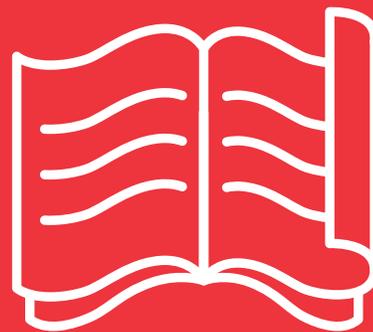
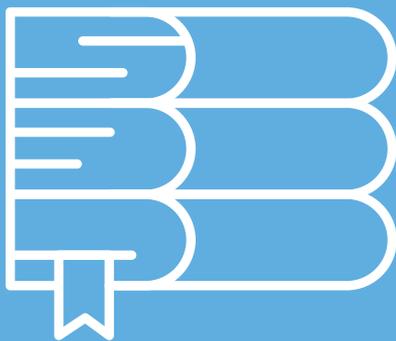


Policies and Guidelines for Course of Study Schools

2021



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

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I. The Course of Study Program

The Course of Study (COS) is prescribed by the General Board of Higher Education and Ministry – Division of Ordained Ministry (§ 1421.3d). It includes Licensing School, the Course of Study, Advanced Course of Study, and Online Studies. In prescribing the COS, the Division of Ordained Ministry is responsible for developing curriculum, purpose and learning goals; providing resources; establishing, maintaining, and evaluating Licensing Schools and Course of Study Schools (COS); keeping central records on all students, and reporting on student progress to each Board of Ordained Ministry every year.

The Course of Study is a year-round experiential and classroom learning process. This process assumes cooperation between the instructors in the Course of Study schools and the clergy mentors in the annual conferences. Each Regional Course of Study school shall offer all 20 courses of the COS curriculum using texts recommended by the Division of Ordained Ministry (Please see the Appendix for a complete listing of course descriptions and required textbooks). The Course of Study shall seek to meet the needs of both the full-time and part-time local pastors and is offered in languages other than English.

Curriculum

The design of the curriculum of the Course of Study:

1. Prepares local pastors in core competencies of biblical interpretation, historical and theological understanding, congregational leadership, and pastoral effectiveness.
2. Encourages local pastors to follow the sequence of yearly courses as much as possible, as the curriculum is developmental in nature.
3. Equips local pastors to be missional leaders with an ability to reflect critically on the social contexts and congregational dynamics particular to their ministry settings.
4. Cultivates in local pastors' practices of vital spirituality to nurture and sustain ministry, including a Christian hospitality that welcomes across boundaries.
5. Orients local pastors within the global United Methodist connection, inviting them to claim their role in the fulfillment of the church's mission.
6. Provides opportunity for personal spiritual growth and formation.

At a minimum, students are expected to take first year courses in the first year of study and fifth year courses in the final year of study. Course 121 (Bible 1: Introduction) and Course 122 (Theological Heritage 1: Introduction) will be prerequisites for enrollment in any other Course of Study courses. Any exceptions to the COS 121 and 122 Prerequisite Policy requires written approval by the Division of Ordained Ministry.

In addition to the twenty (20) course Course of Study curriculum, the school may provide a communication skills program for students to enhance writing and study skills. Other special programs may be funded at the discretion of the schools or the Division of Ordained Ministry to meet student needs.

Some COS and ACOS courses are available online through the Division of Ordained Ministry's COS/ACOS Online Program. The Division of Ordained Ministry provides the only approved fully online COS and ACOS program. Students may take up to ten (10) courses [1/2 of the basic curriculum] online. (§324.6d)

For the purposes of Course of Study, an "online course" is one that is entirely computer mediated. For the purposes of Course of Study, a "hybrid course" is one that includes both computer-mediated and classroom-based pedagogies, not to exceed more than 50% of the classroom hours being computer-mediated. Hybrid courses must use a 1:1 ratio in determining contact hours. There is no limit on the number of hybrid courses that a student may take.

Class Requirements and Recommendations

It is expected that Course of Study courses be rigorous and theologically robust educational experiences, designed and taught to satisfy the Course of Study objectives established by the Division of Ordained Ministry, General Board of Higher Education and Ministry. To that end, students shall complete significant reading and writing assignments. Students and faculty are required to read and work with the material in the assigned texts. It is expected that student complete assignments, papers and projects equivalent to 20 pages per course. The standard number of class hours for each of the basic courses is a minimum of twenty contact (20) hours. One contact hour is defined as a minimum of 50 minutes. Worship services and other enrichment opportunities are not to be counted as contact hours.

Advance Preparation

Advance preparation is required of all students in residential classroom-based courses. Online and hybrid courses may incorporate what would normally be pre-work into the course assignments if the online work of the course is at the beginning of the course. Assignments will include material related to classroom studies, as well as experience in pastoral ministry. Each school will determine the nature and format for the advance preparation required for students. The deadline for the submission of advance work is to be a school policy.

COS Curriculum

FOCUS	Year One- Foundation	Year Two	Year Three	Year Four	Year Five- Integrative
Bible	121 Bible I: Introduction	221 Bible II: Torah & Israel’s History	321 Bible III: Gospels	421 Bible IV: Prophets, Psalms & Wisdom Lit	521 Bible V: Acts, Epistles & Revelation
Theology	122 Theological Heritage I: Introduction	222 Theological Heritage II: Early Church	322 Theological Heritage III: Medieval- Reformation	422 Theological Heritage IV: Wesleyan Movement	522 Theology in the Contemporary Church
Congregational Life	123 Formation & Discipleship	223 Worship & Sacraments	323 Congregational Care	423 Mission	523 Evangelism
Pastoral Identity	124 Transformative Leadership	224 Administration & Polity	324 Preaching	424 Ethics	524 Theological Reflection: Practice of Ministry

II. Student Management

Admission

The Course of Study School provides for the theological education and training of local pastors in The United Methodist Church. Those admitted to the COS program shall have:

1. Been certified as candidates for ordained ministry
2. Completed the requirements for license for pastoral ministry
3. Be under appointment in the United Methodist Church. Exceptions to the appointment policy must have annual approval of the conference Board of Ordained Ministry and cannot exceed two years.
4. Received the endorsement of the annual conference Board of Ordained Ministry
5. Received the endorsement of their District Superintendent

Students who are pastoral leaders from other denominations, may at the discretion of the Director, be admitted to the program. These other students are to be admitted at their own expense including an agreed upon amount for tuition. Students coming from the AME, AME Zion and CME churches, however, will not be charged a tuition fee. A report on the number of such special students shall be included in the Course of Study Director's annual report to the Division of Ordained Ministry.

Enrollment

1. Licensing School, Regional COS School and Extension COS School contact information can be found on the GBHEM website.
2. Students requesting information about GBHEM COS or ACOS Online course offerings should be directed to the GBHEM website at www.gbhem.org/cos.
3. Enrollment forms for each COS School course must contain both the District Superintendent (DS) and Local Pastor Registrar (LPR) (or other BOM representative) approval for each student and each course. Both approvals are required and must be recorded at the school for future reference. Each school may determine the best method for obtaining approvals. Schools must be able to produce documentation of both approvals if requested.
4. If a Full-Time Local Pastor submits an enrollment form to an Extension School, the annual conference must verify that the student has completed the proper approval process to attend an Extension School. This includes written approval from: The DS, LPR, and the Director of the Extension School they want to attend, the Director of the Regional School that the Extension School reports to, and from GBHEM. Only when the full-time local pastor has received all approvals in writing are they permitted to enroll in a COS Extension School. The school or annual conference must keep a copy of the approval in their records. If needed, a copy of the approval can be requested by emailing cosregistrar@gbhem.org.

Courses per Year

Full-time local pastors are required to take four (4) courses each year. Full time Local Pastors may only attend a regional school in any course format to complete their 4 courses during a given calendar year. (§318.1) Part-time local pastors are required to take two (2) courses each year (§318.2) and may attend either a regional or extension school.

Class Attendance

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 twenty percent (20%) or more of the classroom work shall not receive credit for those classes. Online work shall be included in the attendance policy.

Grades and Evaluation

Course of Study Schools will use letter grades A, B, C, D, or F. If, for a significant personal or family reasons, a student must withdraw from a course before completing it, an “Administrative Withdrawal” may be granted by the COS school.

Grade reports will be sent to the Division of Ordained Ministry, the annual conference, and (in the case of the extension schools) the Regional COS Director. The deadline for grades will be 60 days after the completion of class sessions. Grade reports will indicate whether the student is a part-time or a full-time local pastor. Incomplete grades that are not resolved within 60 days will be recorded as an F. An F or Administrative Withdrawal grade will remain on the transcript even if the course is retaken and passed.

Students who wish to have grade reports sent to undergraduate schools for purposes of receiving external degree credit may request them by writing to the Division of Ordained Ministry COS Office at cosregistrar@gbhem.org.

Grade Sheets

The GBHEM COS Office will provide a grade sheet template to each school. Grades must be submitted using the provided template. All fields on the grade sheet template must be completed for each student. Failure to submit all required information may result in the form being returned to the COS school for completion, resulting in a delay of student transcript updates. Schools will be required to enter the following information on the grade sheet template:

1. A PID number for each student. PID numbers can be obtained from the GBHEM COS Office. If there is no PID number for a student, students should be instructed to ask for a PID by emailing cosregistrar@gbhem.org. The student’s full name, date of birth, and Annual Conference should be included in the email.
2. The student’s appointment status listed as Part-Time or Full-Time. This information should be collected by the Course of Study School at the time of enrollment.
3. Ending dates for each course. An end date for a course is the last date attended in class or the date the last assignment was due without being considered late.
4. Course format, such as Hybrid, Satellite or Residential course.

Transcripts

Students may request a copy of their COS transcript by emailing cosregistrar@gbhem.org. The student's full name, PID number, and Annual Conference must be included in the email.

Course of Study Student Records

Course of Study School student records shall be kept by the Director under the privacy guidelines developed by the Division of Ordained Ministry and the General Council on Finance and Administration. As noted above, each school is responsible for sending the grades of each student to the Division of Ordained Ministry COS Office within 60 days of the close of the session. The Division of Ordained Ministry records the grades on the student's permanent record and will make them available annually to the annual conference registrar. The Division of Ordained Ministry shall issue additional official COS transcripts only upon written request of the student.

