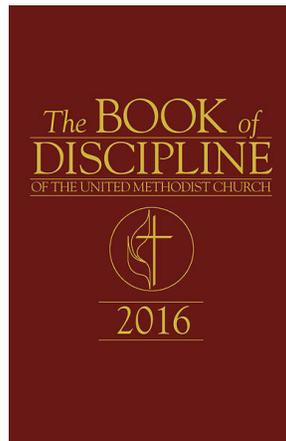


Church Administration and Polity COS #224



**Course of Study School of Ohio
West Virginia Extension
Spring, 2021
On-Line**



**Rev. Dr. Ellis E. Conley
21 Renard Run
Hurricane, WV 25526
conleyellis@aol.com**

I. 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, including financial management.

(from COS Spring Heights, Student Handbook & Objectives
COS Revised Curriculum – 2014)

II. SPECIFIC OBJECTIVES

Students shall be able see understand that our United Methodist polity as expressed in the UM Book of Discipline organizes us for mission and helps us accomplish our purpose rather than hindering us. The course will demonstrate how the distinguishing marks of United Methodism (connectional, disciplined, catholic, itinerant) weave throughout our polity. The administration of the local church unites mission, discipleship, and leadership development. Stewardship of all of God's gifts results in vital congregations and ministries.

III. TEXTBOOKS

The Book of Discipline of the United Methodist 2016, The United Methodist Publishing House.

Christopher, J. Clif, Not Your Parents' Offering Plate, Abingdon Press, 2008.

Kotan, Kay and Schroeder, Phil, Small Church Checkup, Discipleship Resources, 2018

Warner, Lacey C., The Method Of Our Mission, Abingdon Press, 2014.

Weems, Lovett H. Jr., Leadership in the Wesleyan Spirit, Abingdon Press, 1999.

Willard, Ken and Brown, Kelly, Church Ecology, Market Square Books, 2020.

IV. CLASS STANDARDS

A. Wesleyan “Rule of Life”:

- Do no harm
- Do good
- Attend to ordinances of God (spiritual discipline).

(General Rules, Discipline 2016)

B. Inclusive language

It is expected that students be committed to equality for women and men of every racial and ethnic background. Students and instructor are to use language which exemplifies respect, dignity, and equality in conversations with colleagues, in public discourse, in classroom discussions, and in writings. Class participants will be expected to use inclusive language in all writings and during class discussion & participation. If you have specific questions, please see the instructor. (Helpful resource, *Words that Hurt, Words that Heal (new edition)* (Cokesbury.com download, original 1980 resource)

C. Academic Integrity

Student integrity regarding all work assigned in this class is a basic expectation of the learning community. (see page 31, *COS Student Handbook, 2013* – “Academic responsibility”) Also, guidelines for writing, page 25, *COS Handbook*.

D. Attendance

Instructor expects timely participation of students; tardiness is a sign of disrespect to others. Extenuating circumstances should be reported to instructor and COS Dean immediately. (see COS Attendance Policy – page 15, *COS Student Handbook, 2013*)

E. Confidentiality

It is imperative that students do not share information that is confidential, privileged, or proprietary in nature. In addition, students are expected to honor the privacy and confidentiality of their classmates by not disclosing conversations with those outside of the zoom session classrooms.

V. ASSIGNMENTS, GRADING, AND EVALUATION

Note: All assignments are due and expected on time. If because of some extenuating circumstances you are unable to meet a given deadline, you must contact the instructor *before* the deadline in question is expected. Failure to do so will result in a lower grade for the assignment. No Incomplete grade can be granted in this class.

Helpful hint - make a printed copy of all written work e-mailed to the instructor.

A. Class participation (25% of final grade) COS requires that students attend all class sessions in order to receive credit for the course. No “cuts” or “excused absences” are allowed for church, community, family, or other business. In extreme cases, such as serious illness or a family emergency, an additional paper on the reading material of the missed session will be required and negotiated with the instructor. **NOTE: Posting required reflection on the Discussion Board weekly is the major factor in the participation grading. (see the weekly question for posting and instructions)**

1. Timely, careful reading, and completion of assignments in preparation for class participation is expected.
2. Class discussion through verbal contributions including any small group is expected; respectful and hospitable listening to contributions by others is a class norm. Each class member must contribute regularly to discussions without monopolizing the time.

