

**COS 224 – Administration & Polity**  
**Instructor: Rev. Dr. Ellis E. Conley**

Please read everything in this document. If you agree to all this information, you may register for the class.

**STEP 1: Check your calendars**

Below are the five live Zoom class sessions required for you to attend. Please check your personal and professional calendars. If you are not able to attend all five sessions, please do not register for the class.

- Saturday, March 20, 9:00–11:00 a.m. (EST)
- Saturday, April 10, 9:00–11:00 a.m. (EST)
- Saturday, April 24, 9:00–11:00 a.m. **and** April 24, 1:00–3:00 p.m. (EST)
- Saturday, May 8, 9:00–11:00 a.m. (EST).

**STEP 2: Check your calendars.... again!**

This is what the complete Spring online session will look like. You will be working on classwork consistently throughout this time period.

PRE-CLASS WORK:	Begin by March 12
CLASS	March 20 – May 8
POST-CLASS WORK:	May 9 – May 22

**STEP 3: Understand the requirements to be in an online class at the WV Extension**

- You must have access to a high-speed internet connection for each Zoom class session (*No dial-up connections*)
- Each student must have their own electronic device with which to participate (desktop computer or laptop; no tablets or smartphones). One student per device.
- You must have audio and video capabilities on your computer (we need to be able to SEE and HEAR you).
- You must participate in, and pass a Zoom practice session conducted by COS Director, Greg Markins or other designated person.

#### **STEP 4: Register**

If you understand and agree to steps 1-3, you are ready to register! [Click here](#).

#### **STEP 5: Purchase 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.

**STEP 6: Begin working on Course Pre-Work found in Course syllabus found at this link: <http://coswv.org/schedule/>. Scroll down to Spring Term 2021 and locate course number and select link to access/download syllabus.**