III. Advanced Course of Study

The purpose of the Advanced Course of Study for Ordained Ministry is to provide a curriculum which will enable a local pastor to meet the educational requirements for full conference membership and ordination as elder.

“Local pastors may fulfill the requirements for provisional membership as elders when they have...

c) completed the Course of Study. Course of Study requirements may be fulfilled as determined by the General Board of Higher Education and Ministry (§ 1421.3d) by:

1. Completion of Course of Study, of which no more than one-half may be taken by correspondence or Internet; up to one-half of Course of Study may be online courses...

d) completed an Advanced Course of Study consisting of thirty-two semester hours of graduate theological study offered by a seminary recognized by the University Senate or its equivalent as determined by the General Board of Higher Education and Ministry. The Advanced Course of Study shall include the basic graduate theological studies (§ 324.4a).¹⁵

1. Undergraduate Requirement: There is no bachelor’s requirement to enroll in Advanced Course of Study, but the lack of such a degree will in most circumstances proscribe the local pastor from applying for provisional membership. A candidate for provisional membership shall have completed a bachelor’s degree from a college or university recognized by the University Senate. Exceptions to the undergraduate degree requirements may be made in consultations with the General Board of Higher Education and Ministry in some instances, for missional purposes, for persons who have a minimum of sixty semester hours of Bachelor of Arts credit... §324.3
2. Advanced COS students need to complete a minimum of 32 semester hours of graduate theological studies at a University Senate approved school; or an equivalent as determined by the General Board of Higher Education and Ministry.
3. Candidates for provisional membership through the Advanced Course of Study shall have completed all of the basic graduate theological studies in the Christian faith. These courses should be included within the 32 hours of the Advanced Course of Study. These basic graduate theological studies (BGTS) include:
 - a) Old Testament
 - b) New Testament
 - c) Theology
 - d) Church history
 - e) Mission of the church in the world
 - f) Evangelism
 - g) Worship/liturgy
 - h) United Methodist doctrine
 - i) United Methodist polity
 - j) United Methodist history (§324.4a)

4. Advanced COS students shall be encouraged to enroll in the Master of Divinity curriculum courses. GBHEM offers scholarships for ACOS students at \$225 per credit hour for up to six (6) credit hours per year, for students enrolled in a master's level course for academic credit. The scholarship is sent to the seminary once the student is enrolled. Scholarship funds are limited and therefore are not guaranteed. Students should contact GBHEM prior to enrollment regarding the availability of funds.
5. Advanced Course of Study courses will not duplicate those included in the Course of Study curriculum. ACOS courses should not be survey courses. While foundational courses in Bible, Theology and Church History are required in the Course of Study, ACOS courses normally are upper-level courses in these BGTS areas of study.
6. Each student shall have courses recorded by the General Board of Higher Education and Ministry. These become a part of their permanent educational record for Boards of Ordained Ministry.
7. A minimum of six semester hours of credit are required for United Methodist history, doctrine, and polity. These may be taken at any United Methodist seminary or any University Senate approved theological school. UM history, doctrine, and polity are also available online through the COS/ACOS Online Program of GBHEM, at www.gbhem.org/cos.
8. One basic unit of Clinical Pastoral Education may be recognized as the equivalent of six (6) semester hours in the Advanced Course of Study.
9. Graduate studies not taken in a theological school, which parallel courses offered for advanced studies, may be approved by the GBHEM up to a maximum of nine (9) semester hours. Such studies must have been taken within the last 10 years.
10. Students may complete no more than 16 hours of online courses within the Advanced COS.
11. Individual students are responsible for ensuring they meet particular Advanced Course of Study requirements established by the annual conference in which they are pursuing membership and ordination.
12. All credit transferred to the ACOS must be taken within the last 10 years. At the request of the Bishop, District Superintendent or conference Board of Ordained Ministry, an exception to this rule may be made for pastors transferring into the UMC from another denomination.
13. COS or ACOS credit will not be awarded for Continuing Education Workshops or for credit courses for which a letter grade is not assigned.
14. Awarding of credit by transcript evaluation assumes annual enrollment in the remaining COS/ACOS courses needed to finish the COS/ACOS program(s), as prescribed by the

UM Book of Discipline (2 courses per year part-time and 4 courses per year full time). Students who receive COS or ACOS credit through transcript evaluation are expected to complete their COS program (20 courses) and ACOS program (32 hours) with consistent course enrollment, under the monitoring of the annual conference. GBHEM reserves the right to revoke credit awarded by transcript evaluation for students who fail to make annual satisfactory progress towards COS/ACOS completion.

COS Transcript Evaluation Policy

1. Evaluation of transcripts for the purpose of transferring credit to the Course of Study shall be done by the professional staff of the Division of Ordained Ministry only at the request of the Bishop, District Superintendent, District Committee on Ordained Ministry, or the conference Board of Ordained Ministry. Copies of the evaluation are sent to the official making the request. Credits are not finalized until accepted by the Conference Board of Ordained Ministry.
2. Transcript evaluation requests shall be accompanied by a copy of the official transcript(s) to be evaluated and a general description of the applicant's educational background. When it is not possible to send a transcript, a copy of the unofficial transcript or grade report from the school may be submitted for review.
3. Transcripts from graduate schools and schools of theology recognized by the University Senate of The United Methodist Church shall be acceptable for evaluation and the transfer of credit.
4. Credit received from a graduate school or seminary not recognized by the University Senate for the COS will be evaluated on a case-by-case basis.
5. Credit received from all other sources shall be reviewed and approved by the conference Board of Ordained Ministry and the Division of Ordained Ministry.
6. Credit may only be granted for a course of one and one-third semester hours or two quarter hours or more when the content and objectives of the course are substantially the same as the purpose and goals of a similar course in the Course of Study and the course has been taken in the last 10 years. Exceptions to this policy will be considered only at the request of the conference Board of Ordained Ministry and on a case-by-case basis.
7. Credits may be granted for the Advanced Course of Study if the credits are from a University Senate recognized graduate school of theology or seminary. (See ACOS Guidelines)
8. Undergraduate credit may be applied to the COS for missional reasons, when requested in writing by the conference Board of Ordained Ministry and approved by the staff of the professional staff of the Division of Ordained Ministry. If an exception is granted, regular maximum credit shall be six (6) courses.

9. Undergraduate credit received from institutions outside of the United States will be evaluated on a case-by-case basis. If an exception is granted, regular maximum credit shall be ten (10) courses.
10. When credit is requested for courses that have been taken at undergraduate institutions or non-University Senate approved theological schools, course credit will not be given for the following courses under any circumstances: 223: Worship and Sacraments; 224: Administration and Polity; 422: Wesleyan Movement; and 524: Theological Reflection: Practice of Ministry.
11. Undergraduate credit or seminary credit for courses with grades of less than “C” shall not be allowed as applicable to the Course of Study or Advanced Course of Study.

IV. COS Governance Responsibilities

The Division of Ordained Ministry shall be responsible for leading and serving the church in inviting, equipping, and supporting faithful and effective spiritual leaders from all cultural, ethnic, and racial backgrounds, who serve as...licensed local pastors... in order to fulfill the mission of The United Methodist Church and the proclamation of the gospel of Jesus Christ. ¶1421

Responsibilities

... of the **General Board of Higher Education and Ministry**

Education –

- a) Maintain the educational standards for those who are ...licensed as local pastors... in The United Methodist Church.
 - b) Certify the course offerings in United Methodist history, doctrine, and polity...
 - c) Prescribe a theological studies program which will include...advanced course of studies program for local pastors preparing for ordination as an Elder...
 - d) Prescribe a Course of Study for local pastors that include the studies for license for pastoral ministry and the Course of Study curriculum. All work in the course of Study shall be taken in programs approved by the Division of Ordained Ministry. ¶1421.3
- develop guidelines for the administration of Course of Study schools;
 - design curriculum with the help of expert faculty and practicing clergy, including purpose and learning goals for each class;
 - maintain student academic records;
 - develop and offer training for new Course of Study school directors;
 - develop resources for the training of Board of Managers / Advisors;
 - provide for the regular evaluation of Course of Study schools;
 - coach underperforming Course of Study schools or discontinue them;
 - interpret Course of Study schools to districts and annual conferences.

... of **seminaries who host regional schools**

- provide high quality education for local pastors as described in the Book of Discipline and developed by the Division of Ordained Ministry;
- hire and pay faculty;
- report student grades to the General Board of Higher Education and Ministry and to constituent annual conferences within a reasonable amount of time after the completion of classes;
- maintain accurate financial records, and a balanced budget in accordance with the COS financial guidelines;
- recommend to the General Board the nomination of new regional Course of Study school directors;
- recommend to the General Board the creation, review, merging or discontinuation of extension schools;
- nominate the director of any affiliated Extension Schools to the GBHEM Board of Directors should a change of leadership become necessary;
- work with Boards of Advisors to respond to conference issues or concerns;
- provide an annual report to the General Board of Higher Education.

... of **extension schools**

- provide high quality education for part-time local pastors within a sponsoring annual conference or with a sponsoring agency;
- hire and pay faculty;
- report student grades to the General Board of Higher Education and Ministry, to constituent annual conferences, and to affiliated regional school within a reasonable amount of time after the completion of classes;
- maintain a balanced budget and accurate financial records in accordance with the COS financial guidelines;
- provide an annual report to the regional school and to the General Board of Higher Education and Ministry;
- provide all necessary information to the Board of Managers so that they might provide sound oversight over the program of the extension school.

...of the **Council of Regional COS Directors**

- shall represent the intersecting concerns of the regional and extension schools, seminaries and related annual conferences;
- shall serve in an advisory capacity to DOM staff related to COS;
- may make recommendations to the DOM regarding changes in policy or procedures that affect all COS schools;
- reviews trends and reports affecting the role and training of local pastors

... of the **board of advisors of a regional school**

- shall represent the concerns of their constituent local pastors;
- shall meet with the director of the school to review the program and needs of the school;
- shall promote support of the school through its constituent boards of ordained ministry;
- shall supply supplementary financial support for the school through boards of ordained ministry so as to maintain the quality of the academic program;
- shall, when necessary, consult with the dean of the host seminary and the General Board of Higher Education and Ministry concerning the choice of a new director of the school;
- shall participate in the evaluation process for the regional school as defined by the standards of the General Board of Higher Education and Ministry.