B. Initial Paper “Where God Has Called Me to Serve” (20% of final grade) (due Friday, March 19)

The paper must be 6-8 pages long, double spaced, 12-point font. No more than 8 pages. The following guidelines are provided to help organize your thoughts. *(You do not need to use this order, but your paper must include these themes. Be creative.)*

- Describe the church/charge where you have been assigned to serve. Large, small, rural, urban, community church, family chapel, multi-generational. How has the church changed over the past 10 years, 20 years?
- Describe the location and community that surrounds it. What sort of folks live in the community? How has it changed in the past 10 years, 20 years?
- What are the types of people who live in your community but who don’t enter your church? What is it about your congregation that creates an invisible circle – reasons why the people listed aren’t in the congregation? Why is the church not meeting their needs?
- How does your church/charge connect with the community in involvement, ministry and outreach? Is the church in the “center” of the community or on the “edge.”
- What are the significant ministries of the church?

- What are the greatest opportunities and challenges?
- How do you see yourself as pastor and a leader to the church/charge? How do members of the congregation see you?
- What else should I know about your congregation?

**C. Three Reading Reflection Papers (30% of final grade) - each paper 10%
Each paper is to be 3-5 pages, no more than 5 pages, 12-point font.**

Required reading:

Christopher, Not Your Parents' Offering Plate

Weems, Leadership in the Wesleyan Spirit

Willard and Brown, Church Ecology

Outline for each Reflection Paper based on the assigned reading:

- State a brief review of the topic of the assigned reading.
- What issue or issues are raised for you from the reading?
- With what do you agree in the book?
- With what do you disagree and why?
- What one or more insight from the assigned reading will you put into practice and be useful to you in your ministry?

Reflection paper #1 - “Principles, Practices, and Passions of Leadership” (due Fri, April 9)
Weems, Leadership in the Wesleyan Spirit

Reflection paper #2 - “Creating a Leadership Pathway” (due Friday, April 23)
Willard and Brown, Church Ecology

Reflection paper #3 - “The Ministry of Stewardship” (due Friday, May 7)
Christopher, Not Your Parents' Offering Plate

D. Final Paper/Project “My Church Has Real Possibilities” (25% of final grade) The paper should be at least 6-8 pages in length, and no more than 10 pages, 12-point font. Due by *Friday, May 21 (12 noon)*.

- Read Kotan and Schroeder, Small Church Checkup
- Enlist 2-3 church leaders (do not include your spouse” to assist you in completing the Healthy Church Assessment beginning on page 123. What other questions should be asked that are included in the book but not in the assessment to give a complete picture?
- What have you and others learned about your church?
- What will you do with your new knowledge?
- From your previous readings reflect on leadership, leadership pathways, and stewardship? What course corrections need to be made?
- Who can help you as you lead the church to be healthier and more vital?

VI. SCHEDULE OF CLASS TOPICS, READINGS, AND ASSIGNMENTS

Note: See Asynchronous Syllabus for Discussion Board/Podcast/Video Schedule

March 20, 2021

A. Introductory Paper (due Friday, March 19)

B. Read Prior to Class

Matthew 28: 16-20

Book of Discipline, □104, Article XIII, p. 68 and Article V, p. 73.

□120-125 The Churches, pp. 93-96

Warner, The Method Of Our Mission, pp. 1-9, 109-120

Weems, Leadership In the Wesleyan Spirit, Part I, II, and III

Zoom Session #1 (9am – 11 am)

Each class session will be from 9 am to 11 am with a 10-minute break.

9:00 am

Introductions, Syllabus Review/Assignments

The Discipline Organizes us for Mission

Distinguishing Marks of United Methodist

The Local Church

10:00 am

Principles of Leadership – How do we as leaders and our congregations relate to the community?

April 10, 2021

A. “Principles, Practices, and Passions of Leadership” (due Fri, April 9)

B. Read Prior to Class

Warner, The Method Of Our Mission– Part I, pp. 11-66

Willard & Brown, Church Ecology

Book of Discipline □1-61, pp. 25-44, □ 103, p. 56=65, □104, pp.65-80

Zoom Session #2 (9am – 11 am)

Each class session will be from 9 am to 11 am with a 10-minute break.

