

COS 224 Polity and Administration

Effective Summer 2020 term

Goals and Objectives: 224 – Polity and Administration

This course focuses on developing the student's competency as an administrator in a United Methodist congregation.

Students 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 of local churches, including financial management.

Text-Book List

Unless otherwise noted, please use most recent edition.

Required Texts for 224 Polity and Administration

1. Lacey Warner, *The Method of Our Mission: United Methodist Polity & Organization* (Abingdon Press, 2014; ISBN 978-1426767173).
2. Lovett Weems, *Leadership in the Wesleyan Spirit* (Abingdon Press, 1999; ISBN 978-0687046928).
3. United Methodist Church, *The Book of Discipline of The United Methodist Church 2016*, The United Methodist Publishing House, December 21, 2016, ASIN B01NCNW6FM).

Recommended / Supplementary Texts

1. Thomas Edward Frank, *Polity, Practice, and the Mission of The United Methodist Church. 2006 Edition.* (Abingdon Press, 2006; ISBN 0-687-33531-0).
2. Robert Schnase, *Practicing Extravagant Generosity* (Abingdon Press, 2011; ISBN 978-1426728556).
3. Lovett H. Weems, *Take the Next Step. Leading Lasting Change in the Church* (Abingdon Press, 2003; ISBN 978-0687020843).

References

None

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Advance Assignments or Pre-Class Assignments:

(DUE- 2 weeks before class meets OR Summer due 6/22 OR per Professor's Syllabus)

Assignment 1:

Read Chapter 1, Section VI (Paragraphs 243-258) in *The Book of Discipline of the United Methodist Church 2016*. Create a 4-5-page paper reviewing the contents of the section. Part one of your paper should describe the Charge Conference, The Church Council, Specialized Ministries and Administrative Committees. Part two should tell how your church(s) implements these paragraphs. Part three should narrate one situation in which you have found difficulty implementing the Disciplinary guidelines.

Assignment 2:

Prepare a sermon on Christian Generosity to be preached on a Sunday of your choice. Many congregations do this on Commitment Sunday. Your sermon should be based on a Bible text and include illustrations that help your listeners make connection between the text and their personal experience. PowerPoint slides may also be created if you have a way of showing them in your preaching setting. The sermon should be typed in double-space format and should be four to five pages in length. Remember to footnote quotations. In addition to the typed sermon, you may prepare an audio or video copy.

Saint Paul Course of Study School Expectations and Preparation:

The mission of the Course of Study School is to educate and share in the formation of Local Pastors as effective and faithful spiritual leaders of the ministry of the Church, the body of Jesus Christ in the world.

Our agreement with the Division of Ordained Ministry, General Board of Higher Education and Ministry in Nashville is that we will provide a year-round experiential and classroom learning process. This process assumes cooperation between the instructors, the students and clergy mentors in the annual conferences.

The Division of Ordained Ministry recommends a guideline of 15-20 pages of written work for each course. That translates into 30 to 40 pages of written work for each module. If a student takes four classes (two modules), that individual will write about 80 pages during the year. Those papers are based on the reading of approximately 4-5 textbooks per class.

In order to keep our promise of **year-round learning**, and to keep the assignments from accumulating and overwhelming a student, the book list is available for students so that they can **begin reading** as early as possible. We encourage students to put dates on their calendars and plan for reading days, as well as time for writing. You know the demands of certain religious seasons such as Advent, Lent, and Easter. Work around them.

The writing manual approved by the Saint Paul Course of Study School faculty is: **Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations, 7th edition**. It is recommended that each student have a good collegiate-size American English dictionary of the student's choice in paperback or hardcover and copyrighted since 1998.

Related to Paper Structure

- Use Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th edition. You may find further help at www.eturabian.com.
- Unless otherwise indicated, all papers must be typed, 1" margins on all sides, Arial 11 or Times New Roman 12, double-spaced, with indented paragraphs (no additional line spacing between paragraphs), and page numbers. Cover pages and bibliography are not included in assigned page count.
- Cite any quoted sources with appropriately formatted footnotes (not endnotes or parenthetical notes); list these and other sources within an appropriately formatted bibliography. If you use a scriptural reference, cite the translation you use in a footnote and the actual Bible in the bibliography. Each paper should have a bibliography.
- Do not begin sentences with "and" or "but." Do not use contractions. Do not include parenthetical commentary in your papers.
- Use inclusive language when referring to God and/or humankind.
- Use appropriate formatting for page numbering, book titles, etc.
- Double-check spelling, grammar, punctuation, sentence fragments, tense agreement, etc.

Related to Content

- Read the assigned books thoroughly.
- Resist the temptation to write a book report! Instead, focus your writing on what the author(s) have to say about the assigned topic(s), integrating your own thoughts about the topic(s).

Related to Critical Thinking

- Read the assigned books thoroughly, making notes of what resonates within you and what brings up resistance in you.
- Are there other books or resources that would be appropriate? Bring them into the conversation.
- Practice being in dialogue with all the authors and their material. Who would say what? How would you and the other writers respond? This practice dialogue will not be included in your papers, but it will help you to move into critical reflection.
- If you strongly agree or disagree with an author's point of view, offer your own affirmation or disagreement, supporting your view with additional resources.
- Watch for unsupported "leaps" made by a writer. What, in your opinion, is missing? Use additional resources to fill in the gaps.

Related to Timeliness

- Submit all your assignments on time.

In the event of an emergency situation, a student may request an **extension** from the Director (not assigned faculty) to the due date for advance assignments. This request may be made via email, and if granted, may extend to a *three-week maximum*. A student may only receive *two extensions during their tenure* as a Saint Paul Course of Study student – so use them wisely. If assignments are not completed, the policies of the COS are such that the student may be asked postpone participation in a particular session of COS until that individual can complete all of the work.

Learning can be fun! Consider your reading as a dialogue with authors – some will be more interesting than others. All will have something to teach us. Share the learning process with friends or colleagues or interested members of your congregations.

Book List:

Each course has **Assigned Required Texts**. Students are required to read them, use them in their assignments and are accountable in the classroom for any discussion or presentation of materials.

Recommended (Supplementary) Texts (when applicable) are also required; assignments assure the use of the recommended books; they are not classroom texts. Assigned texts and recommended books help the student build their own library.

Reference Texts (when applicable) are valuable, but optional texts if a student wants to pursue an area of ministry.

Students may acquire the books in a variety of ways: Order from Cokesbury.com; order from another vendor such as Amazon etc.; purchase a used book; or borrow from a colleague.

Instructions for sending assignments to COS office at Saint Paul School of Theology:

Course of Study Students are to upload their papers through Moodle. **You will need to set up a Moodle account in order to submit your assignments.** If you need assistance in setting up your Moodle account, please contact cos@spst.edu for informational handouts. Additional questions on Moodle can be directed to our IT help desk at helpdesk@spst.edu (hours: M – F 8:00am – 5:00pm).