... of the **board of managers of an extension school**

- shall be responsible for overseeing the operations of the school, in consultation and collaboration with the extension director and the affiliated regional director;
- shall, when necessary, recommend the director of the extension school in consultation with the affiliated regional director and the sponsoring annual conference(s);
- shall ensure that the school establishes a fiscally sound budget, raise necessary funding, care for expenses and insurance, and provide for an external audit process;
- shall conduct a complete “internal” evaluation of the extension school every three years in consultation with the affiliated regional director and the General Board of Higher Education and Ministry.
- shall represent the concerns of their constituent local pastors;
- shall meet with the director of the extension school to review the program and needs of the school;
- shall promote support of the school through its constituent boards of ordained ministry;
- shall supply supplementary financial support for the school through boards of ordained ministry so as to maintain the quality of the academic program;

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COS Faculty Guidelines

Faculty from United Methodist theological schools shall be chosen to teach in the Course of Study School whenever possible. Those courses which cannot be filled with such faculty persons shall be taught by persons who would qualify for adjunct faculty status in that particular theological school. Attention to ethnic diversity, gender inclusiveness and language competency shall be given in the selection of faculty. All efforts should be made to avoid any conflict of interest or nepotism in the hiring of faculty.

Considerations in Faculty Hiring

- 1) Process, Information, and Documentation
 - a) The Resume (Curriculum Vita)
 - i) Academic qualifications (documented through copies of transcripts, degrees, or letters certifying completion of academic programs)
 - ii) Teaching experience
 - (1) Teaching experience where academic credit was granted, location and dates
 - (2) Lacking academic teaching experience, are there reasons to anticipate good teaching performance from the candidate?
 - iii) Church, Clergy or Lay Experience
 - (1) If clergy: ordination credentials (date, conference, or judicatory)
 - (2) If clergy: appointments served
 - (3) If lay person: church experience or evidence of commitment to the church
 - (4) Both clergy and lay: committees, boards, commissions of the judicatory (annual conference or general church)
 - b) Personal Interview
 - i) The Director(s) shall interview the candidate to ascertain information concerning the written documentation.
 - ii) Evaluate and authenticate the documents
 - c) Consultation with Regional Director
 - i) If an Extension School, there will be a consultation with the Regional Director to consider the curriculum vita and transcripts of possible instructors as required before hiring.
- 2) Evaluation of Documents and the Candidate
 - a) Academic Qualifications
 - i) Are the candidate's degrees granted or experience in the academic or church skills in areas to be taught in the Course of Study?
 - ii) Does the candidate's record show at least two or more graduate courses in the field to be taught?
 - iii) What grades were assigned to such courses?
 - iv) Does the candidate have two or more courses in another field that would qualify the individual to teach other Course of Study courses?

- v) If an individual is already recognized by one of our University Senate approved seminaries as a professor or an adjunct professor, transcripts will not be required.
- b) Teaching Experience
 - i) Has the candidate provided evidence of teaching experience in an academic credit environment?
 - ii) Has the candidate provided evidence of teaching experience that has been evaluated by an academic supervisor?
 - iii) Does the candidate pursue study in the field after graduate study has been completed, thus keeping somewhat current in the field?
 - iv) If there has been no academic teaching experience, would the candidate be likely to develop such teaching abilities, given the opportunity?
- c) The Interview
 - i) The candidate's affinity and/or desire for teaching
 - ii) The candidate's affinity and/or desire for relating to pastors
 - iii) The candidate's affinity and/or desire for relating to The United Methodist Church
 - iv) The candidate's affinity and/or desire for advancing pastoral education and skills for local pastors
 - v) The candidate's affinity and/or willingness to engage in such education with relatively minimal compensation
 - vi) The value and appropriateness of the candidate's pastoral or church experience

Regional Course of Study Schools

Regional Course of Study Schools are established by the Division of Ordained Ministry. They are located at United Methodist seminaries in venues central to local pastor student populations. Essential factors for Regional Schools are the availability of United Methodist theological school faculty, library resources and access for usage, dormitory access and space for worship and building of community among the student populations. Full time local pastors shall attend one of the approved Regional Course of Study Schools.

Regional Director

The Director of a Regional Course of Study School shall be an ordained elder in the United Methodist Church with a minimum of three years of pastoral leadership in a local church setting. The Director shall be a member of the faculty or administrative staff of the sponsoring seminary.

The Director of a Regional Course of Study School is recommended by the seminary and approved by the Division of Ordained Ministry.

The director shall be responsible for:

- a. registering students, maintaining student and faculty records, reporting grades to the Division on Ministry, and reporting student assessments to the appropriate boards of ordained ministry as required;
- b. assuming administrative responsibility for establishing a budget, caring for expenses and insurance, and for ensuring an annual auditing process;
- c. selecting and evaluating faculty for the regional school and consulting with extension school directors on the selection and evaluation of extension school faculty;
- d. supervising administrative and program staff;
- e. supervising special programs such as language tracks, cultural activities or extension schools;
- f. consult with annual conferences and other bodies and oversee the development of proposals for extension schools;
- g. developing a collegial community between students and faculty in the school;
- h. give attention to the spiritual life and formation of the Course of Study community;
- i. presiding over faculty meetings;
- j. drafting and submitting of annual reports to the Division of Ordained Ministry;
- k. participating in meetings of the Council of Directors developing curriculum, policies, and budgets for the Division of Ordained Ministry;
- l. serving as a liaison with the host seminary;
- m. convening and chairing an annual meeting of the board of advisors;
- n. creating and giving oversight to a satellite school as deemed necessary in consultation with conference representatives;
- o. ensuring compliance with the administrative and academic policies of the General Board of Higher Education and Ministry and the host seminary.

The Regional School Director shall meet annually with Directors of Extension Schools in his or her region. The meeting shall include but not be limited by the following:

- Faculty vita review
- Prior approval of faculty to be used in the extension program
- Evaluation of the Extension School's program
- Sharing of syllabi and book lists

Periodic site visits of Extension Schools shall be conducted by the Regional Director and a Division of Ordained Ministry representative to meet with faculty and students in order to assist in the evaluation process.

Regional Board of Advisors

Each Regional Course of Study School shall have a Board of Advisors. The Board of Advisors shall be composed of at least one representative from the conference Boards of Ordained Ministry enrolling the majority of students in the school, the COS Director, a representative from the Division of Ordained Ministry, and the Director of the Extension School's-ex-officio. The COS Director shall convene and chair the Board of Advisors. The Board of Advisors shall also include other administrators, faculty and students.

The conference representative(s) to the Board of Advisors shall conduct annual site visits to provide feedback regarding the effectiveness of the school. Findings may be submitted in writing or presented to a meeting of the board. The board shall meet with the Director at least annually and review the program and needs of the school. The board shall seek to promote support of the school through its constituent boards of ordained ministry. Supplementary financial support for the school may be given through boards of ordained ministry for the sake of maintaining the quality of the COS educational process.

Extension Schools for Part-Time Local Pastors

When there is a need for a COS school for part-time local pastors who are unable to attend a Regional Course of Study School, the Division of Ordained Ministry may establish an extension school. Extension Schools shall not cross jurisdictional lines without consultation with other Course of Study Directors in the jurisdictions involved.

The following process is utilized in establishing an Extension School:

1. A written proposal shall be developed in consultation with a regional director
2. The proposal shall be reviewed by the Council of COS Directors
3. The Council of Directors shall make a recommendation to the Division of Ordained Ministry concerning the establishment of an extension school
4. The Division of Ordained Ministry approves the establishment of an extension school
5. A Board of Managers is selected for the Extension School
6. An Extension School Director shall be a United Methodist and is approved by the Division of Ordained Ministry, after consultation with:
 - a. Annual Conference(s). (This may be the Board of Ordained Ministry Executive Committee or task group assigned for this purpose, all with the Bishop's knowledge.)
 - b. Regional COS Director
 - c. Board of Managers of the Extension School
7. Faculty is selected by the Extension School Director with the approval of the Regional COS Director.
8. In development of new Extension Schools, each course offered shall be scheduled over at least two (2) non-consecutive weekends or sessions. There should be at least two – four weeks between course offerings.
9. All costs are to be assumed primarily by annual conference funding and student fees.
10. Annual Conferences hosting Extension Schools will budget for the administrative support services provided by the Director of the Regional Course of Study School (when needed) at a rate negotiated with the Regional Course of Study Director.
11. Supplementary financial support for the school may be given through boards of ordained ministry for the sake of maintaining the quality of the COS educational process.
12. Extension Schools will send grade reports to COS Regional Directors and the Division of Ordained Ministry.

Governance of an Extension School

1. Extension Schools are an integral part of the Course of Study program prescribed by the Division of Ordained Ministry.
2. Director of an Extension School

The director of an extension school shall be a United Methodist with accountability to the director of the appropriate regional school. The Director of the Extension School shall be responsible for the oversight, governance, and development of an extension school for part-time local pastors in accordance with the administrative policies of the General Board of Higher Education and Ministry. To that end, the director of an extension school shall be responsible for:

 - a. registering students, maintaining student and faculty records, reporting grades to the regional director, the Division on Ministry, and reporting student assessments to the appropriate boards of ordained ministry as required;

- b. assuming administrative responsibility for establishing a budget, raising funds, caring for expenses and insurance, and for ensuring an annual auditing process by the school's fiscal agent and submitting it to the regional director;
- c. selecting and evaluating of faculty for the extension school in consultation with the regional director;
- d. developing a collegial community between students and faculty in the school;
- e. give attention to the spiritual life and formation of the Course of Study community;
- f. drafting and submitting of annual reports to the Division on Ministry in accordance with their policies and procedures;
- g. serving as a liaison with both their regional school and their host institution;
- h. convening an annual meeting of the extension school's board of managers; and
- i. ensuring compliance with the administrative and administrative policies of the General Board of Higher Education and Ministry and the regional school.