9 am

Doctrinal and Theological Foundations

Articles of Religion, Confession of Faith of the United Brethren Church,

The General Rules, The Constitution

10 am **Developing Leaders**
 How can you help cultivate the leaders that your church/charge needs to thrive?

April 24, 2021 (9 am -11 am and 1 pm – 3 pm)

A, Reflection paper #2 - “Creating a Leadership Pathway” (due Friday, April 23)

B. Read Prior to Class

Warner, The Method Of Our Mission, Part II, pp. 67-108, 120-127, Part III, pp. 129-145
Book of Discipline, □301-351, pp.223-295, □401-429, pp323-430, □ 8=44, pp. 39,
 □501-528, pp363=377,□601-609, pp. 407-422, □658-669, pp.506-515, □246-249, pp.
 173-179, □243-252, pp.172-184, □258, pp 195-203, □2525-2551, pp. 749-776.

Zoom Class #3

Each class session will be from 9 am to 11 am with a 10-minute break.

9 am. **Called and Formed For Ministry: Pastoral Roles and Ordained Ministry**
 Certified Lay Minister, Local Pastor, Deacon, Elder, Superintendent, Bishop

10 am. **Conferencing and Governance**
 General, Jurisdictional, Annual, District, Charge, Church

Zoom Class #4

1 pm. **Local Church Administrative Committees**
 Church Council, Nominations and Leadership Development, Pastor-Parish Relations, Trustees, Finance

2 pm. **A Structure That Fits**
 Churches are all different, can you simplify administration for visionary mission not just maintenance?

Saturday, May 8 (9 am – 11 am)

A. Reflection paper #3 - “The Ministry of Stewardship” (due Friday, May 7) Christopher, Not Your Parents Offering Plate

B. Read prior to class

Christopher, Not Your Parents Offering Plate, whole book
 Warner, The Method Of Our Mission, pp. 147-164

Book of Discipline, ¶666, pp 510-512, ¶635 pp.471-478, ¶2601-2612, pp. 777-784, ¶422, p. 345. ¶ 901-907, pp. 586-589, ¶48, p.40.

9 am. **Councils, Boards, Committees, and Agencies**
 District Committee on Ministries, Board of Ordained Ministry,
 Judicial Council, Council of Bishops, College of Bishops,
 Connectional Table

10 am **Stewardship**
 Knowing Your Churches Financial Health
 Finance Report, Audit, Trustees Report
 Gifts Assessment, Stewardship of Life, Resiliency

VII. Asynchronous Syllabus (Asynchronous required 10 hours)

DISCUSSION BOARD (Facebook group page)
The Facebook group page is to be used only for discussion of these assignments, not for personal communication.

Each week you are to post a response of 100 words or less to question posed by instructor; and, also reply/respond with no more than 100 words to at least two (2) of your fellow students and their response. Throughout the term, you must have responded to each of the class members). **Posts must be completed by Friday, 12noon, following the Sunday instructor post.**

Audio/Video instruction: You are to listen/view the podcast or video clip, and then reflect and respond in 100 words or less to the questions asked; Note: you may discuss by reply to other class members, but for podcast/video responses this is not required.

Week 1 (March 14-19)

- **Question will be posted by instructor on Sunday March 14.**
- **Listen to the Podcast:** Leading Ideas Talks – Episode 24: “Leadership Lessons From Lovett Weems”
 32 minutes
<https://www.churchleadership.com/podcast/episode-24-leadership-lessons-from-lovett-weems/>
- **Response to podcast:** *What one idea, insight was helpful? What is the one take-away concept you like from the podcast? Any issues?*

Week 2 (March 21-26)

- **Question will be posted by the instructor on Sunday, March 21.**
- **Listen to the Podcast:** Leading Ideas Talks – Episode 15 “Leading in Small Church or Multi-Church Settings” featuring Lew Parks
<https://www.churchleadership.com/podcast/episode-15-leading-in-small-church-or-multi-church-settings-featuring-lew-parks/>
- **Respond to podcast:** *What one idea, insight was helpful? What is the one take-away concept you like from the podcast? Any issues?*

