UFMCC

North American L.E.A.D.

Certificate

Program Manual

and Application

Laity Empowered for Active Discipleship



About L.E.A.D.

Laity Empowered for Active Discipleship

1 Peter 2: 5 – 10

You also, like living stones, are being built into a spiritual house to be a holy priesthood, offering spiritual sacrifices acceptable to God through Jesus Christ. 6 For in Scripture it says: “See, I lay a stone in Zion, a chosen and precious cornerstone, and the one who trusts in God will never be put to shame.” 7Now to you who believe, this stone is precious. But to those who do not believe, “The stone the builders rejected has become the capstone,” 8 and, “a stone that causes people to stumble and a rock that makes them fall.” They stumble because they disobey the message— which is also what they were destined for. 9 But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of the One who called you out of darkness into God’s wonderful light. 10 Once you were not a people, but now you are the people of God; once you had not received mercy, but now you have received mercy.

Purpose

The purpose of L.E.A.D. is to offer lay leaders of UFMCC an opportunity to deepen their spiritual growth, develop their existing skills, and furnish them with additional leadership tools so that they may be effective leaders in the church and in the world.

Introduction

Since UFMCC affirms the universal priesthood of all believers within its bylaws and recognizes that all members of the Church are called by God to a ministry of the Gospel of Christ in the Church and in the world, it is only fitting that MCC has created the L.E.A.D. Program to empower laity for active discipleship. Under the direction of Rev. Elder Dr. Mona West, the former Director of the Office of Formation and Leadership, a design committee composed of Doug Berger from Church of the Trinity MCC, Bryan Parker from King of Peace MCC, Tina Rayfield from Holy Cross MCC, and Marie Tasker from MCC of Las Vegas, spent a year creating the program outlined within this manual.

L.E.A.D. Core Team Members

Upon completion of the program's core competencies and certificate requirements, the design team turned over the program management to the L.E.A.D. Core Team Members, Barry Hundley and Elder Nancy Maxwell. Phil Griffin became a Core Team Member in 2013 and Elder Velma Garcia in 2018.

Elder Velma Garcia

Elder Velma has been a member of upRising MCC in Austin Texas, USA, since 1992 and became a Deacon of the church in1997. She completed her Associate Degree in Paralegal Studies at Austin Community College in 2007 and graduated with her Bachelor of Science in Criminal Justice from the University of Phoenix in 2010. She is employed at Graves, Dougherty, Hearon, and Moody P.C. as a Certified Paralegal, Litigation Support Analyst, and a Trademarks Paralegal. In 2021 Elder Velma became an Elder on the MCC Council of Elders, serving until 2023. She currently resides in Manor, Texas, USA, with her partner, Darlene Hernandez, and their little dog, Missy. She is the proud stepmom of 2 (Tina and Ernest) and proud "Mamie" to 6 grandchildren (Kali, Mia, Kaleb, Joshua, Dominique, and Gabrielle).

Some of Velma's activities are:

- Heart Wings Chair for 5 years, from 1997-2002; Heart Wings was created in an effort to empower the Laity; organized two Heart Wings Conferences, Austin, TX, USA and Eureka Springs, AR, USA
- upRising MCC Worship Leader
- One of four Lay Delegates of upRising MCC
- Attended five UFMCC General Conferences, and the Size, Programming, Worship, and Stewardship Summits
- TX-NM Network Team Leader from 2013-2017, organizing two Network Gatherings
- Certified Facilitator for Creating a Life that Matters, 2013
- Completion of the L.E.A.D. Certification Program, 2013

