintaining continuous UMC Global membership, submission of **Healing External Practicum Service Records**, submission of 6 Notarized Healing Testimonials and submission of the **FBI Fingerprint and Background Check Report** 6 months prior to submitting the application a candidate may request an **Application for Certification (Spiritual Healing Practitioner)** from the Education Department Seminary Transcript Specialist. Submit the completed application with the \$25 Application for Certification (Spiritual Healing Practitioner) Fee to the Education Department no later than the last day of Spring Seminary of the year certification is

anticipated for Education Department review and final recommendation to the UMC Board of Trustees in June.

#### *UMC Code of Conduct Form*

Complete and sign the **UMC Code of Conduct** and submit at the same time as the Application for Certification as a Spiritual Healing Practitioner.

#### *Certification Details*

When granted by the UMC National Board of Trustees, the Spiritual Healing Practitioner's Commission and pocket card will be delivered by hand or mailed to the student.

It is incumbent that all UMC Certified Spiritual Healing Practitioners be knowledgeable and comply with the laws of the State, County and Locality in which they reside/practice, as they vow such loyalty upon completion of training regarding UMC Constitution and Bylaws and signing of the UMC Loyalty Oath. This directive is placed for the legal protection of the individual, his/her local church, as well as the UMC denomination.

UMC is not responsible for payment of any legal court costs, fines or financial penalties for which an individual UMC certificate holder might become liable.

UMC Global Membership and the Healing Certification are to be renewed annually. Notices are sent in January of each year. Please read the UMC Global Membership and Certification Renewal Fees section of this document.

## UMC Church Administration Study Program

The UMC Church Administration Program was designed to prepare those interested in holding a leadership position in a local church. This program is also beneficial for local church office managers/employees to give them the skills to properly operate a church office.

### Church Administration Program Requirements

11 Program Courses (66 course credit hours) and approximately 1 year (depending on student's progress through the courses). Each course has a 6-hour credit. This program of study is taught completely online.

### External Practicum Requirements

No External Practicum requirements

- Attend church worship services regularly
- Serve in whatever capacity is requested by the Local UMC Church Pastor

### Courses for the UMC Church Administrator Program

All classes are taught online	
Introduction to Metaphysics	Church Administration 2
Church Administration 1	Church Growth and Fundraising
Church Employment and Copyright Laws	Risk Management
Parliamentary Procedure	UMC Constitution and Bylaws
Spiritual Marketing and Promotions	Church Administration 3
Church Leadership	

### *FBI Fingerprint and Background Check Report*

UMC Church Administrator Program students are required to submit the **FBI Fingerprint and Background Check Report** at least six months prior to submitting an **Application for Certification (UMC Church Administrator Program)**. The student is responsible for the cost of this report. No candidates will be presented to the UMC National Board without this.

For more detailed information please see the *FBI Fingerprint and Background Check Requirement* and the *FBI Fingerprint and Background Check Fee sections of this document*.

### *Submit an Application for Certification*

Upon completion of all UMC Church Administrator study program requirements, maintaining continuous UMC Global membership, and submission of the **FBI Fingerprint and Background Check Report** 6 months prior to submitting the application a candidate may request an **Application for Certification (UMC Church Administrator Program)** from the Education Department Seminary Transcript Specialist. Submit the completed application with the \$25 Application for Certification (UMC Church Administrator Program) Fee to the Education Department no later than the last day of Spring Seminary of the year certification is anticipated for Education Department review and final recommendation to the UMC Board of Trustees in June.

### *UMC Code of Conduct Form*

Complete and sign the **UMC Code of Conduct** and submit at the same time as the Application for Certification as a UMC Church Administrator.

### *Certification Details*

When granted by the UMC National Board of Trustees, the **UMC Church Administrator's** pocket card will be delivered by hand or mailed to the student.

It is incumbent that all UMC Church Administrator's be knowledgeable and comply with the laws of the State, County and Locality in which they reside/practice, as they vow such loyalty upon completion of training regarding UMC Constitution and Bylaws and signing of the UMC Loyalty Oath. This directive is placed for the legal protection of the individual, his/her local church, as well as the UMC denomination.

UMC is not responsible for payment of any legal court costs, fines or financial penalties for which an individual UMC certificate holder might become liable.

UMC Global Membership and the UMC Church Administrator's Certification are to be renewed annually. Notices are sent in January of each year. Please read the UMC Global Membership and Certification Renewal Fees section of this document.