3. Board of Managers

Each extension school shall have a Board of Managers that shall be responsible for overseeing the general operations of the extension school, in consultation and collaboration with the regional director. The Board of Managers shall be comprised of the director of the regional school to which the extension school is affiliated, the director of the extension school, the treasurer, and the local pastor registrar or other representatives of the constituent annual conference(s). A chairperson shall be elected from the Board's membership. Neither the regional director nor the extension school director shall serve as chair. The Board of Managers shall be responsible for:

- a. Selecting and nominating the director of the extension school in consultation and with the approval of the director of the regional school; and
- b. ensuring that the director of the extension school establishes a fiscally sound budget, raises funds, cares for expenses and insurance, and providing for an annual external audit process through the host annual conference fiscal agent for the Extension School.
- c. ensuring appropriate compensation for the director of the extension school.

The conference representative(s) to the Board of Managers shall conduct annual site visits to evaluate the effectiveness of the school. Findings may be submitted in writing or presented to a meeting of the Board of Managers.

Satellite Schools for Part-time Local Pastors

When a Regional Course of Study School determines there is a need for a COS school for part-time local pastors within their Jurisdiction, the regional school may present a proposal to the Board of COS Directors for approval of such a school. Satellite Schools shall not cross jurisdictional lines without consultation with other Course of Study Directors in the jurisdictions involved.

Process for Proposing a New Course of Study Satellite School

The Regional COS School is required to submit a New COS Satellite Proposal to the Division of Ordained Ministry Assistant General Secretary for Clergy Formation for review. When the completed proposal has been reviewed by the Assistant General Secretary, it is forwarded to the Council of Regional COS Directors for their review and recommendation. If the Council of Regional COS Directors agrees to accept the proposal, The Division of Ordained Ministry's Board of Directors will review the proposal for final action.

For a proposal for a new Course of Study program to be properly considered, it must contain the following, with supporting documentation:

- An assessment of need. This assessment would include a summary of available courses in the region as well as a determination of the numbers of local pastors who would be served by the new program.
- A statement of the proposed program's relationship to the current COS programs in the jurisdiction, and how it supports and affects these programs.
- A detailed budget of expected income and expenses for the satellite location. It is expected that a satellite program be financially sustainable and that the annual conference commit to financial support of the satellite either through sufficient student enrollment or direct funding.
- A description of the program: its location, format, pool of faculty, schedule, etc.
- A Memo of Understanding between the Annual Conference and the Regional COS School detailing the responsibilities of each partner.

Establishment and Administration of a Satellite School

1. A satellite school shall receive oversight from the regional schools Board of Advisors.
2. Regional School Director is responsible for selection of faculty.
3. In satellite schools, each course offered shall be scheduled over at least two (2) non-consecutive weekends or sessions. There should be at least two to four weeks between course offerings.
4. The location of the satellite school is determined by the regional director, in consultation with the conference representative(s) and the Division of Ordained Ministry.
5. A satellite school shall be financially tied to the regional school so that the regional school shall hire and pay faculty as well as administrative support persons and be responsible for all expenses related to running the satellite school.
6. Regional schools shall keep all academic records for the satellite school and shall send grade reports directly to the Division of Ordained Ministry.

Governance of a Satellite School

1. Satellite schools are an integral part of the Course of Study Program relating directly to a regional school as prescribed by the Division of Ordained Ministry.
2. Accountability of the satellite school shall be with the appropriate regional director to whom the satellite school relates in accordance with the administrative policies of the General Board of Higher Education and Ministry. To that end the regional director of a satellite school shall be responsible for:
 - a) registering students, maintaining student and faculty records, reporting grades to the Division of Ordained Ministry and reporting student assessments to the appropriate boards of ordained ministry as required;
 - b) assuming administrative responsibility for establishing a budget, raising funds and caring for expenses;
 - c) selecting and evaluating faculty;
 - d) developing a collegial community between students and faculty in the school;
 - e) giving attention to the spiritual life and formation of the Course of Study community;
 - f) submitting annual reports to the division on ministry in accordance with their policies and procedures;
 - g) serving as liaison to their host institution;
 - h) convening an annual meeting of the regional school Board of Advisors and
 - i) ensuring compliance with the administrative and administrative policies of the general Board of higher Education and Ministry.
3. Board of Advisors

Each satellite school shall relate to the Board of Advisors of the host regional school that shall be responsible for overseeing the general operation of the satellite school, in consultation and collaboration with the regional director.

V. COS School Standards

Integrity of Course of Study Schools

Every effort should be made to preserve the integrity of Course of Study Schools. This is understood to include:

1. Maintaining accountability to the Division of Ordained Ministry, to the seminary in which a school resides or to which a school is affiliated, and to the conference (s) related to the school;
2. Adhering to the policies of the Division of Ordained Ministry, and (when appropriate) other sponsoring institutions;
3. Collaborating between the Course of Study Schools and the local pastor registrars in the annual conferences.
4. Maintaining high academic standards through faculty selection, syllabi and grading;
5. Avoiding any appearance of conflict of interest or nepotism in administration, faculty and student relationships.

Operating Standards

Annual Reporting

All Regional and Extension School COS programs are required to submit annual COS director's report information using the online COS School Information Update and Director's Report form.

Financial Management and Recordkeeping

All Regional and Extension School COS programs are required to maintain COS funds in a restricted account (or line item that can be tracked as a restricted account solely for income and expenditures relevant to COS) so that all funds (revenue and expenses) are used for the sole purpose of COS program operations, functions, and scholarships. When submitting the COS Director's annual report to the Division of Ordained Ministry (Please see the Appendix for COS Finance and Budget Report Policies), the school must indicate that

“All COS funds are held in a COS restricted account/line by the _____ COS School and net revenues remain in the account and are to be used to fund any net losses for the COS program.”

COS fees must be collected by the staff of the COS school or of its sponsoring institution according to the financial best practices of those entities; the institution must also provide support for the bookkeeping and financial records for the COS program.

Recordkeeping and financial bookkeeping must be performed by staff of the institution or conference.

The Regional and Extension School COS programs are required to contact the Division of Ordained Ministry if the finances of a school are anticipated as not adequate to operate.

Site Visits and Evaluations

Periodic site visits of Regional and Extension Schools shall be conducted by the Division of Ordained Ministry. A team will be formed by the Division of Ordained Ministry and will

include peer directors that will meet with faculty, students and advisory or management boards in order to assist in the evaluation process.

Failure to Follow Policies

The failure to follow policies established by DOM, GBHEM, will result in a review of the school. Recommendations from the site review will list the necessary changes. The COS school may be placed on a corrective action plan or discontinued as an approved COS school.

Appeal to these Policies

Exceptions to these Administrative Policies must be approved by the staff of the Division of Ordained Ministry.

COS School Additional Policies

Every Course of Study School shall have a written policy related to the issues named below. They may vary slightly in process and procedures, in consideration of an institution's ongoing policies. Each written policy must also list the possible consequence should a violation occur.

Academic Integrity Statement/Plagiarism

Each COS school shall establish an academic standards policy, including procedures and possible consequences for responding to violations of the policy.

Sexual Harassment Policy

Students, faculty and employees of the Course of Study come under the jurisdiction of their own annual conference policies on sexual harassment. However, while the person is at the Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith to justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes sexual harassment against any other person associated with the school. Any person of the Course of Study School community who believes that he or she has been subjected to sexual harassment should immediately report the situation to the Director of the Course of Study School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name and facts). All such complaints will be treated in a confidential manner to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoiding such harassment.

The school will investigate all complaints. If it is determined after an investigation, that a member of the school community has violated this policy, he or she will be subject to appropriate disciplinary action up to and including suspension or termination from the school. In addition, a full report will be made to that person's annual conference or judicatory body.

Definition of sexual harassment¹:

“Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment *or academic standing*; *or*
2. submission to or rejection of such conduct by an individual is used as the basis for employment *or academic standing* decisions affecting such an individual; *or*
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work *or study* performance or creating an intimidating hostile, or offensive working *or studying* environment.”

¹The U.S. Equal Employment Opportunity Commission Section 1604.11 of Title 29. Italicized words are added for the academic environment at the Course of Study School.

Procedures

The Course of Study School is committed to using the process outlined below to deal with allegations of sexual harassment within the school community. A sexual harassment allegation may be resolved on an informal basis.

Any member of the school community who wishes to make a formal complaint, must submit a written description of the incident to the Director.

Allegations are thoroughly investigated by the Sexual Harassment Committee which is composed of the Director and two members of the faculty chosen by the faculty. The investigation shall include a meeting with the person alleged to have engaged in harassment. The accused and/or the complainant may bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with him/her to such a meeting.

If the Sexual Harassment Committee decides inappropriate behavior has occurred, after completing the investigation, the Director takes appropriate disciplinary and/or other action related to the accused person's participation in the Course of Study School on that campus. In addition, the Director will inform the accused person's annual conference or judicatory body of the action taken.

Those called to investigate the allegations take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The Course of Study School also takes steps to ensure that a person against whom such a complaint is brought is treated appropriately and has adequate opportunity to respond to such accusations.

The complainant and the person complained against are notified of the disposition of the complaint. If the disposition involves any ongoing process, the Director keeps the complainant informed until the process is completed.

Appeal Process

If the accuser or the accused is not satisfied with the action taken by the Course of Study School, s/he may express such dissatisfaction in writing to the Director of Board of Ordained Ministry Relations, Division of Ordained Ministry, General Board of Higher Education and Ministry within 15 days after receiving the notification of the disposition of the complaint.

Confidentiality

Every effort will be made to ensure confidentiality to the extent feasible while permitting the Course of Study School to investigate the complaint thoroughly and to take appropriate action.

The Course of Study School will not tolerate retaliation against any member of the school community who complains of sexual harassment.

Explanatory Notes

If a person alleged to have engaged in sexual harassment is the Director, then the person bringing the complaint shall notify either one or both faculty members who serve on the Sexual Harassment Committee. The two faculty members shall ask the president of the seminary at the host school to appoint an administrative officer to serve as chairperson of the Sexual Harassment Committee and to function as the Director in the process outlined above.

