

COS 224 – Polity and Administration

Course of Study School of Ohio at MTSO

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### **for Virtual Community in the Autumn of 2021**

Fridays and Saturdays September 24 & 25 and October 22 & 23

#### **Course Description and Expected Outcomes**

This course focuses upon developing the student's competency as an administrator in United Methodist congregations. Upon successful completion the student of local churches will 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, including financial management.

#### **Required Texts**

*The Holy Bible*

*The Book of Discipline of The United Methodist Church 2016* (Nashville: United Methodist Publishing House, 2017)

*The Book of Resolutions of the United Methodist Church 2016* (Nashville: United Methodist Publishing House, 2017)

Lacey C. Warner, *The Method of Our Mission: United Methodist Polity and Organization* (Nashville: Abingdon Press, 2014)

Articles and excerpts from books may be posted on Populi.

#### **Frequently used websites**

[www.umc.org](http://www.umc.org) The official website of The United Methodist Church

[www.gbhem.org](http://www.gbhem.org) General Board of Higher Education and Ministry

[www.gcfa.org](http://www.gcfa.org) General Council on Finance and Administration

[www.umc.org/decisions](http://www.umc.org/decisions) Archives of Judicial Council decisions

**Asynchronous Preparation: Engage Prior to September 24 & 25**

- Paul Manwaring “The Gift of Administration”  
[https://www.youtube.com/watch?v=hYY2\\_Ut8L-U](https://www.youtube.com/watch?v=hYY2_Ut8L-U)
- Chuck Knows Church “Apportionments”  
<https://www.youtube.com/watch?v=-T52PjNZO4w>
- The Bible Project: God and Money  
<https://bibleproject.com/podcast/story-god-money/>
- Chuck Knows Church “Bishops”  
<https://www.youtube.com/watch?v=6NGbiU8i02o>
- Chuck Knows Church “District Superintendents”  
<https://www.youtube.com/watch?v=6lBt1WkMfRQ>
- General Board of Higher Education and Ministry  
<https://www.gbhem.org/connect/about-gbhem/>

**Synchronous (Zoom) Focus: September 24 & 25**

**Friday September 24<sup>th</sup> from 5 to 7PM**

- Opening Worship “Making room for the Holy Spirit”
- Sharing Call Stories and Vision for Ministry

**Saturday September 25<sup>th</sup> from 9 to 11AM and 1 to 3PM**

- Administration and Polity: Local Church, District, Annual Conference
  - o Guest Presentations
    - Local Church Administration: Traditional Models/One Board Model
    - Stewardship
    - Episcopacy, Superintendancy and Supervision
    - Board of Ministry and Credentialling

**Asynchronous Preparation: Engage Prior to October 22 & 23**

- Structure of the UMC  
[https://www.youtube.com/watch?v=AFS4FU0UG\\_8](https://www.youtube.com/watch?v=AFS4FU0UG_8)  
<https://www.youtube.com/watch?v=b6vmMcd1gvQ>
- Chuck Knows Church “Conferences”  
<https://www.youtube.com/watch?v=1rerQZsWjb8>
- Information Sharing Session: Moving Forward Toward the Future of the UMC  
<https://www.eocumc.com/gc/EOCGCinfoforum.html>

**Synchronous (Zoom) Focus: October 22 & 23**

**Friday October 22<sup>nd</sup> from 5 to 7PM**

**Jurisdictional Conferences, Central Conferences, General Conference**

- o Guest Presentations:
  - Conferences and Conferencing
  - Future of the UMC

**Saturday October 23<sup>rd</sup> from 9 to 11AM**

- **Student Presentations:**
  - **Administration and UM Polity through Worship and Preaching**
  - **Book of Discipline/Resolution Presentations**
- **Closing Worship “Making room for the Holy Spirit”**

**Assignments and Due Dates**

- 1) Be an active participant in class. – **10 points**
- 2) Arrive to our first class prepared to share your call story and vision for ministry. - **10 Points/Due September 24, 2020**
- 3) **Part #1** - Prior to beginning your reading assignments, write a 3-5 page statement describing the organization of your current ministry setting, articulating your biblical, theological, missional and practical understanding of administration and polity in the United Methodist tradition, and assessing how the organization of the United Methodist Church helps or hampers the ministry of your local church. – **20 Points/Due September 17, 2021**

**Part #2** – As an accompaniment to your “Signed Reading Covenant” for Warner write a 4 - 6 page reflection comparing and contrasting your pre- reading/pre-class understanding to your post-reading/post-class understanding of administration and polity. Ask yourself, “How has this material and instruction invited me to think differently about my initial assessments? What new/different ways will I approach administration and the use of UM polity within my local church for the purpose of greater ministry effectiveness? What did I find to be the most helpful insight for service in my current appointment? Why? What did I find to be the least helpful insight for service in my current appointment? Why?” – **20 Points/Due October 29, 2021**