## Metaphysical Teacher Certification Program

Individuals who seek to gain extensive knowledge and wisdom from the pursuit of Divine Metaphysical studies yet are not seeking Ministerial Ordination, may apply for and receive certification from UMC, as a Spiritual Teacher, through the completion of the following required CMT course work.

### CMT Program Requirements

26 Program Courses (156 course credit hours) and approximately 2 years (depending on student's availability to attend Seminary). Each course has a 6-hour credit.

### External Practicum Requirements

No External Practicum requirements

- Attend church worship services regularly
- Serve in whatever capacity is requested by the Local UMC Church Pastor

### First Year Courses for the Metaphysical Teaching Program

First Semester	Second Semester
Introduction to Metaphysics	Metaphysical Anatomy and Physiology
Comparative Religions	Metaphysical Philosophy 1
Ritual and Liturgy	Meditation 1
Intuitive Development 1	Spiritual Care and Counseling 1
Origins of the Bible	Public Speaking
Online	
Building a Metaphysical Business	
History of Spiritualism and Metaphysics	
Modern Metaphysical Literature	

### *Schedule 1<sup>st</sup> Year Written Exam*

Upon completion or scheduled completion of the 1<sup>st</sup> year courses, schedule the 1<sup>st</sup> Year Written Exam with the Education Department Seminary Transcript Specialist.

### *Year 1 Review*

Upon completion of the first year of program studies, the UMC Education Department will review the student's progress.

## Second Year Courses for the Metaphysical Teaching Program

First Semester	Second Semester
Metaphysical Philosophy 2	Spiritual Care and Counseling 2
Intuitive Development 2	Meditation 2
Spiritual Marketing and Promotions	Metaphysical Philosophy 3
UMC Constitution and Bylaws	Awaken to Your Purpose
The Art of Listening	Metaphysical Ethics
Online	
Spirit Communication in Scripture	
Metaphysics and Children	
Church Leadership	

### *Schedule 2<sup>nd</sup> Year Written Exam*

Upon completion or scheduled completion of the 2<sup>nd</sup> year courses, schedule the 2<sup>nd</sup> Year Written Exam with the Education Department Seminary Transcript Specialist.

### *FBI Fingerprint and Background Check Report*

MT students are required to submit the **FBI Fingerprint and Background Check Report** at least six months prior to submitting an **Application for Certification (CMT)**. The student is responsible for the cost of this report. No candidates will be presented to the UMC National Board without this.

For more detailed information please see the *FBI Fingerprint and Background Check Requirement* and the *FB. Fingerprint and Background Check Fee* sections of this document.

### *Submit an Application for Certification*

Upon completion of all *Metaphysical Teaching* study program requirements, maintaining UMC Global membership and submission of the **FBI Fingerprint and Background Check Report** a candidate may request an **Application for Certification (CMT)** from the Education Department Seminary Transcript Specialist. Submit the completed application with the \$25 Application for Certification (CMT) Fee to the Education Department no later than the last day of Spring Seminary of year certification is anticipated for Education Department review and final recommendation to the UMC Board of Trustees in June.

### *UMC Code of Conduct Form*

Complete and sign the **UMC Code of Conduct** and submit at the same time as the Application for CMS Certification.

### *Certification Details*

When granted by the UMC National Board of Trustees, the student may receive their Certificate of Metaphysical Teaching and pocket card at the Fall Ordination Ceremony.

It is incumbent that all UMC Certified CMT holders be knowledgeable and comply with the laws of the State, County and Locality in which they reside as they vow such loyalty upon completion of training regarding UMC Constitution and Bylaws. This directive is placed for the protection of the individual, his/her local church, as well as the UMC denomination.

UMC is not responsible for payment of any legal court costs, fines or financial penalties for which any UMC Certificate holder might become liable.

UMC Global Membership and the *Certificate of Metaphysical Teaching* are to be renewed annually. Notices are sent in January of each year. Please read the UMC Global Membership and Certification Renewal Fees section of this document

## Retreat Studies Program

All Retreat participants are welcome to register for all Seminary Courses and Sessions at will, but we highly recommend that you follow course outline of the Ministerial or CMT study programs. That way, if at some point, the decision is made to commit to a specific Study Program, then there may be little delay in satisfying requirements and timeline that are designed into regular Study Programs. Retreat students who opt into a Certification or Ordination program are bound by all the components of the selected program.