Racial Harassment Policy

Persons enrolled in the Course of Study come under the jurisdiction of their own annual conference policies on racial harassment. However, while the person is in the Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith for justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes racial harassment against any other person associated with the school. Any person of the Course of Study School community who believes that he or she has been subjected to racial harassment should immediately report the situation to the Director of the Course of Study School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name and facts). All such complaints will be treated in a confidential manner to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoiding such harassment.

The school will investigate all complaints. If it is determined after an investigation that a member of the school community has violated this policy, he or she will be subject to appropriate disciplinary action up to and including suspension or termination from the school. In addition, a full report will be made to that person's annual conference or judicatory body.

Definition of Racial Harassment

Any conduct directed against a person with the effect of insulting, degrading or abusing him/her because of his/her racial background.

Procedures

The Course of Study School is committed to using the process outlined below to deal with allegations of racial harassment within the school community. A racial harassment allegation may be resolved on an informal basis.

Any member of the school community who wishes to make a formal complaint, must submit a written description of the incident to the Director.

Allegations are thoroughly investigated by a Racial Harassment Committee composed of the Director and two members of the faculty. The investigation shall include a meeting with the person alleged to have engaged in the harassment. The accused and/or the complainant may bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with him/her to such a meeting.

If the Racial Harassment Committee decides inappropriate behavior has occurred, after completing the investigation, the Director takes appropriate disciplinary and/or other action related to the accused person's participation in the Course of Study School on that campus. In addition, the Director will inform the accused person's annual conference or judicatory body of the action taken.

The Course of Study School takes steps to ensure that a person against whom such a complaint is brought is treated appropriately and has adequate opportunity to respond to such accusations.

The complainant and the person complained against are notified of the disposition of the complaint. If the disposition involves any ongoing process the Director keeps the complainant informed until the process is complete.

Appeal Process

If the accuser or the accused is not satisfied with the action taken by the Course of Study School, s/he may express such dissatisfaction, in writing to the Director of Board of Ordained Ministry Relations, Division of Ordained Ministry, General Board of Higher Education and Ministry, within 15 days after receiving notification of the disposition of the complaint.

Confidentiality

Every effort will be made to ensure confidentiality to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school will not tolerate retaliation against any member of the school community who complains of racial harassment.

Explanatory Notes

If the person alleged to have engaged in racial harassment is the Director, then the person bringing the complaint shall notify one or two faculty members who serve on the Racial Harassment Committee. The two faculty members shall ask the president of the seminary at the host school to appoint an administrative officer to serve as chairperson of the Sexual Harassment Committee and to function as the Director in the process outlined above.

VI. Appendix

Course of Study Travel Policies for Students

ECE (La Escuela del Curso de Estudio) Travel Policy

All students desiring travel assistance should contact their ECE Director for the policy and the travel assistance application, whether they plan to travel by air or by car.

Travel by air: The ECE director will send a list of registered students to the GBHEM Office of Specialized Global Education & Ministry (ece@gbhem.org), preferably 45 days before the school begins. GBHEM will forward a travel manifest to the GBHEM approved travel company. Students should contact the travel company to book their flight at least 21 days prior to departure.

The student will be charged for unexcused flight changes or cancellations. A student who books a flight through another travel company will only be reimbursed the cost of what the ticket would be if it were booked through the GBHEM travel company. Any flight booked less than 21 days prior to departure, is subject to partial repayment. Payment for flight changes, cancellations, or partial repayments will be collected by the travel agent at the time-of-flight confirmation.

Any exceptions to this policy will be decided between the ECE Director and the staff of the GBHEM Office of Specialized Global Education & Ministry. Fees for shuttle service, parking or meals during travel are at the individual's expense.

Travel by auto: Students who travel by automobile will be paid mileage up to 1,000 miles or the cost of a round trip air fare booked through the GBHEM approved travel company, whichever is less. Mileage must be verified by submitting a printout of the detailed trip directions from a travel site. If carpooling, only one student will be reimbursed for mileage or automobile rental. Mileage is the only expense paid through the travel fund. Other items, such as gasoline, parking, or meals during travel are at the individual's own expense.

COS Travel Policy for Students from Hawaii

GBHEM will cover the cost of a local pastor's travel from Hawaii to the Western Jurisdiction Licensing School or Course of Study school. The following procedures should be followed to reserve travel:

1. When a student registers for WJ licensing school or COS classes, the student must notify the Hawaii District office of the enrollment.
2. The Hawaii District Superintendent must notify GBHEM of the registration and scheduled class dates (preferably as soon as the student registers or at least 45 days in advance of event);
3. GBHEM notifies the approved travel company of approval for the student to make flight arrangements at the expense of GBHEM and provides the student's name and contact information;
4. GBHEM notifies student, Hawaii District office, WJ Regional Director of approval, and provides them with the travel company's contact information;
5. The student must contact the travel company to make reservations at least 30 days in advance;
6. Any flight reserved less than 30 days prior to departure is subject to partial repayment by the student. Payment for any increase in ticket price after the 30-day deadline will be collected by the travel agent.

Communication Skills Guidelines

1. Each annual conference Board of Ordained Ministry should determine and administer a policy regarding the use of a preliminary reading test to *candidates for license* for pastoral ministry. The Tests of Adult Basic Education (TABE) may be used and is available from the Division of Ordained Ministry.
2. Those local pastors who fall below established norms should engage in an appropriate program of remedial work in language prior to registering in the Course of Study. This program should be taken under the guidance of the District Committee on Ordained Ministry and the Board of Ordained Ministry using the resources of a local high school or college. The District Committee should notify the appropriate COS school if a student is in this category.
3. If the student has not taken the preliminary reading test, the Course of Study schools may administer a language proficiency test to entering students.
 - a. Students falling below established norms should be assigned to appropriate classes for tutoring and assistance during their first and second years.
 - b. Students falling below a standard established by a Course of Study School may be required to reduce their regular course work in order to devote time to remedial work in a language.
4. The communication skills program should be clearly outlined in school materials, communicating a statement of philosophy, requirements, and goals. The program should be emphasized and clarified in the orientation students receive on campus.
5. Although the program will emphasize reading and writing skills, other communication skills may be addressed through an enrichment program. It is recommended to make a communications lab available to students for remedial work or enrichment purposes. Students may be charged an additional fee for the communication enrichment program.
6. The Course of Study School will not routinely send communication to the Boards of Ordained Ministry regarding writing and communication skills, but reports may be made available, upon request in writing by the student.

Class Goals and Projected Outcomes

FIRST YEAR

COS 121- Bible I: Introduction

This course introduces biblical interpretation. Attention is given to the inspiration, formation, and function of the canon and to the development of a methodology of interpretation consistent with the nature of scripture. The importance of the Bible as a witness to the life and faith of ancient Israel and earliest Christianity will be emphasized.

Students will be able to:

1. Articulate the place of scripture in the life of the congregation and the role of the pastor in interpretation.
2. Understand the inspiration and formation of the canon and its authority within the community of faith.
3. Understand and apply historical, literary, and theological approaches to various types of literature in scripture using Genesis, Hosea and Amos, Mark, and Philippians.
4. Develop a method of exegesis consistent with the nature and authority of the Bible.

COS 122 – Theological Heritage I: Introduction

This course introduces the student to theological reflection in the Wesleyan tradition. Basic terms, tasks, and methods of Christian theology will be introduced. Representative classical themes will be defined and illustrated. The course provides a foundation for further historical and theological study.

Students will be able to:

1. Examine their understanding of faith, sin, salvation, grace, and the place of doctrine in the life of the Church.
2. Use and understand classical theological terms and themes.
3. Critically consider the sources of theological reflection, including scripture, tradition, experience and reason.
4. Reflect theologically as a resource for pastoral ministry.

COS 123- Formation and Discipleship

This course grounds the student in the theology and core practices of personal and congregational formation and discipleship.

Students will be able to:

1. Articulate a theological basis for the Wesleyan emphasis on spiritual disciplines and practice them as means of grace.
2. Explain and implement the General Rules and the practices of small groups in a congregation.
3. Educate and resource a congregation in the discipline's Christian formation.
4. Organize congregations to help people discern their callings and gifts for ministry.

COS 124- Transformative Leadership

This course forms the student's identity as pastoral leader and change agent in congregations, The United Methodist Church, and the world.

Students will be able to:

1. Identify and understand the attributes of good leaders, biblically and theologically.
2. Evaluate and strengthen their own identities and skills as pastoral leaders.
3. Explain and reflect on the nature of change in the local congregation and wider society.
4. Implement visioning, strategizing, and planning processes in their local congregations.

SECOND YEAR

COS 221- Bible II: Torah, and Israel's History

This course interprets the critical events, developing institutions, and traditions of Israel. Attention is given to the earliest Covenants, to the Exodus, to the rise of the monarchy, and to other events up to the eighth century prophets.

Students will be able to:

1. Articulate a historical overview of the experience and faith of ancient Israel.
2. Exegete selected passages that illustrate crucial turning points in the history of Israel.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.

COS 222 – Theological Heritage II: Early Church

This course focuses on the history and theology of the Church through the first five centuries. Using primary sources, students will reflect on significant individuals, events, and the articulation of the Christian faith during this period.

Students will be able to:

1. Understand and articulate the doctrine of the Trinity, and the historical debates in the early Church around the person and nature of Christ.
2. Understand and articulate a doctrine of salvation in light of the controversies of the early church.
3. Understand the history and significance of the creeds and ecumenical councils.
4. Appropriate historical theology for pastoral ministry.

COS 223 - Worship and Sacraments

This course examines worship within The United Methodist Church including liturgy, sacraments, and special services. Attention will be given to the pastor's role as leader in worship.

Students will be able to:

1. Articulate a theology of worship consistent with the Wesleyan tradition, including reflection on the theology and rhythm of the Christian year.
2. Articulate a Wesleyan theology of the sacraments and be competent in their administration.
3. Interpret theologically the rites of Christian marriage, and of Death and Resurrection, and be able to lead such services well.
4. Construct a worship service, and reflect theologically on the use of hymns, media, contemporary music, and lay leadership.