- Appointment to the UFMCC Council of Elders, 2021-2023

Phil Griffin

Phil Griffin was the Pastor of Spirit of Hope MCC in Kansas City, Missouri, USA, from Spring of 2018 until December 2020. Prior to being called to this Pastoral ministry, he was a member of MCC of Topeka, where he held numerous leadership roles. Phil retired in August 2022 with 24 years of service to the State of Kansas, Department of Health and Environment. He served in numerous leadership roles within Bureau of Disease Prevention and Control which houses the HIV/AIDS, Tuberculosis, Sexually Transmitted Diseases and Immunization Programs with his final post being the Bureau Director. He has presented numerous presentations in the U.S.A. and internationally dealing with infectious disease as well as a published author in various journals. Phil has a Bachelor of Business Administration degree in Marketing from the Wichita State University, a Certificate of Public Management from the University of Kansas and is a Fellow of the Kansas Public Health Leadership Institute. Phil now lives in Orange Park, FL, USA, with his partner of twenty-seven years, Carl Johnson and their canine child Gracie.

Some of Phil's MCC achievements are:

- Road Manager for Heartsong 1990 - 1992
- Board of Directors of MCC of Topeka (Various years)
- Ministry Council Chair (2009 – 2012)
- Rotation lay leader preacher for "meditations" at Wednesday evening services, 2009-10
- Rotation lay preacher for Sunday Worship 2006 - 2013
- Moderator's Leadership Mentoring Retreat, 2012
- Lay Delegate for All Saints MCC, Cathedral of Hope MCC and Table of Hope MCC (formerly First MCC of Kansas) (Various years in the 1990's and early 2000's)
- MCC of Topeka Lay Delegate 2007 – 2011, 2016 – 2018, Alternate Lay Delegate, 2013

- Presenter of *The Change Cycle* at various MCCs
- Presenter of *The Role of the Lay Delegate* at various Network Gatherings
- Certified Facilitator for Creating a Life that Matters
- Completion of L.E.A.D. Certificate, 2013

Barry Hundley

Barry Hundley is a long time MCC lay leader and community activist. He is the recipient of numerous awards hailing his participation in causes which uplift, educate, and inform LGBT people, with emphasis on people of color. For 12 years Barry was a leader in the "In The Life" conference, the largest LGBT conference of people of color in the US. He is a graduate of the University of Alabama, where he obtained a BS in Political Science, with a minor in Accounting.

Some of Barry's MCC achievements are:

- Serving on the Board of Directors of First MCC of Atlanta
- Serving as the Co-Facilitator of the Christian Education Program
- Serving 20 years as MCC Lay Delegate
- Serving as the lay member of the MCC Gulf Lower Atlantic District Board of Ordained Ministry
- Serving as the Communications Facilitator and the Laity Development Facilitator for MCC Region 2
- Organizing two MCC conferences in Brazil
- Attending the MCC People of African Descent Conferences and served as co-chair for the 2002 conference
- Serving as a member of the MCC Geographic Review Board
- Serving as the Project Manager for the MCC Church Revitalization Initiative
- Receiving the Trail Blazer Award at the 2006 MCC People of African Decent Conference
- Serving as a member of the MCC Structure Review Team
- Receiving the 2014 MCC Moderator's Award
- Completing the LEAD Certificate, 2020

Elder Nancy Maxwell

Elder Nancy Maxwell holds dual membership at Spirit of Hope MCC in Kansas City, Missouri, USA, and MCC of Topeka, Kansas, USA. She began attending MCC of Topeka in 1990 and joined Spirit of Hope MCC in 2018. In 2015 Elder Nancy retired from Washburn University School of Law, Topeka, KS, USA, where she taught Family Law, Sexuality and the Law, Criminal Law, and Feminist Legal Theory. Nancy holds a B.A. in psychology and a law degree (J.D.) from the University of North Dakota, and a Master of Law (LL.M.) degree in law teaching from Harvard. She also has a Certificate in Spiritual Direction from the Columbia Theological Seminary, Atlanta, GA, USA, and is trained as a Spiritual Director Supervisor by Spiritual Directors International. She currently works as a spiritual director.