Retreat students are subject to the same rules and regulations as outlined in the Tuition and Fees section of this document.

Retreat students may request the UMC Education Department to assign a Faculty Mentor.

Completed courses by Retreat students will be kept on file in a UMC Transcript in the UMC/Education Department office. If at a later time a Certification Study Program is chosen, all previously earned/recorded academic credits earned in 5 years or less than the beginning of the certification program applies toward satisfaction of academic requirements for the specified study program. Any coursework credits older than 5 years are null and void and cannot be applied toward any certification or ordination program.

In order to receive academic credit for any course taken, Retreat students need to complete all class requirements and exams. The final letter grade or Pass/Fail designation must be given by the course instructor or the course is considered **Incomplete**.

Retreat students are not eligible to take coursework as Audit students.

## Continuing Education Program

The UMC Education and Seminary Studies programs value each former graduate and receiver of program Certification. UMC extends the warmest of welcome to participants in UMC *Continuing Education*. There is absolutely no limitation to the number of Courses the Continuing Education Student may choose to select.

## Ordination by Sanction Study Program

Any person ordained to the ministry of any other religious sect, denomination or other religious organization shall not be deemed an ordained minister within the meaning of the provisions of UMC Ordination, unless the person shall receive *Ordination by Sanction* [OBS] from the United Metaphysical Churches. Eligibility for UMC OBS is handled on a purely individual basis and is at the sole discretion of the UMC Board of Trustees.

Fully completed forms for UMC Application for OBS are available from the UMC Education Department. With the initial submission of the ***Application for Ordination by Sanction***, the candidate is also required to submit one written sermon, typed neatly. The Education Department may require additional sermons or oral delivery of a sermon. Copies of former Academic documents, diplomas and other scholastic are also required with the ***Application for Ordination by Sanction***. Details of requirements are included with the Application.

The applicant will be scheduled for an in-person interview with the members of the Education Department and the President of the UMC National Board. The UMC Form: ***Evaluation of Candidate for Ordination by Sanction Questionnaire*** is foundational to the in-person interview session. In that interview the applicant will be expected to present intelligent, verbal statements of the fundamental principles and philosophy of Divine Metaphysics.

Following the in-person interview, the UMC Education Department will assess the interview and reevaluate all submitted forms and determine if any Seminary courses beyond the default requirement of 3 courses (18 course credit hours) Metaphysical Philosophy 1, UMC Ritual and Liturgy 2, and the UMC Constitution and Bylaws will be required for Ordination by Sanction. The course requirement can be anywhere from no courses in addition to the default requirement to completing the entire UMC Ministerial Study Program (37 courses with 222 course credit hours), in order to be considered further for full UMC Ordination. The decision of the UMC Education Department is final.

After satisfactory completion of all required courses, OBS candidates must complete a written examination of UMC Philosophy as well as successfully complete and pass required testing. The minimum required testing for OBS candidates is the UMC Ministerial First Year test.

Upon successful completion of the requirements of academic program with no impediment, and submission of the ***FBI Fingerprint and Background Check Report***, the UMC Education Department will submit the candidate for *Ordination by Sanction* to the UMC National Board for approval at the same time candidates for Certification and Ordination are submitted. The UMC National Board meets once a year in June to review all candidates for Ordination, Certification and Ordination by Sanction.

All candidates for UMC OBS must be a Member of UMC, in good standing, of a chartered UMC Chartered Church or Study Group for at least one year or become a UMC Global member.

The UMC Board of Trustees reserves the right to exclude from academic credit, recognition of any former academic transcript courses contained in previous Ordinations by other religious sects, denominations or organizations that the UMC Board does not deem applicable.

The OBS candidate will be notified of all final UMC Board decisions directly from that body.

#### *Submit Certification Application for ORDINATION by SANCTION*

Request an **Application for Ordination by Sanction** from the UMC Education Department. Submit the completed application with the \$50 Application for Ordination by Sanction Fee to the UMC Education Department.

#### *Submit FBI Fingerprint and Background Check*

The **FBI Fingerprint and Background Check Report** must be submitted to the Education Department Chair or designated Co-Chair. No candidates will be presented to the UMC National Board without this. For more detailed information please see the *FBI Fingerprint and Background Check Requirement* and the *FBI Fingerprint and Background Check Fee sections of this document*.