Week 3 (March 28 – April 2)**Holy Week**

- **Question will be posted by the instructor on Sunday, March 28.**
- **1. Watch the Video: The Committee: 2- Reflecting the Community – Chuck Knows Church** (14 minutes)
<https://www.youtube.com/watch?v=QqVuyRzbM8Q>
- **2 Watch the Video: The Church and the Grocery Store** (2 minutes)
<https://www.youtube.com/watch?v=dLQfhxDld7E>
- **Respond to the Videos:** *What one idea, insight was helpful? What is the one take-away concept you like from the videos? Any issues?*

Week 4 (April 4-9) Easter – April 4

- **Question will be posted by the instructor on Sunday April 4.**
- **Watch the Video: The Committee: 3 – Our Purpose – Chuck Knows Church** (14 minutes)
<https://www.youtube.com/watch?v=WSx69rZPii4>
- **Respond to the Video:** *What one idea, insight was helpful? What is the one take-away concept you like from the video? Any issues?*

Week 5 (April 11-16)

- **Question will be posted by the instructor on Sunday April 11.**
- **View video: The Committee: 10 – Stewardship – Chuck Knows Church** (14 minutes)
<https://www.youtube.com/watch?v=6evwtPji4HE>

- **Respond to video:** *What one idea, insight was helpful? What is the one take-away concept you like from the video clip? Any issues?*

Week 6 (April 18-23)

- **Question will be posted by the instructor on Sunday, April 18.**
- **Watch the Video: “Why Giving Matters and Clues for Improving It” Lovett Weems** (8 minutes)
<https://www.churchleadership.com/videos/why-giving-matters-and-clues-for-improving-it/>
- **Respond to video:** *What one idea, insight was helpful? What is the one take-away concept you like from the video clip? Any issues?*

Week 7 (April 25-30)

- **Question will be posted by the instructor on Sunday, April 25.**
- **View the Podcast: Leading Ideas Talks: Episode 25 “Toward a Culture of Joyful Generosity” featuring Cesie Delve Scheuermann** (35 minutes)
<https://www.churchleadership.com/podcast/episode-25-toward-a-culture-of-joyful-generosity-featuring-cesie-delve-scheuermann/>
- **Respond to podcast:** *What one idea, insight was helpful? What is the one take-away concept you like from the podcast? Any issues?*

Week 8 (May 2-7)

- **Question will be posted by the instructor on Sunday, May 2.**
- **Watch the power point presentation: “Creating a Culture of Generosity: A Holistic Approach”**
Jeff Taylor & Kim Matthews
<https://www.umfwv.org/files/pdfs/stewardship/creating+a+culture+of+generosity.pdf>
- **Respond to the Powerpoint Presentation:** *What one idea, insight was helpful? What is the one take-away concept you like from the presentation? Any issues?*

VIII. SUMMARY OF COS 224/ ASSIGNMENT DEADLINES

DUE FRIDAY, 12 NOON

March 14 – May 7	WEEKLY DISCUSSION BOARD REFLECTION POSTINGS
Friday, March 19	Podcast reflection posting “Leadership Lessons”
Friday, March 19	“Where God Has Called Me To Serve” paper
Friday, March 26	Podcast reflection posting “Leading in Small Church or Multi-Church Settings”
Friday, April 2	Video reflection posting “The Committee: Reflecting the Community” and “The Church and the Grocery Store”
Friday, April 9	Reflection paper #1 “Principles, Practices, and Passions of Leadership”
Friday, April 9	Video reflection posting “The Committee: Our Purpose”
Friday, April 16	Video reflection posting “The Committee: Stewardship”
Friday, April 23	Reflection paper #2 “Creating a Leadership Pathway”
Friday, April 23	Video reflection posting “Why Giving Matters and Clues For Improving It”
Friday, April 30	Podcast reflection posting “Toward a Culture of Joyful Generosity”
Friday, May 7	Reflection paper #3 “The Ministry of Stewardship”
Friday, May 7	Power Point reflection posting “Creating a Culture of Generosity: A Holistic Approach”
Friday, May 21	Final paper “My Church Has Real Possibilities”