**THE SEPTEMBER 17<sup>TH</sup> AND OCTOBER 29<sup>TH</sup> DUE DATES ARE ACCURATE. THIS ASSIGNMENT (2 parts - #1 and #2) SERVES AS A MEASURE OF PERSONAL GROWTH AND ORGANIZATIONAL UNDERSTANDING IN A “PRE” AND “POST” CLASS MANNER.**

- 4) Choose ONE of the following projects AND complete the “peer feedback” forms:
  - a. Prepare an Order of Worship and a sermon for a Stewardship Sunday. These will be processed in small groups. Please provide an order of worship for each person in your group and be prepared to preach your sermon. - **30 Points/Due October 22 or 23, 2021**

**OR**

- b. Create and present a project to be used in your local church explaining some facet of United Methodist polity from one of these following sections of the *Book of Discipline*: Chapter 1, Chapter 2, Chapter 6 OR one resolution from the *Book of Resolutions*. Be mindful of your local context and potential impact to your church and community by choosing a facet which addresses particular local concerns, activities, mission or outreach. – **30 Points/Due October 22 or 23, 2021**

**AND**

- c. Use as a point of constructive critique with your group and submit to me a “peer feedback” form for each of your fellow students in response to their presentation. – **10 Points/Due October 22 or 23, 2021**
- **Since we are in a virtual format, you will be using a digital platform (ZOOM) to meet in your small group for presentations on the morning of Saturday October 23<sup>rd</sup>. We will gather together first and then be sent into your presentation groups. Each of the two presentation groups will include equal numbers of “Worship” presentations and “BOD/BOR” presentations. During your time together each student will offer an order of worship and preach a sermon OR a BOD/BOR presentation and receive constructive critique from peers. Please employ the “Peer Feedback” tool as you enjoy this time with your colleagues. Send the completed “Peer Feedback” tool for each of the students in your group, order of worship/transcript of your sermon OR powerpoint and accompanying presentation material (presenter’s outline, handouts, etc.) no later than October 23<sup>rd</sup>. All three of these ingredients will be considered in the determination of each student’s grade.**

### **Grading**

75% of each grade = accuracy of knowledge/analysis, clarity of expression and care in writing/expression

25% of each grade = creativity

### **COURSE OF STUDY SCHOOL OF OHIO ATTENDANCE POLICY**

National policy from the General Board of Higher Education and Ministry (GBHEM) states that a student is expected to attend every class session. Unexcused absences may be cause for loss of credit or dismissal from the school. A student missing 20% or more of the classroom work shall not receive credit for the class. In the event of extenuating circumstances which require the student to miss up to 20% of a course (4 hours for an in-person class or 20% of synchronous time on Zoom for an online course), the student should contact both the instructor and the Director prior to the start of the class to get approval and discuss make-up work. Extenuating circumstances include emergency situations, illness, and dire circumstances, for example.

#### **CANCELLATION AND WITHDRAWAL**

Student must notify the COSSO office if they will be unable to attend class for which they are registered. Although there is no penalty when withdrawing more than two weeks in advance of the beginning of a term, registration fees are nontransferable and nonrefundable. A \$25.00 late withdrawal fee is charged for all withdrawals within two weeks of the start of a class. All tuition and housing payments are applied to a future term.

Students withdrawing after the start of a term will be assigned a grade of AW (Administrative Withdrawal) and will be responsible for the full \$270 tuition amount. Any annual conference scholarship applied to the student billing record becomes the student’s responsibility and is due by the end of the term. Housing payment is non-refundable.

#### **NO SHOWS**

Except in cases of immediate and dire emergencies, if a student misses any class without notifying the COSSO office, tuition and housing fees are due immediately, a \$25.00 no show fee is charged, and the student will receive an “F” in the class.

## **ACADEMIC HONOR POLICY**

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.

Cheating includes seeking, acquiring, receiving or passing on information about the content of an examination prior to its authorized release or during its administration. Cheating also includes seeking, using, giving or obtaining unauthorized assistance in any academic assignment or examination.

Plagiarism is the act of presenting as one's own work with 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 sanctions: (1) warning; (2) failing grade for the assignment and/or course; (3) probation; (4) suspension; (5) dismissal from the Course of Study School of Ohio. In severe or repeat cases (regardless of the sanctions) a letter will be sent to the student's District Superintendent and Board of Ordained Ministry representative.