#### *Schedule 1st Year Written Exam*

Upon completion or scheduled completion of the required courses, schedule the 1<sup>st</sup> Year Written Exam with the Education Department Seminary Transcript Specialist.

#### *Ordination Details*

When granted the right of Ordination by Sanction by the UMC National Board of Trustees, the prospective Minister will choose a recognized UMC Minister as Ordination Sponsor. Both will appear at the UMC Center Sanctuary in October for the Ordination Worship Ceremony where the Ordination Credentials will be received.

Black robes are worn by all Ordination participants as the symbol of honor in the UMC Ministerial Ordination Service. If desired, a previously earned ordination vestment stole of choice may be worn, unless the presiding Officiate, the UMC President, shall indicate otherwise.

UMC Global Membership and the Ordination by Sanction Certification are to be renewed annually. Notices are sent in January of each year. Please read the UMC Global Membership and Certification Renewal Fees section of this document

## UMC COURSE DESCRIPTIONS

Course Name	Course Description
The Art of Listening	This class teaches a pattern of listening that keeps you engaged with your conversation partner in a positive way. Learn the process of listening attentively while someone else speaks, paraphrasing and reflecting back what is said, and withholding judgment and advice.
Awaken to Your Purpose	There are methods one may use to awaken his or her inner nature. After determining which nature (personal/spiritual) is dominant, through natural law, the individual shifts attention from the outer to the inner. The awakened reveals to conscious mind the dormant realization of one's real self, and what one's soul has incarnated to accomplish.
Building a Metaphysical Business	Learn how to build a metaphysical business by exploring the legalities of being self-employed, filing taxes, establishing a clientele, and creating an online presence.
Children's Ministry	Children's ministry carries one of the most rewarding and foundational energies to your ministry's growth. Explore how to minister to children, and the legal implications and liabilities that come along with it.
Church Administration I	Church administration is one of the most important foundations for any successful religious organization. Church Administration I will teach the student how to set up and run a church office. Self-care of ministers and staff will also be discussed.
Church Administration II	Policies and Procedures are essential to running a church. This class explores basic policies and procedures that pick up where the bylaws leave off.
Church Administration III	Keeping and maintaining financial records can be a time-consuming job, but financial accountability is a must. This class focuses on creating and maintaining a church budget, financial accountability, and tax laws.
Church Employment and Copyright Laws	All organizations must follow legal rulings regarding employment and copyright infringement. Knowing how to navigate the legal waters will lead you to success in your ministry.
Church Growth and Fundraising	A steady income will provide a solid foundation for any ministry. This class will teach you the skills to welcome new guests into your church as well as expand the financial outlook.
Church Leadership	In ministry, the Pastor cannot be the sole leader of the organization. The student will learn how to empower church members to find their own gifts and strengths to allow the church to prosper and be successful. Focus will also be put on conflict resolution and dealing with difficult people.

Church Music Ministry	Music is the heartbeat of any church service, and this class will teach the student how to choose appropriate hymns for various worship services and ceremonies. Guidelines for hiring music directors/leaders will also be discussed.
Church/Study Group Planting	This class will provide the student with the skills needed to start his or her own church or study group. Setting up a bank account, EIN number, incorporation, and zoning laws are all essential to begin a successful ministry.
Comparative Religions	This course reviews the basic foundations and life-after-death beliefs of seven major world religions [Zoroastrianism, Buddhism, Hinduism, Islam, Baha'i, Judaism and Christianity] and compares those belief structures with those of a few contemporary Divine Metaphysical denominations, including that of UMC.
Contemporary Preaching	This course will explore and evaluate contemporary preaching and sermon delivery models, sermon series planning, and how to incorporate these models into the worship service.
Divination Systems and Tools	An exploratory class that will introduce the student to various tools of divination to enhance spiritual progress and communication.
Dynamics of Healing	Examines the history of approaches used in healing and how these disciplines relate to spiritual healing techniques. This class also includes an introduction to some modern spiritual healing approaches.
Healing in Scripture	Discovery of the fantastic accounts of healing in the Bible and other Sacred Texts; with understanding of how these relate to Divine Metaphysics.
Hermetic Philosophy	This ancient Hermetic Philosophy guide gives the student the keys to mastery of his/her universe.
History of Spiritualism and Metaphysics	Review of the historic origins of the paranormal events that lead to the formation of Spiritualism and eventually Divine Metaphysics. Various important historical figures from the origin to modern day will be discussed.
Introduction to Metaphysics	This study imparts to each student the knowledge that all is spiritual; that which is experienced with the senses is but a shadow of the real; knowing Depth and Truth is the true journey.
Intuitive and Channeled Philosophy	Review and discussion of truths revealed from Spirit by study of a variety of gifts: automatic writing, spirit manifestation, healing and Cosmic Consciousness, from historic to modern times.
Intuitive Development I	Examination of the basic laws and types of Mediumship and intuitive capabilities using safe, sound and effective techniques for stimulating, activating and exercising psychic abilities and power.