- Board of Directors of MCC of Topeka (Clerk 2007-2010, Vice-Moderator 2012)
- Convener, Negotiation Team (for the purchase of the Topeka church's current building)
- Rotation lay leader preacher for "meditations" at Wednesday evening services, 2009-10
- Alternate Lay Delegate, 2012
- Moderator's Leadership Mentoring Retreat, 2010
- Nominated to stand for election to the MCC Governing Board, 2010
- Attendance at MCC Size Summit, Programming Summit, Worship Summit, Stewardship Summit
- Certified Facilitator for Creating a Life that Matters, 2013
- Completion of L.E.A.D. Certificate, 2013
- Pastoral Care Team, PAD and Allies Conference, 2014
- Appointment to the UFMCC Council of Elders, 2015-2020
- Presenter of "The Partnership Between the Board of Directors and Ministry"

L.E.A.D Core Competencies

There are four broad areas of competencies that form the core of the L.E.A.D. Certificate.

Spiritual Maturity

1. Exhibits spiritual maturity formed in theological reflection and nurtured in private, communal, and liturgical prayer.
2. Views God, church, and the world in a holistic manner and engages in communal worship and social justice.
3. Fosters respect and compassionate care in activities that promote evangelism, faith formation, worship, community, and service.
4. Exhibits the ability to give attention to a wholeness of health, caring for body and mind, as well as spiritual and personal life.
5. Embraces the belief that learning never ends and demonstrates a willingness to take the initiative to find and engage in learning opportunities to improve knowledge and skills to leverage the development of interpersonal skills and spirituality.

Diversity and Cultural Awareness

1. Demonstrates sensitivity to multicultural, theological, gender and situational diversity.
2. Understands and appreciates the gifts diverse cultures bring to the broader community and fosters multicultural experiences.
3. Authentically communicates a faith in God and MCC's Core Values through leadership in the church and community.
4. Intentionally cultivates relationships with the community so individuals can become devoted followers of Jesus Christ, actively participating within the life of the church. Sees that other church members are able to cultivate similar relationships with community individuals.

5. Values and knows how to support and organize others in efforts towards shaping local, state, and national policies and practices dealing with matters of human rights and social justice.
6. Recognizes the ecumenical and interfaith nature of the work of MCC, expanding radical inclusivity throughout the world by participating in shared ministries and projects.

Developing and Equipping Others

1. Values and knows how to support and direct others in their quest for authentic spiritual experience and maturity while raising leaders to sustain the growth of the church according to their God-given gifts.
2. Influences others to volunteer their separate energies and resources to a common pursuit, communicating vision in a clear and convincing manner.
3. Assists others in moving from current realities into new visions for church growth and health.
4. Demonstrates a ministry style that is supportive and healing, revealing that loving relationships are the heart of a healthy, growing church.
5. Is competent in planning, implementation, administration, and evaluation of resources, programs and personnel (paid or volunteer).
6. Highly values the capabilities of persons of all ages to engage in meaningful ministry and supports them in their tasks.

Situational/Strategic Leadership

1. Demonstrates skills in identifying, analyzing, and solving problems that arise in the church based on wisdom and reflective experience.
2. Presents a “persona” that inspires trust that enables the leader to offer sound advice and appropriate challenge and/or support.
3. Is able to develop functional structures and provide strategic leadership in support of organizational structures and systems.

4. Is a person of vision, capable of setting realistic goals, offering creative planning and managing change with existing structures and systems.
5. Has knowledge of church finances, risk management procedures and values ongoing stewardship of time, talent and treasure in the local church.
6. Is able to help plan and implement inspiring worship as a personal and corporate encounter with the living God, integrating faith, MCC's traditions and sacraments.
7. Cares about Christian education and is willing and able to work with others to plan, implement, and manage Christian education programs.