COS 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.

THIRD YEAR

COS 321- Bible III: Gospels

This course focuses on the content and message of the Gospels, as well as the theological perspectives of the Gospel writers. The practice of exegesis will be emphasized.

Students will be able to:

1. Understand the origin, message, and purpose of each Gospel.
2. Exegete this form of literature.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.

COS 322 – Theological Heritage III: Medieval through the Reformation

This course focuses on major movements and events beginning with the split between Eastern and Western forms of Christianity and continuing through the Reformation. Using primary sources, students will reflect on individuals, decisive events, and theological developments.

Students will be able to:

1. Understand major theological developments in medieval Christianity leading up to the reformation.
2. Distinguish the theological characteristics of Luther, Zwingli, the Anabaptists, Calvin, the English Reformation, and Puritanism.
3. Understand and articulate reformation era debates around justification, sanctification, the sacraments, and church unity.

COS 323 - Congregational Care

This course introduces students to practices of congregational care and the pastor's responsibility in caregiving.

Students will be able to:

1. Implement and oversee appropriate types of care in varieties of settings, including prisons, hospitals, nursing facilities, and homes.
2. Organize caring ministries within the congregation.
3. Discern and implement appropriate boundaries, knowing when and to whom to refer people, and when and when not to share information.
4. Reflect on and practice skills of sensitive caregiving, using role play and analysis case studies.

COS 324 - Preaching

This course focuses on preaching the gospel from the Old and New Testaments.

Students will be able to:

1. Articulate a theology of proclamation.
2. Exegete a variety of biblical passages for preaching.
3. Evaluate sermons for biblical integrity, theological soundness, internal logic, and delivery, and appropriate insights gained from the evaluation of their own sermons.
4. Develop plans for ordering and delivering sermons in their congregational and communal context.

FOURTH YEAR

COS 421 - Bible IV: Prophets, Psalms, and Wisdom Literature

This course examines God's Word as expressed through Israel's prophets, selected Psalms, and selected passages from Wisdom literature.

Students will be able to:

1. Understand the origin, history, and use of these forms of biblical literature among God's people.
2. Exegete these forms of biblical literature.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.

COS 422 – Theological Heritage IV: Wesleyan Movement

This course covers the significant individuals, decisive events, and theology of the Methodist movement. Utilizing categories of grace, faith, and holiness, the student will appropriate the Wesleyan heritage.

Students will be able to:

1. Understand and reflect on the movements, major figures, and events that led to the eighteenth-century revivals, especially the lives and ministries of John and Charles Wesley.
2. Understand and articulate the vision of holiness and the theology of grace as it shaped the Wesley's, and the structures of the Methodist movement.
3. Identify and discuss significant theological and historical developments in American Methodism, including ordination and episcopacy.
4. Reflect theologically on their Wesleyan heritage and identity.

COS 423 – Mission

This course introduces the theology and scope of mission, and the pastor's role in leading congregations in their mission as agents of God's transforming redemption.

Students will be able to:

1. Articulate a biblical and theological framework for Christian mission.
2. Explain the Wesleyan relationship of personal piety and social holiness.
3. Examine and reflect on unjust social realities and the response of the church locally and globally.
4. Analyze their ministry context and develop strategies for transforming mission.

COS 424 - Ethics

This course introduces the biblical and theological bases for Christian behavior, emphasizing the pastoral skills needed for moral leadership in the congregation and community.

Students will be able to:

1. Articulate a biblical and theological basis for ethical thinking and moral behavior and distinguish major approaches to ethical reasoning.
2. Comprehend the relationship between their personal stories, pastoral vocation, local contexts, and responsibility as moral leaders.
3. Develop a Christian framework for moral reason and action and apply it to the use of power and the setting of boundaries in ministry.
4. Demonstrate familiarity with and make use of the Social Principles of The United Methodist Church as a resource for ethical reflection and action.

FIFTH YEAR

COS 521 – Bible V: Acts, Epistles, and Revelation

This course focuses on the content and context of these writings, and the theological emphases of their writers. In addition to Acts and Revelation, Romans, 1 Corinthians, Hebrews, James, and 1 John will receive special attention. Students will articulate a theology of scripture.

Students will be able to:

1. Distinguish these genres of biblical literature and understand the major theological themes in these writings.
2. Faithfully exegete these forms of biblical literature.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.
4. Articulate the unity and authority of Scripture as a whole.

COS 522 – Theology in the Contemporary Church

This course covers significant individuals, movements, events, and theological developments from the nineteenth century to the present. Students will read selected primary sources.

Students will be able to:

1. Understand the origins and theological tenets of liberalism from the early 19th century to the present, including its influence on ecumenism and process theology.
2. Understand and distinguish reactions to liberalism, including Fundamentalism, Neo-Orthodoxy, and Evangelicalism.
3. Understand the historical development and theology of the Holiness Movement, Pentecostalism, and the Charismatic Movement.
4. Understand the origins and tenets of Liberation and Contextual theologies.

COS 523 - Evangelism

This course introduces students to the theology and practices of evangelism as an expression of the mission of God.

Students will be able to:

1. Reflect on and articulate the meaning of the Gospel and an understanding of the Church as bearers of God's Word to the world.
2. Ground a theology of evangelism in scripture, the Gospel, and the mission of God.
3. Interpret of the Wesleyan heritage of evangelism.
4. Reflect on and implement strategies and models for evangelism by the congregation.

COS 524 – Theological Reflection on the Practice of Ministry

This course is the capstone to the student's basic course of study. Its focus is the integration of the biblical, theological, and practical aspects of ministry.

Students will be able to:

1. Articulate a Trinitarian theology for the practice of ministry.
2. State clearly the nature and mission of the Church and its relation to pastoral ministry.
3. Demonstrate the ability to reflect theologically.
4. Develop a plan for lifelong theological reading, reflection, and growth

Course of Study Required Textbooks

- Faculty must choose one (1) book from the required textbook list. Individual faculty may add two (2) additional textbooks, meeting the three (3) textbook limit for the class.
- Reference books are required and are to help a student build their own library. Assignments assure the use of the reference books; they are not classroom texts.
- Supplementary texts are valuable, but optional texts if a student wants to pursue an area of ministry.

Curriculum Section	Course #	Course Name	Author (s)	Textbook Title	Classification
BIBLE	121	Bible I: Introduction	John Hayes & Carl Holladay	<i>Biblical Exegesis: A Beginner's Handbook</i>	Required
BIBLE	121	Bible I: Introduction	Bernhard Anderson	<i>The Unfolding Drama of the Bible</i>	Required
BIBLE	121	Bible I: Introduction		<i>The Interpreters One-Volume Commentary</i>	Reference
BIBLE	121	Bible I: Introduction		<i>Harper Collins Bible Dictionary</i>	Reference
BIBLE	121	Bible I: Introduction		<i>NRSV – New Interpreter's Study Bible*</i>	Reference
BIBLE	221	Bible II: Torah and Israel's History	Michael Coogan	<i>The Old Testament: A Historical & Literary Introduction</i>	Required
BIBLE	221	Bible II: Torah and Israel's History	Terrence Fretheim	<i>The Pentateuch</i>	Required
BIBLE	221	Bible II: Torah and Israel's History		<i>Oxford Bible Atlas</i>	Reference
BIBLE	221	Bible II: Torah and Israel's History	Bruce Birch, Walter Brueggemann, Terrence Fretheim, David Petersen	<i>A Theological Introduction to the Old Testament, 2nd Edition</i>	Reference
BIBLE	321	Bible III: Gospels	Mark Allen Powell	<i>Introducing the New Testament</i>	Required
BIBLE	321	Bible III: Gospels	Frederick Murphy	<i>An Introduction to Jesus and the Gospels</i>	Required
BIBLE	321	Bible III: Gospels	Alan Culpepper	<i>Anatomy of the 4th Gospel</i>	Required
BIBLE	321	Bible III: Gospels	Sharon Ringe	<i>Luke (Westminster Bible Companion)</i>	Reference
BIBLE	321	Bible III: Gospels	Moody Smith	<i>Abingdon New Testament Commentary on John</i>	Reference
BIBLE	421	Bible IV: Prophets, Psalms & Wisdom Literature	Walter Brueggemann	<i>Spirituality of the Psalms</i>	Required

Curriculum Section	Course #	Course Name	Author (s)	Textbook Title	Classification
BIBLE	421	Bible IV: Prophets, Psalms & Wisdom Literature	Louis Stulman & Hyun Paul Kim	<i>You Are My People: An Introduction to Prophetic Literature</i>	Required
BIBLE	421	Bible IV: Prophets, Psalms & Wisdom Literature	Richard Clifford	<i>Wisdom Literature</i>	Required
BIBLE	421	Bible IV: Prophets, Psalms & Wisdom Literature	Bruce Birch, Walter Brueggmann, Terrence Frietham, David Petersen,	<i>A Theological Introduction to the Old Testament, 2nd Edition*</i>	Reference
BIBLE	521	Bible V: Acts, Epistles & Revelation	Warren Carter/ Amy-Jill Levine	<i>The New Testament: Methods and Meanings</i>	Required
BIBLE	521	Bible V: Acts, Epistles & Revelation	Jouette Bassler	<i>Navigating Paul</i>	Required
BIBLE	521	Bible V: Acts, Epistles & Revelation	Victor Furnish	<i>The Moral Teaching of Paul</i>	Supplementary
BIBLE	521	Bible V: Acts, Epistles & Revelation	N T Wright	<i>Revelation</i>	Supplementary
BIBLE	521	Bible V: Acts, Epistles & Revelation	Mark Allen Powell	<i>Introducing the New Testament*</i>	Supplementary
THEOLOGY	122	Theological Heritage I: Introduction	Ted Campbell	<i>Methodist Doctrine: The Essentials</i>	Required
THEOLOGY	122	Theological Heritage I: Introduction	Justo Gonzales & Zaida Perez	<i>An Introduction to Christian Theology</i>	Required
THEOLOGY	122	Theological Heritage I: Introduction		<i>2012 Book of Discipline*</i>	reference
THEOLOGY	122	Theological Heritage I: Introduction		<i>United Methodist Hymnal*</i>	Reference
THEOLOGY	122	Theological Heritage I: Introduction	Ted Runyon	<i>The New Creation: John Wesley's Theology Today</i>	Supplementary
THEOLOGY	122	Theological Heritage I: Introduction	Ken Collins	<i>The Theology of John Wesley: Holy Love and the Shape of Grace</i>	Supplementary
THEOLOGY	222	Theological Heritage II: Early Church	Justo Gonzales	<i>The Story of Christianity, Vol 1</i>	Required
THEOLOGY	222	Theological Heritage II: Early Church	Roberta Bondi	<i>To Love as God Loves</i>	Required
THEOLOGY	222	Theological Heritage II: Early Church	Henry Bettenson & Chris Maunder	<i>Documents of the Christian Church</i>	Reference