Intuitive Development II	Introduction sending and receiving thought vibrations to the spiritual realm, learn to contact thought vibrations sent by other-world entities and pass those messages on. Refine your presentation and learn practical techniques to continue your development and public presentation of mediumship and intuitive gifts.
Intuitive Development III	Learn about the physical manifestation of the spiritual realm. Also, learn how set up a home circle, and why the development of patience and regularity are a requisite for psychic communication.
Liturgical Preaching	This class will provide an in-depth study of the liturgical calendar, expose the student to the metaphysical interpretation of the various religious holidays, and teach how to incorporate those elements into the worship service.
Liturgy and Platform Decorum	Training in the practical study of protocol and presentation by Liturgists, Ministers and Message Bearers.
Meditation I	This course presents the basic construct of meditation, its relationship to spiritual development, as well as various personal experience with different forms of meditation.
Meditation II	This is a continuation of the foundational course in which the student will be exposed to various meditative techniques from different schools of thought.
Metaphysical Anatomy and Physiology	Exploration of the relationship between an individual's physical body and the spiritual energy fields (chakras/auras); how they interrelate for the healing process.
Metaphysical Ethics	Learn the codes of conduct, behavior and limitations one must observe on the physical, mental and spiritual planes, the ethical conduct one needs to exercise as an Intuitive Practitioner, Healing Practitioner, or Minister in service to others.
Metaphysical Interpretation of Revelation	Gives the student the skills to exercise the ability to interpret Bible Scripture of Revelation metaphysically, rather than literally.
Metaphysical Interpretation of Scripture	This class will help an individual open the door to personal spiritual mastery and Divine Guidance by going beyond the superficial and encoding esoteric meanings found in the Bible, seeing scripture as a road map to Higher Learning. This class offers interpretive tools with discussion about their integration into personal living.
Metaphysical Interpretation of the New Testament	Gives the student the skills to exercise the ability to interpret Bible Scripture of the New Testament metaphysically, rather than literally.
Metaphysical Interpretation of the Old Testament	Gives the student the skills to exercise the ability to interpret Bible Scripture of the Old Testament metaphysically, rather than literally.
Metaphysical Philosophy I	Provides an introduction to basic metaphysical philosophy and theology as defined by the United Metaphysical Churches.



Metaphysical Philosophy II	Explanation of the natural and spiritual laws that govern the world, other planes of existence, and description of how to live comfortably within those disciplines.
Metaphysical Philosophy III	Discussion of the philosophy that human beings live more than one lifetime for growing in knowledge and wisdom, progressing spiritually. Karma is explained as the natural operation of the Law of Cause and Effect.
Metaphysics and Children	Discourse on how Metaphysical Ministers and Practitioners can aid in the spiritual development of children, both in their personal lives, and in a Sunday School setting.
Modern Metaphysical Literature	UMC congregants come to churches with questions about things that have been read and studied. Ministers and students must be prepared to speak intelligently about current metaphysical literature, knowing what books will empower the soul's journey. Discussions will center on personal favorite reading lists, topics of current interest, popular authors and related subjects, as well as suggested volumes for specific areas of soul growth.
Origins of the Bible	Teaches how The Holy Bible, as it is known, came into existence: myth, history, theology, prophecy and poetry. A study of various translations and versions will be delivered, as well as a focus of the translation of the Aramaic language and how it applies to the teachings of Divine Metaphysics.
Parliamentary Procedure	A hands-on course that teaches the student proper parliamentary procedure, using Robert's Rules, to properly and legally lead a church board or membership meeting.
Praying in Public	Mastering Public Prayer. Often people are called upon to pray in public at a moment's notice. The goal of this course is to help one effect powerful, purposeful, meaningful prayers.
Public Speaking	In public service, speaking and clear communication are skills that are essential to getting your message across. This class will help the student develop, foster, and expand their natural talent for speaking, while keeping the message clear and focused.
Risk Management	Explores the importance of being aware of various risks in your ministry, church, etc. An in-depth discussion of handicap accommodation, insurance, and other risk management issues will be presented.
Ritual and Liturgy I	Explanation of the liturgical Order of Worship used in UMC and the responsibilities of the Liturgist, particularly during the Seminary Evening Practicum Worship Services.
Ritual and Liturgy II	Explanation of historical significance and the demonstration of the proper order of rites of worship in the UMC ritual ceremonies: Marriage/Holy Union, Funeral, Common Union, Ritual Dedication of Children, and Receiving New Members.