Certificate Requirements

In order to complete the L.E.A.D. Program and achieve certification, individuals must complete ten required modules/courses/events and a minimum of eight elective modules/courses, in addition to being accepted into the Program and attending the L.E.A.D. retreat. Below is a listing of the required and elective modules/courses. (Some of these courses/modules are listed in both the required and elective section of the curriculum—please note that a participant may use a course/module only once.)

Certificate Requirements

Required of All L.E.A.D. Participants:

- ____ Application and acceptance into the program
- ____ Attendance at a L.E.A.D. Retreat
- ____Leading from Within Webinar
- ____ Facilitate the Holy Conversations curriculum developed by the UFMCC Theologies Team
- ____ An approved course on public speaking, preaching, Toast Masters or lector training
  OR Three-Part Webinar Public Speaking offered by LEAD
- ____MCC Polity online course offered by LEAD Core Team Members
- ____Three Part Sexuality Webinar Series
- ____A course on Conflict Management
- ____A course on Innovative and Adaptive Leadership
- ____A course on Organizational Development
- ____A course on Diversity and Inclusion
- ____Participation in at least **one** of the following:
  - ____General Conference
  - ____Network Gathering

Electives (Two Electives in Each Category):

Spiritual Maturity (Select at least two)

- ____Sex and Spirit Symposium
- ____Work with a Spiritual Director for one year
- ____Other pre-approved webinar on spirituality

Diversity and Cultural Awareness (Select at least two)

- _____Pre-approved participation in a multicultural experience such as the Global Justice Institute, Emerging Church Ministry, etc.
- _____ Attend a conference sponsored by “The Fellowship of Affirming Ministries”
- _____ Trans 101,102 Webinar
- _____ Welcoming the “B” in LGBT Webinar
- _____ What does Solidarity Look Like? Webinar
- _____ What does Ferguson have to do with Faith? Webinar

Developing and Equipping Others (Select at least two)

- _____A course on mentoring
- _____A course on Volunteer Management
- _____The Change Cycle
- _____Other pre-approved webinars on developing and equipping others

Situational/Strategic Leadership (Select at least two)

- _____ Board of Director’s/Risk Management Webinar
- ____ Creating Safe Sanctuaries Webinar
- _____ Developing Your Leadership Style Webinar
- _____ Creative Worship Planning Webinar
- _____ Building and Working with Worship Teams Webinar
- _____ A course on Christian Education

ADDITIONAL NOTES:

Inactivity in pursuing the LEAD certificate for a period of one year or failure to respond to three contact attempts by a participant's cohort leader may result in an administrative transfer of the participant to “inactive status”.

APPLICATION FOR L.E.A.D.

Dear UFMCC Lay Leader:

Thank you for your interest in applying for UFMCC's L.E.A.D. (Laity Empowered for Active Discipleship) Program, offered by the Office of Formation and Leadership Development.

The application includes the following five sections:

- Personal information
- Education and professional training
- Professional development (last three years)
- Past/present church leadership/ministry positions
- Professional/personal references

Please complete each of these five sections thoroughly.

The second component consists of a statement of why you desire to obtain the L.E.A.D. certificate. The statement should consist of at least one paragraph but should be limited to one page in length (assuming double spacing and 12-point font). In addition, the applicant should select and answer TWO of four leadership questions. The answers to each of the two selected questions should consist of at least one paragraph but should be limited to one page in length (assuming double spacing and 12-point font) for each question.

In addition, we will be contacting your two references and your pastor or other ministry leader for a letter of recommendation so that we can have a better picture of your current ministry and your involvement in your local church. A one-page recommendation form will be sent directly to your pastor or ministry leader by L.E.A.D. Please let your references and your pastor or ministry leader know that they should anticipate an email with the recommendation form attached.

All applications must be returned to the L.E.A.D. Core Team Members. Please send your application as an email attachment to NancyMaxwell@MCCchurch.net

Your application, statement, and recommendation letters will be reviewed by the Core Team Members. You will then be informed of our decision.