Curriculum Section	Course #	Course Name	Author (s)	Textbook Title	Classification
THEOLOGY	322	Theological Heritage III: Medieval – Reformation	James Tracy	<i>Europe's Reformation, 1450-1650</i>	Required
THEOLOGY	322	Theological Heritage III: Medieval – Reformation	Justo Gonzales	<i>The Story of Christianity, Vol 1*, Vol 2</i>	Required
THEOLOGY	322	Theological Heritage III: Medieval – Reformation	Henry Bettenson & Chris Maunder	<i>Documents of the Christian Church*</i>	reference
THEOLOGY	422	Theological Heritage IV: Wesleyan Movement	Richard Heitzenrater	<i>Wesley and the People Called Methodists</i>	Required
THEOLOGY	422	Theological Heritage IV: Wesleyan Movement	Russ Richey, Ken Rowe, Jeanne M. Schmidt	<i>American Methodism: A Compact History</i>	Required
THEOLOGY	422	Theological Heritage IV: Wesleyan Movement	Randy Maddox	<i>Responsible Grace</i>	Required
THEOLOGY	422	Theological Heritage IV: Wesleyan Movement	John Wigger	<i>Taking Heaven by Storm</i>	Supplementary
THEOLOGY	522	Theology in the Contemporary Church	John Caputo	<i>What Would Jesus Deconstruct?</i>	Required
THEOLOGY	522	Theology in the Contemporary Church	Daniel Migliore	<i>Faith Seeking Understanding</i>	Required
THEOLOGY	522	Theology in the Contemporary Church	Henry Bettenson & Chris Maunder	<i>Documents of the Christian Church*</i>	Reference
THEOLOGY	522	Theology in the Contemporary Church	Henry H Knight	<i>From Aldersgate to Azusa Street</i>	Supplementary
CONGREGATIONAL LIFE	123	Formation and Discipleship	Sondra Matthaai	<i>Formation in the Faith</i>	Required
CONGREGATIONAL LIFE	123	Formation and Discipleship	Marjorie J Thompson	<i>Soul Feast: An Invitation to the Christian Spiritual Life</i>	Required
CONGREGATIONAL LIFE	123	Formation and Discipleship	Jack Seymour	<i>Teaching the Way of Jesus</i>	Supplementary
CONGREGATIONAL LIFE	123	Formation and Discipleship	Norma Everiste	<i>Church as Learning Community</i>	Supplementary
CONGREGATIONAL LIFE	123	Formation and Discipleship	Anne Wimberly & Evelyn Park	<i>In Search of Wisdom: Faith Formation in the Black Church</i>	Supplementary
CONGREGATIONAL LIFE	223	Worship and Sacraments	Robin Knowles Wallace	<i>The Christian Year: A Guide for Worship and Preaching</i>	Required
CONGREGATIONAL LIFE	223	Worship and Sacraments	Laurence Stookey	<i>Let the Whole Church Say Amen!</i>	Required

Curriculum Section	Course #	Course Name	Author (s)	Textbook Title	Classification
CONGREGATIONAL LIFE	223	Worship and Sacraments	Hoyt Hickman	<i>Worshipping with United Methodists: A Guide for Pastors and Church Leaders</i>	Required
CONGREGATIONAL LIFE	223	Worship and Sacraments		<i>UM Hymnal*</i>	Reference
CONGREGATIONAL LIFE	223	Worship and Sacraments		<i>Book of Worship*</i>	Reference
CONGREGATIONAL LIFE	223	Worship and Sacraments	Gayle Felton	<i>This Holy Mystery*</i>	Reference
CONGREGATIONAL LIFE	223	Worship and Sacraments	Gayle Felton	<i>By Water and the Spirit*</i>	Reference
CONGREGATIONAL LIFE	323	Congregational Care	Larry Webb	<i>Crises Counseling in the Congregation</i>	Required
CONGREGATIONAL LIFE	323	Congregational Care	Ed Wimberly	<i>African American Pastoral Care and Counseling: Oppression and Empowerment</i>	Required
CONGREGATIONAL LIFE	323	Congregational Care	Jeanne Hoeft, Shannon Jung, Joretta Marshall	<i>Practicing Care in Rural Congregations and Communities</i>	Supplementary
CONGREGATIONAL LIFE	323	Congregational Care	Howard Clinebell	<i>Basic Types of Pastoral Care and Counseling</i>	Supplementary
CONGREGATIONAL LIFE	423	Mission	Dana Robert	<i>Christian Mission</i>	Required
CONGREGATIONAL LIFE	423	Mission	Miroslav Volf	<i>A Public Faith: How Followers of Christ Should Serve the Common Good Selected Wesley Sermons</i>	Required
CONGREGATIONAL LIFE	423	Mission	Theodore W. Jennings	<i>Good News to the Poor</i>	Supplementary
CONGREGATIONAL LIFE	523	Evangelism	Mortimer Arias	<i>Announcing The Reign of God</i>	Required
CONGREGATIONAL LIFE	523	Evangelism	Henry Knight & F Douglas Powe	<i>Transforming Evangelism: The Wesleyan Way of Sharing Faith</i>	Required
CONGREGATIONAL LIFE	523	Evangelism	Eddie Fox and George Morris	<i>Faith-Sharing</i>	Required

Curriculum Section	Course #	Course Name	Author (s)	Textbook Title	Classification
CONGREGATIONAL LIFE	523	Evangelism	Doug Powe	<i>New Wine and New Wineskins: How African American Congregations Can Reach New Generations</i>	Supplementary
CONGREGATIONAL LIFE	523	Evangelism	Stephen Gunter, Elaine Robinson, ed.	<i>Considering the Great Commission</i>	Supplementary
PASTORAL IDENTITY	124	Transformative Leadership	Bruce Birch & Lewis Parks	<i>Ducking Spears, Dancing Madly: A Biblical Model of Church Leadership</i>	Required
PASTORAL IDENTITY	124	Transformative Leadership	Brandon O'Brien and Jim Belcher	<i>The Strategically Small Church: Intimate, Nimble, authentic, and Effective</i>	Required
PASTORAL IDENTITY	124	Transformative Leadership	Larry Goleman	<i>Finding Our Story: Narrative Leadership and Congregational Change</i>	Supplementary
PASTORAL IDENTITY	224	Administration and Polity	Lacey Warner	<i>The Method of Our Mission</i>	Required
PASTORAL IDENTITY	224	Administration and Polity	Lovett Weems	<i>Leadership in the Wesleyan Spirit</i>	Required
PASTORAL IDENTITY	224	Administration and Polity		<i>2012 Book of Discipline*</i>	Reference
PASTORAL IDENTITY	324	Preaching	Fred Craddock	<i>Craddock on the Craft of Preaching</i>	Required
PASTORAL IDENTITY	324	Preaching	Cleophus LaRue	<i>The Heart of Black Preaching</i>	Required
PASTORAL IDENTITY	324	Preaching	Barbara Brown Taylor	<i>The Preaching Life</i>	Required
PASTORAL IDENTITY	324	Preaching	Paul Scott Wilson, Editor	<i>The New Interpreter's Handbook of Preaching</i>	reference
PASTORAL IDENTITY	324	Preaching	Joseph Webb	<i>Preaching Without Notes</i>	Supplementary
PASTORAL IDENTITY	324	Preaching	Adam Hamilton	<i>Unleashing the Word</i>	Supplementary
PASTORAL IDENTITY	424	Ethics	Robin Lovin	<i>An Introduction to Christian Ethics: Goals, Duties and Virtues</i>	Required
PASTORAL IDENTITY	424	Ethics	Patricia Jung and Darryl W. Stephens	<i>Professional Sexual Ethics</i>	Required
PASTORAL IDENTITY	424	Ethics		<i>Social Principles</i>	Reference
PASTORAL IDENTITY	424	Ethics		<i>Book of Resolutions</i>	Reference

Curriculum Section	Course #	Course Name	Author (s)	Textbook Title	Classification
PASTORAL IDENTITY	424	Ethics	Rebekah Miles	<i>The Pastor as a Moral Guide</i>	Supplementary
PASTORAL IDENTITY	424	Ethics	Richard Hays	<i>Moral Vision of the New Testament</i>	Supplementary
PASTORAL IDENTITY	424	Ethics	Stephen Mott	<i>Biblical Ethics and Social Change</i>	Supplementary
PASTORAL IDENTITY	524	Theological Reflection: Practice of Ministry	Will Willimon	<i>Pastor: The Theology and Practice of Ordained Ministry</i>	Required
PASTORAL IDENTITY	524	Theological Reflection: Practice of Ministry	Kathleen Cahalan	<i>Introducing the Practice of Ministry</i>	Required
PASTORAL IDENTITY	524	Theological Reflection: Practice of Ministry	Charles Wood and Ellen Blue	<i>Attentive to God: Thinking Theologically in Ministry</i>	Required
PASTORAL IDENTITY	524	Theological Reflection: Practice of Ministry	Lacey Warner and Ken Carder	<i>The Grace to Lead</i>	Supplementary
PASTORAL IDENTITY	524	Theological Reflection: Practice of Ministry	Frederick Buechner	<i>The Sacred Journey</i>	Supplementary
<i>*Students will have the book from a previous class or Licensing School</i>					

COS Prerequisite Policy Memorandum



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Shannon Conklin-Miller, Assistant General Secretary
Theological Education and Leadership Formation
Division of Ordained Ministry

MEMORANDUM

TO: District Superintendents and Boards of Ordained Ministry
COS Regional and Extension Schools

FROM: Rev. Shannon Conklin-Miller, Assistant General Secretary
Theological Education and Leadership Formation

DATE: January 23, 2019

GBHEM COS 121 & 122 Prerequisite Course Policy Effective June 1, 2019 with Transition Period through June 1, 2020.