Ritual and Liturgy III	Reinforcement of the Minister as a pastoral caring professional providing for the physical, mental and spiritual wellbeing of his/her congregation. More specific guidance, student demonstration of visitation and practical tips for performing the rituals and ceremonies of a UMC Minister.
Sermon Preparation and Delivery I	Instruction of UMC theological and liturgical content; proper placement of the sermon in the worship service with focus given on personal techniques for selection of sermon topics and themes fitting the church seasons.
Sermon Preparation and Delivery II	Study types of sermon construction/outline plus choices for delivery style with podium exercises designed to teach proper speaking, diction and grammar usage for UMC sermon delivery.
Sermon Preparation and Delivery III	Students deliver prepared sermons in class from the podium and receive creative suggestions from instructor as well as other class participants. Students must bring a prepared sermon to seminary.
Spirit Communication in Scripture	Guided discovery of the multiple, amazing accounts of mediumship found throughout the Old and New Testaments, as well as other Sacred Texts. Explanation of UMC's position in relationship to demonstration of spirit manifestation and the continuity of life.
Spiritual Astrology	Introduction to the basic symbols and language of Astrology, the very basic concepts that are the necessary foundation for understanding Astrology.
Spiritual Care and Counseling I	Exploration of techniques for dealing with those who are in need of physical, mental, moral, and spiritual help. Guidance on determining the reality of exactly who may be helped and appropriate referrals to other resources within the community for assistance.
Spiritual Care and Counseling II	Students will explore personal beliefs about the process of dying, understanding the special awareness needs and communication of the dying; Stages of Death; emotional care/verbal and nonverbal; all these class factors facilitating a person's human grief process.
Spiritual Care and Counseling III	A hands-on, practical class that presents the student with various real-life situations and teaches the skills needed to properly and effectively aid the recipient.
Spiritual Marketing and Promotions	Marketing your business/organization is essential to its growth and survival. Marketing is also constantly changing due to advances in technology. This class will provide up-to-date skills that will teach the student how to market effectively on a budget.
Spiritual Numerology	A basic tool for all metaphysicians and an effective 'door opener' for Spiritual Practitioners. Gain insight into personalities through names, dates; a workable beginning place for all.

Spiritual Tarot	This class will present the basic concepts of understanding and interpreting the mystical images that are presented in the numerous versions of classical, historically honored Tarot card systems. Based in the Kabalistic understanding of Divine Source in relation to one's unfolding soul's spiritual
	progression and spiritual enlightenment, these images have been found to be a rich and profound source for Divine-Spiritual communication.
Symbols: Language of the Soul	Aids in assisting students to build and understand a foundation in metaphysical symbology used by Spirit to communicate in dreams, visions and meditation that can be used in ministry writings, message bearing, sermons and teaching.
UMC Constitution and Bylaws	Focused class review of the printed text of the current official version of the UMC Constitution and Bylaws, instructing future Ministers, Mediums, Healers and holders of the Certificate of Metaphysical Studies with UMC legal guidelines, requirements and directives. Retreat students and members of local churches/ study groups are encouraged to enroll. At the end of the course, each student is asked to sign the UMC Loyalty Oath form, attesting they have been informed of, read and understand the legal UMC guidelines in order to appropriately conduct all future ministerial service. Retreat and Continuing Education students are not obligated to sign the loyalty Form even though they complete the course and receive a final grade.
Working with the Paranormal	In ministry, it is inevitable that one will be approached to aid a person that is experiencing paranormal activity in the home. This class will give the student the skills needed to understand paranormal activity, bless the space, and leave the client with a sense of peace and security.

**UMC**

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UNITED METAPHYSICAL CHURCHES