

**COURSE DESCRIPTION- GOALS AND OBJECTIVES**

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. 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.

**REQUIRED TEXTS**

Holy Bible - New Revised Standard Version - The Gospel of Matthew  
Lacey Warner: The Method of Our Mission  
Lovett Weems: Leadership in the Wesleyan Spirit  
2016 Book of Discipline. Nashville: United Methodist Publishing House  
Dick Wills, Waking To God's Dream. Nashville: Abingdon Press. 1999  
Henri Nouwen, Spirituality Series - A Spirituality of Fundraising: Upper Room Books, 2010.

**REFERENCE TEXT (Required)**

New Interpreter's Bible Commentary— Abingdon Press, 2015 - single volume (not Summary volume) — The Book of Matthew (Vol.7).  
Please note that all books listed are required texts for this Course. 5 of the 7 texts are available in Paperback.

**+++PREPARING THE ASSIGNMENTS –Be sure to read *entire Syllabus* before beginning your work.**

**QUESTION 1** - Before you begin your reading assignments, write a **one page statement** on your understanding Administration and Polity.

After you have written this statement, read in full the first 3 required texts below.

Then answer Questions 2 and 3.

Be sure to include your Study Notes as a separate part of your Assignment (See following Questions 3 and 5).

**READING ASSIGNMENTS FOR COURSE OF STUDY CLASS 224 - ADMINISTRATION AND POLITY**

1. Holy Bible. Read the Gospel of Matthew - in its entirety.
2. 2016 Book of Discipline. Read the following Sections and Paragraphs.
  - A. First two paragraphs - The Preamble To The Constitution
  - B. The Mission and Ministry of the Church  
Section I — The Churches —Paragraphs 120-124
  - C. Sections II, III, IV, V — The Ministry of All Christians, Servant Ministry and Servant Leadership,  
Servant Ministry, Servant Leadership-Paragraphs 125-137
  - D. Responsibilities and Duties of Elders and Licensed Pastors — Paragraph 340

3. Lacey Warner: The Method of Our Mission - Read the entire text.
4. Lovett Weems: Leadership in the Wesleyan Spirit - Read the entire text.

**Reference Texts - Required**

New Interpreter's Bible Commentary: The Book of Matthew (Vol.7)

Wills, Dick, Waking To God's Dream.

Nouwen, Henri. The Spirituality Series: The Spirituality of Fundraising.

**AS YOU READ THE FIRST 3 TEXT ASSIGNMENTS, TAKE STUDY NOTES – AT LEAST 4 PAGES.**

**AFTER READING THE FIRST THREE TEXT ASSIGNMENTS, ANSWER QUESTIONS 2 AND 3.**

[Questions 2 and 3 – are to be completed after your reading for our first Class, plus your one page statement as to your current understanding of Administration and Polity, written before you begin your readings - are due the First Week- End of Class plus your first set of Study Notes.

Questions 4 and 5 completed will be due the Second Week-End of the Class plus your second set of Study Notes.

[Grades will be determined with 90% coming from the written responses to the Questions and Study Notes, and 10% will be based on class participation and discussion.]

**\*\*\*Your Study Notes may be in long-hand just as you have taken them OR typed out in the same format just as you took them. Either way, simply indicate at the top of the Page under the title – Study Notes - the name of the Book you are referencing. You may include Study Notes for more than one Book. Simply indicate when you change to another Book.**

**[As you answer the Questions, each page is to be double-spaced and fill an entire page. Following your use of headings, you MUST fill an entire page (or pages) with content, starting below the heading and continuing onto the subsequent page(s) pertaining to the question asked.]**

**It is strongly recommended that you attend the Composition Class taught by Mark Jarrett.**

(You may contact Mark Jarrett for consultation about your writing skills and assignments before Class begins, see him outside of Class at Spring Heights, and/or consult with him at any time thereafter to improve upon your writing skills and style.)

**QUESTIONS 1, 2, AND 3 and Study Notes ARE DUE WHEN YOU COME TO THE FIRST SESSION OF THE SUMMER B TERM.**

2. Write a statement of purpose for your personal ministry - which includes specific references to both the Book of Matthew and the Sections assigned in the 2016 Book of Discipline. — Jesus's words and deeds and Disciplinary references which you have found to be enlightening, empowering, or helpful. Also use your Reference Book - New Interpreter's Bible Commentary (Vol.7). Be sure references are cited and quoted as required. 2 Pages
3. Using Warner's text, The Method of Our Mission, write a synopsis of what you have found helpful, using specific references and quotations from each of the Warner's 4 Sections. For your last page, sum up your understanding of how the United Methodist Church is organized for Mission in this present age. 3 pages

**AFTER COMPLETING YOUR ANSWERS TO THE 3 QUESTIONS ABOVE, ADD A SEPARATE SECTION ENTITLED:  
STUDY NOTES IN WHICH YOU INCLUDE 4 PAGES OF NOTES YOU HAVE TAKEN WHILE READING THE DISCIPLINE AND/OR THE NEW INTERPRETER'S BIBLE COMMENTARY (vol.7) AND/OR WARNER'S BOOK - THE METHOD OF OUR MISSION.**

**QUESTIONS 4 AND 5 and Study Notes ARE DUE WHEN YOU COME TO THE SECOND SESSION OF THE SUMMER B TERM.**

4. How do you interpret the assigned readings from the 2016 Book of Discipline to apply to your local congregation? Be specific in addressing concerns, activities, mission, or outreach that are or could be taking place given the makeup of your church and community (geographical location, socio-economic situation, age groupings within the congregation, needs of the community, etc.). Include Disciplinary paragraph references and proper citations in your answer. 2 Pages

5. Using Weems' text, Leadership in the Wesleyan Spirit, write a synopsis of your understanding of the Practices and Passions of Leadership exhibited by John Wesley in his ministry and as outlined by Weems. Conclude with a one page perspective on your own ministry and how you incorporate Wesley's Model of Pastoral Leadership into your own style of ministry. Briefly include, with proper citations, any spiritual and purposeful insights you have received while reading Henri Nouwen's and Dick Wills' Books. 3 Pages

**AFTER COMPLETING YOUR ANSWERS TO QUESTIONS 4 AND 5 ABOVE, ADD A SEPARATE SECTION ENTITLED:  
STUDY NOTES IN WHICH YOU INCLUDE 5 PAGES OF NOTES YOU HAVE TAKEN WHILE READING THE BOOK OF DISCIPLINE AND/OR WEEMS' BOOK - LEADERSHIP IN THE WESLEYAN SPIRIT.**

**For all your work, utilize quotations and specific references within the texts and cite them properly. Contact or see Mark Jarrett for help and instruction on paper presentation.**

**ALL ASSIGNMENTS – IN HARD COPY FORM - PERTAINING TO EACH CLASS SESSION (1st OR 2nd – FIRST OR SECOND WEEK-END) MUST BE BROUGHT IN - COMPLETED TO THE FIRST CLASS OF THAT SESSION - ON TIME. PLEASE DO NOT SEND ME YOUR ASSIGNMENTS IN E-MAIL OR WRITTEN FORM AHEAD OF TIME.**

#### **EVALUATION AND REFLECTION**

**Be prepared so that in Class you may share with others what you have learned through your readings, writing, pondering, and prayers concerning ADMINISTRATION AND POLITY.**

**I look forward to meeting you and our time together. God Bless you in your ministry and as you move through your journey in Course of Study,**

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