The GBHEM Board of Directors for the Division of Ordained Ministry have approved a new Course of Study Prerequisite policy as follows:

“Effective June 1, 2019, Course 121 (Bible 1: Introduction) and Course 122 (Theological Heritage 1: Introduction) will be prerequisites for enrollment in any other Course of Study courses.”

COS 121 AND COS 122 PREREQUISITE COURSE - POLICY RATIONALE

COS 121 and 122 are foundational courses that provide basic instruction and a shared language for Biblical interpretation and theological reflection in the United Methodist ethos. These courses help to prepare students for the upper level coursework that is required in the COS curriculum. A shared biblical and theological foundation is particularly important as many local pastors come from non-United Methodist traditions.

Course 121 (Bible 1: Introduction) provides an overview of the canon and instruction on how to exegete scripture for sermons, Bible study, and supports congregational care, spiritual formation and discipleship program preparation, etc.

Course 122 (Theological Heritage 1: Introduction) provides an understanding of our Wesleyan tradition and the terminology necessary for subsequent COS courses as well as for proclamation preparation during the preaching course. The course provides instruction for offering bible study, pastoral counseling, spiritual formation, and understanding and offering the sacraments. COS 122 provides an understanding of our distinctive Wesleyan Tradition and Methodist movement/UMC in terms of Theology of Ministry and Practice of Ministry and our Wesleyan Heritage.

EMAIL: sconklin-miller@gbhem.org
PHONE: +1 615.340.7527
FAX: +1 615.340.7377

@gbhem
 [facebook.com/gbhem](https://www.facebook.com/gbhem)

gbhem.org
ADDRESS: 1001 19th Avenue, South
Nashville, TN 37212

OTHER COS 121 and 122 PREREQUISITE POLICY INFORMATION

During the transition period, the Director of your COS school will work with local pastors on a case-by-case basis to determine the best way to both continue the student's studies and meet this new requirement.

How will this New Policy affect CURRENT local pastors

ALL current local pastors should take (or should have already taken) COS 121 and 122 by June 1, 2019 if at all possible so they can make satisfactory progress in COS according to the Discipline.

How will this New Policy affect NEW local pastors

Local pastors newly licensed in 2019 (and thereafter), will need to take COS 121 and 122 as first courses.

Policy Distribution

Registrars, please begin to distribute this new COS Prerequisite document at Licensing School, along with information you distribute annually about how to enroll in Course of Study Courses.

Registrars, please email this new COS Prerequisite to all currently enrolled local pastors in January 2019. Local Pastors are responsible for following the policy. **The COS School may request that the student provide verification that COS 121 or 122 has been completed.**

Questions about the Policy

Contact the COS Program Director of the Extension or Regional COS School your local pastors attend.

Transcript Requirement for all Local Pastors registering for COS Courses

The **local pastor** is responsible for checking their official transcript to be sure they meet the new COS Prerequisite policy before they submit COS course registration forms to their District Superintendent, Conference and COS Extension or Regional School. Official transcripts are available to the local pastor by contacting Pamela Frost, the GBHEM COS Registrar at cosregistrar@gbhem.org. Extension and Regional Schools do not provide official transcripts.

Note to District Superintendents, Annual Conference Registrars and Staff

If this new policy means that a local pastor will not meet their requirements for appointment, please contact your COS School Director immediately.

GBHEM Policy on taking more than 4 COS courses per year

Please be aware that with the DS, Conference and COS program Director approval, local pastors may take **more than 4 courses per year**. The four course per year limit was dropped by GBHEM in 2017.

EMAIL sconklin-miller@gbhem.org
PHONE +1 615.340.7527
FAX +1 615.340.7377

✉ @gbhem
f facebook.com/gbhem

BB gbhem.org
ADDRESS 1001 19th Avenue, South
Nashville, TN 37212

COS Finance and Budget Report Policies



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COS FINANCE AND BUDGET REPORT POLICIES

STANDARDS

- Please submit the budget details listed above using the GBHEM provided template. The budget reporting template with example line items will be provided via an online link. If reporting for multiple sites, you may combine details in one spreadsheet, or provide separate spreadsheets for each school.
- All Regional and Extension School COS programs are required to maintain COS funds in a restricted account (or line item that can be tracked as a restricted account solely for income and expenditures relevant to COS) so that all funds (revenue and expenses) are used for the sole purpose of COS program operations, functions, and scholarships.
- When submitting the COS Director's annual report to the Division of Ordained Ministry, the school must indicate that "All COS funds are held in a COS restricted account/line by the _____ COS School and net revenues remain in the account and are to be designated to fund any net losses for the COS program."
- COS fees must be collected by the staff of the COS school or of its sponsoring institution according to the financial best practices of those entities; the institution must also provide support for the bookkeeping and financial records for the COS program.
- Record keeping and financial bookkeeping must be performed by staff of the institution or conference.
- The Regional and Extension School COS programs are required to contact the Division of Ordained Ministry if the finances of a school are anticipated as not adequate to operate.

BUDGET REPORTING GUIDELINES

- Note what enrollment numbers (by site or weekend vs. on campus) are used as the basis for budget revenue and indicate the course format (face to face, hybrid);
- Upload your most recent FY-fiscal year budget showing both the budgeted amount by line item and the actual expenses by line item for the entire 12-month period (July 1, 2017-June 30, 2018 or for January-December 2018 depending on your program's fiscal year).
- Include corresponding account codes for each line item reported on your budget for the COS restricted account.
- REVENUE:
 - Budget and then report actual income from each of the cost centers (COS sites);

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☎ +1 615.340.7416

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🌐 gbhem.org
📍 ADDRESS 1001 19th Avenue, South
Nashville, TN 37212



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- Specify all revenue sources separately that flow through the COS budget, including, but not limited to:
 - Registration fees
 - Tuition fees
 - Housing fees
 - Meal fees
 - Hybrid grants
 - Scholarship/Student fund
 - GBHEM allocation and other revenue items;
- Indicate the total Carry Forward or deficit amounts from prior years under Revenue as a separate line item. COS programs are expected to maintain some carry forward for fiscal integrity. Note how this is used (for example: *All COS funds are held in a "restricted account". Net revenues remain in the account and are used to fund net losses*);
- In-kind
 - Note the In-kind donations that the School or Annual Conference or Church provides to the COS program;
 - Specify as a footnote, not a dollar amount (items such as office space of director, classroom space, technology/web access, etc.).
- EXPENSES:
 - Provide a detailed accounting of expenses, including but not limited to:
 - Personnel & Benefits
 - Director travel
 - Faculty travel
 - Honorariums
 - Technology Fees
 - Office Supplies & Printing
 - Catering
 - Direct Expenses
 - Indirect Expenses
 - Other expenses (postage, etc.);
 - PERSONNEL & BENEFITS
 - Note the Full Time Equivalent (FTE) of the Director, administrative coordinator, and other staff where applicable with the salary/stipend for each position separately and list benefits separately for each position. Non-COS personnel may not be charged to the COS account.
 - Stipend/salary - Provide a separate line item for each position, listed separately by title, on the COS account
 - List benefits (if any) by position;
 - Budget for and report actual expenses for faculty at each COS site
 - Please see the provided budget report template for examples and specifics.
 - TRAVEL
 - Include separate line items for Director, faculty, staff, guests, other.
 - DIRECT EXPENSES
 - Technology fees that are charged per student separate from the registration fee per

 theologicaleducation@gbhem.org
 +1 615.340.7416

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 ADDRESS 1001 19th Avenue, South
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student for Hybrid courses, should be specified as a revenue line item and then included as an expense line item in the budget;

- These types of fees should correspond to the actual number of Hybrid course enrollments.
- **INDIRECT EXPENSES**
 - List any expenses that are not charged 100% to the COS program, such as overhead costs for staff time, custodial services, electricity, etc.
 - **ADMINISTRATIVE COSTS**
 - Specify the percentage and specifically what the cost pertains to;
 - Specify in the footnote on what basis the administrative costs were determined.
 - **CLASSROOM USE**
 - List as an Indirect Expense if there is a charge
 - List as in-kind if there is no charge reasonable cost for custodial services;
 - Specify in the footnote the number of classrooms multiplied by (x) the specific dollar amount if a charge is reported.

FOOTNOTES

In a footnote section of the budget summary, please provide additional details regarding the following budget items:

- In-kind donations
- Explanation of how the past carryover amounts are used
- Explanation of how the current carryover amount will be used
- Explanation of indirect expenses and on what basis they are charged

Policy Updated September 2021

 theologicaleducation@gbhem.org
 +1 615.340.7416

 @gbhem
 facebook.com/gbhem

 gbhem.org
 ADDRESS 1001 19th Avenue, South
Nashville, TN 37212

Exchange Credits for Course of Study

Previous COS Curriculum		=	2014 Revised Curriculum	
Bible	111	=	Bible I	121
	211	=	Bible II	221
	311	=	Bible III	321
	411	=	Bible IV	421
	511	=	Bible V	521
Theology	112	=	Theological Heritage I	122
	212	=	Theological Heritage II	222
	312	=	Theological Heritage III	322
	412	=	Theological Heritage IV	422
	512	=	Theology – Contemporary	522
Congregational Life	113		No direct equivalent	
	213	=	Formation and Discipleship	123
	313	=	Evangelism	523
	413	=	Worship & Sacraments	223
	314	=	Congregational Care	323
	513	=	Mission	423
Pastoral Identity	No equivalent		Transformative Leadership	124
	114	=	Administration and Polity	224
	214	=	Preaching	324
	314	=	Cong Care	323
	414	=	Ethics	424
	514	=	Theological Reflection: Practice of Ministry	524

