

## Course of Study School of Ohio

Spring, 2019

April 5-6 and May 3-4, 2019

### COS 224: Administration and Polity

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Course of Study Course 224 is to focus on developing the student's competency as an administrator in a United Methodist congregation.

The **learning objectives** for students are to be able to:

1. Articulate a biblical and theological understanding of polity.
2. Understand and explain the polity of The United Methodist Church, including conferencing, oversight, and discipline.
3. Articulate the nature of stewardship biblically and theologically.
4. Identify techniques and develop skills as effective administrators of local churches, including financial management.

The recommended/required **texts** are as follows:

1. The Book of Discipline of The United Methodist Church, 2016, United Methodist Publishing House
2. Leadership in the Wesleyan Spirit, Lovett H. Weems, Jr., Abingdon, 1999
3. Three Simple Rules, Rueben P. Job, Abingdon, 2007 and later printings
4. Guidelines for Leading Your Congregation, 2017-20, Cokesbury. Just two booklets, one Pastor-Parish and second Stewardship

**Grading:** (due by June 3, 2019, from NED to COSS)

Written papers for first weekend: 30%

Written papers for second weekend: 30%

Class participation: 40%

Preparation/submission of **written materials**:

1. Prepare a 3-4, double spaced biographical paper that describes yourself: your call to ministry, your family, your formal education, your other vocations and work settings, and your prior service in pastoral work. This will help the instructor understand who you are and where you are serving. **MAIL** (not email) this to Dr. "Ned" Dewire at his home address so to be received by Friday, March 22, 2019.
2. Prepare a 4-5, double spaced paper, that describes your current ministry setting, and examples in your ministry setting about how you follow the "three rules" of John Wesley as discussed by Bishop Rueben Job in his book Three Simple Rules: A Wesleyan Way of Living. **Bring** this paper to the first class session, namely April 5, 2019. You will be invited to introduce yourself to the class and tell about your ministry setting.
3. Prepare a 5-6, double spaced paper, that gives examples of how you "Lead From Center and the Edge" (Chapter 6, Weems) as well as what more you could do with these concepts; and some reflection on your use of "Third Alternatives" (Chapter 7, Weems). **Bring** this paper, also, to the first class session, namely April 5, 2019. There will be some group discussion on your examples and reflections.
4. Prepare a 5-6, double spaced paper, which outlines an annual program of stewardship that you could use in your ministry setting, that includes biblical and theological understanding. There will be discussion about this during the first weekend of class. **Bring** this paper, also, to the May 3, 2019 class session, along with self-addressed stamped envelope so graded paper will be mailed back to you.
5. Prepare a 5-6, double spaced paper, which describes how you will fulfill the major areas of Paragraph 340, The Book of Discipline of TUMC, 2016 in light of your reading of the text books, first weekend's discussions, and your own reflections. Bring this paper to the May 3, 2019 class session, along with self-addressed stamped envelope so the graded paper will be mailed back to you. (If there are no such envelopes, the papers will be given to the COS office so you will receive them the next time you are on campus.)

**Class Expectations:**

1. Attendance at the full sessions of every class both weekends
2. Participation in discussion in ways that reveal having read the texts
3. Cell phones/beepers may be used for emergency reasons, but should be turned to silence/vibrate during class times

4. Submission of the pre-class bio paper, the two papers for first weekend and the two papers for the second weekend
5. All written work will be evaluated for content and presentation

### **Grade Sheet**

At the end of the class, and after the written work has been graded, the instructor completes a Grade Sheet for each student. The three categories used are: (1) overall academic performance; (2) written communication; and (3) relational skills.

### **Preparation for the April 5-6, 2019 weekend**

1. Read Leadership in the Wesleyan Spirit, Lovett Weems
2. Bring your two written papers to be submitted
3. Read from The Book of Discipline of TUMC, 2016:  
Pars. 201-213; and 258.4 (Comm. On Finance) (Pages 201-209)
4. Read "Stewardship" Guideline Booklet from Guidelines for Leading Your Congregation
5. Write notes, for yourself about "stewardship and finance" program in your ministry setting
6. Read, as overview, not in detail: Doctrinal Standards and Our Theological Task (Pars. 102-105)

### **Preparation for the May 3-4, 2019 weekend**

1. Bring your two written papers to be submitted
2. Read "Pastor-Parish" Guideline Booklet from Guidelines for Leading Your Congregation
3. Read from The Book of Discipline of TUMC, 2016:  
The Constitution (pars 1-61)  
Part IV, The Ministry of All Christians (par 120-143)  
Part V, Social Principles (pars 160-166)  
Part VI, Chapter One, The Local Church (pars. 201-269)  
Part VI, Chapter Two, Ministry of Ordained (pars. 301-323 only)  
Part VI, Chapter Three, Superintendency (pars. 401-450)  
Part VI, Chapter Four, The Conferences (pars. 501-672)  
Part VI, Chapter Five, Admin Order (pars 701-724 only)  
Part VI, Chapter Six, Church Property (pars. 2501-2552)  
Part VI, Chapter Seven, Judicial Administration (skim)

### **Class Session Time Blocks**

Fri Apr 5: 4:30-6:30; 7:30-9:30 pm

Sat Apr 6: 8-9:30, 9:45-11:20 am; 1-2:30, 2:45-3:45 pm

Fri May 3: 4:30-6:30; 7:30-9:30 pm

Sat May 4 : 8-9:15, 9:30-10:50 am; 1-2:30, 2:45-3:45 pm

### **Handouts for Class**

Selected publications from United Methodist Communications

Selected publication from General Board of Church and Society

Leadership Chart

### **Academic Honor**

The Course of Study School of Ohio requires that all material submitted by a student in fulfilling his or her academic requirements be the original work of the student.

Violations of academic honor include any action by a student indicating dishonesty or lack of integrity in academic ethics. Violations in this category include, but are not limited to, cheating, plagiarism, or knowingly passing off work of another as one's own work.

Cheating includes seeking, using, giving or obtaining unauthorized assistance in any academic assignment.

Plagiarism is the act of presenting, as one's own work, the work of another whether published or unpublished (including the work of another student). A writer's work should be regarded as his or her own property. Any person who knowingly uses a writer's distinctive work without proper acknowledgement is guilty of plagiarism.

A student found guilty of a violation of the academic honor code, after a review of the case, may be subject to one or more of the following actions: (1) warning; (2) probation; (3) suspension for the remainder of the course; (4) dismissal from the Course of Study School of Ohio; (5) grade of Fail for the course. Regardless of the outcome, a letter will be sent to the student's District Superintendent and Board of Ordained Ministry representative.