

**Course of Study School in Ohio**  
**Summer 2020, 2 week**  
August 3-7, 10-13, 2020  
Virtual via ZOOM, 1-3:15 pm  
**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 and 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 reprints
4. Guidelines for Leading Your Congregation, 2017—20, Cokesbury

*Purchase just two booklets from series: (1) Pastor-Parish and (2) Stewardship*

**Grading:** (due by Sept 10, 2020 from NED to COSS)

Written papers prior to start of class: 30%

Written papers after the class: 30%

Class Participation by ZOOM; 40%

NOTE for virtual class: We will use Zoom during each class, including the time for discussion groups. If you will, please mail your papers to NED at his home address, rather than using the Populi site.

Preparation/submission of **written materials to be mailed to NED:**

1. Prepare a 3 page, double spaced biographical paper that describes you: your call to ministry, your family, your formal education, your other vocations and work settings. Also, your prior service in the church before serving as pastor. This will help NED understand who you are. **MAIL** this to Dr. "Ned" Dewire, at his home address (front page syllabus) so to be **received by Mon July 20.**
2. Prepare a 6 page, double spaced paper, that describes your current ministry setting, and EXAMPLES, from your ministry, 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. **MAIL** so to be **received by Wed July 29.**
3. Prepare a 6-7 page, double spaced paper, that gives examples of how you "Lead From Center and the Edge" (Chapter 6 Weems' book) as well as what more you COULD do with these concepts; **PLUS** some reflection on your use of "Third Alternatives" (Chapter 7 Weems' book). **MAIL** so to be **received by Wed July 29.**
4. After ZOOM classes, prepare a 5-6 double spaced paper, that outlines an annual program of stewardship that you could use in your ministry setting, that includes biblical and theological understanding. There will be class discussion of such an annual program, after reading the booklet. **MAIL** so to be **received by Aug 24**
5. After ZOOM classes, prepare a 4-5 double spaced paper, that 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, discussions in class, and your own reflections. **MAIL** so to be **received by Mon. Aug 24.**

**Class Expectations:**

1. Attendance at the full sessions of each class for the 9 days
2. Participation in the discussion in ways that reveal you have read the assigned portions of the texts
3. Cell phones/beepers may be used for emergency reasons, as you excuse yourself from ZOOM, but should be placed on silence/vibrate during class times
4. Submission of the five papers
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 communications; and (3) relational skills.

## Reading preparations and outline of each of the 9 class times

Mon, Aug 3

Volunteering for prayers, start and end of each class

Overview of course

Leadership Styles Chart (from Grace)

Intro: demography of your community, dynamics at work in church

Tues, Aug 4

Discuss your papers on Three Simple Rules, how to use them in leading

Wed, Aug 5

Reread Guidelines booklet on stewardship for discussion

Reread booklet on Pastor Parish Church Relations Committee for discussion

Thurs, Aug 6

Reread chapters 6 and 7 in Weems Leadership Book as we discuss your papers on Lead From Center and the Edge AND Third Alternative for discussion

Fri, Aug 7

“Concepts” of UM Polity, discuss Par 1-59 (constitution), 101: Gen Bk Discipline skim Pars 102-105 on Theological Task

Local Church Property, discuss Pars 2501-12, 2525-29, 2520-33

Mon, Aug 10

Ministry of All Christians, Pars 120-143; Organizational Structure, Pars 201-203

Local Church skim read Pars 201-214; Membership skim Pars 214-242; discuss

Pars. 243-52 and Par 258

Tues, Aug 11

Social Principles, discuss pages 105-106, skim Pars 160-165; Social Creed Par 166

Church Org/Admin, Pars 246-252, skim Pars 253-257, Par 258, Pars 263-268

Wed, Aug 12

Ministry, discuss Pars 301, 310-314, 336, delve into Par 340

Superintendency Pars 401-406, 425-428

Conferences Pars 501-510, skim Pars 512-593, Pars 601-602

Thurs, Aug 13

Administrative Order Pars 701-705, Ned overview general agencies

Judicial Administration Pars 2601, 2701

General Conference Politics and what’s coming in Aug-Sept 2021

Review of this course on Learning Objectives

NOTE: when using The Book of Discipline of TUMC we refer to paragraphs, not page numbers. Occasionally there are no paragraphs for particular page(s), then we refer to page numbers

## **Academic Honor (from COSS Handbook)**

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

Violation 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 the 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.