If you are accepted into the L.E.A.D. program, you will be required to attend an L.E.A.D. retreat. Upon your acceptance into the program, more detailed information will be sent to you about the Retreat schedule and travel options.

Please contact Elder Nancy Maxwell nancymaxwell@MCCchurch.net Elder Velma Garcia (velmagarcia@MCCchurch.net) Barry Hundley (barryhundley@MCCchurch.net) or Phil Griffin philgriffin@MCCchurch.net) should you have any questions regarding the L.E.A.D. program or the application process.

Blessings,
The L.E.A.D. Core Team Members
Elder Nancy Maxwell
Elder Velma Garcia
Phil Griffin
Barry Hundley

APPLICATION FOR L.E.A.D.
LAITY EMPOWERED FOR ACTIVE DISCIPLESHIP
UNIVERSAL FELLOWSHIP OF METROPOLITAN COMMUNITY CHURCHES

To be completed with accompanying essays and returned to:
NancyMaxwell@MCCchurch.net

PERSONAL INFORMATION			
Last Name	*First Name*	*Middle Name*	*Pronouns*
Permanent Address	*City*	*State*	*Zip code*
Address to send correspondence (if different)	*City*	*State*	*Zip Code*
Preferred Email Address	*Preferred Phone Number (Please include area code)*		
Current MCC Church Affiliation *Church Name/Address*	*Pastor's Name (will be contacted about your current ministry or involvement in your local church)* *Pastor's email address:*	*State*	*Zip Code*
Current Secular (Nonchurch) Work (or prior secular work if retired)	*Secular Job Responsibilities*		

EDUCATION AND PROFESSIONAL TRAINING				
Degree	*Institution*	*Location (City/State)*	*Year Graduated*	*Major/Minor*

PROFESSIONAL OR OTHER LEADERSHIP DEVELOPMENT		
Workshops, Training, or Courses (last 3 years)	*Date(s)*	*Location/Sponsor*

PAST/PRESENT CHURCH LEADERSHIP/MINISTRY POSITIONS	
Leadership/Ministry Position	*Dates Held*
	From *To*
	From *To*
	From *To*
	From *To*
	From *To*
	From *To*

PROFESSIONAL/PERSONAL REFERENCES			
Name	*Email Address*	*Phone/Fax#*	*Official Position*
1.			
2.			

I affirm that the statements above are true and complete to the best of my knowledge. I also affirm that I understand that, in order to meet the requirements of the LEAD certificate, I will incur tuition fees, conference fees, and other costs beyond the registration and expenses associated with the LEAD Retreat.

_____ _____

(Signature of applicant) *(Date)*

LAITY EMPOWERED FOR ACTIVE DISCIPLESHIP
UNIVERSAL FELLOWSHIP OF METROPOLITAN COMMUNITY CHURCHES

LEADERSHIP STATEMENT AND QUESTIONS

1. Why would you like to participate in the L.E.A.D. Certificate Program?

Please write at least one paragraph but no more than one page in length, (assuming double spacing and 12-point font).

2. Select and answer TWO of the following four questions:

Your answer to each of your selected two questions below should be at least one paragraph, but should be limited to one page in length (assuming double spacing and 12-point font) for each answer.

1. **What do you think are the necessary skills and knowledge to become an effective UFMCC lay leader?**

2. **How do you see your role as a leader supporting the strategic priorities of your local UFMCC church congregation as well as the Universal Fellowship?**

3. **Describe a specific example of how your leadership impacted a positive change in your church. Be sure to include the results or outcomes of your efforts.**

4. **Please write a statement of your faith.**

CONTACT INFORMATION

Program Core Team Members

Elder Nancy Maxwell

NancyMaxwell@MCCchurch.net

Elder Velma Garcia

VelmaGarcia@MCCchurch.net

Phil Griffin

PhilGriffin@MCCchurch.net

Barry Hundley

BarryHundley@MCCchurch.net