

**Course of Study School
Garrett-Evangelical Theological Seminary
2121 Sheridan Road
Evanston, IL 60201**

**Year Two
Course 224 - Administration and Polity
Summer 2019**

**Instructor
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Course Description

The General Board of Higher Education and Ministry describes this course as one where the student develops competency as an administrator in a United Methodist congregation and is able to “articulate a biblical and theological understanding of polity; understand and explain the polity of the United Methodist Church, including conferencing oversight, and discipline; articulate the nature of stewardship biblically and theologically; identify techniques and develop skills as effective administrators of local churches, including financial management.” We will address those areas with direct application to the setting where each student currently serves.

Objectives

This course focuses on developing the student’s competency as an administrator in a United Methodist congregation and will include the following:

1. Exploration of United Methodist structures and administrative procedures and their Biblical and theological foundations.
2. Study of how to implement missional priorities through administrative work.
3. Exploration of how ministry contexts differentiate administrative needs and pastoral responses, with special focus on smaller membership churches and multiple-charge settings.
4. Consideration of the work of leadership development, stewardship cultivation and conflict resolution as part of administration.

Required texts in addition to the Bible (used books are acceptable):

The Book of Discipline of the United Methodist Church 2016, Parts I-IV, also paragraphs 201-205 and 243-258. United Methodist Publishing House. ISBN: 978-1-501-83321-2

Warner, Lacey C. (2014). The Method of our Mission. Abingdon Press.
ISBN: 978-1-4267-6717-3

Weems, Lovett. (2010). Church leadership. rev. ed. Abingdon Press. ISBN: 978-1-4267-0302-7

Weems, Lovett. (1999). Leadership in the Wesleyan spirit. Abingdon Press.
ISBN 0-687-04692-8

John Wesley’s Sermon 50: The Use of Money. Wesley Sermons are available on the General Board of Global Ministries website: www.umcmmission.org

Course Assignments and Activities

There are two major types of assignments and activities for this course:

1. Assignments and activities to be completed before the class meets on campus
 - a. Written responses to questions to be emailed to the COS office and submitted to the instructor via the submission link in the Moodle class shell by June 15.
 - b. On-line activities to be completed by June 1.
 - c. Participation in two ZOOM video-conference sessions to be scheduled between June 1 and July 15.
2. On-campus class activities

Instructions for Writing

- You will answer all of the questions in one document. However, you can work on your questions one at a time or all at once after you have read all the material.
- Your responses should demonstrate that you understand the material and that you could explain the material to your peers and your parishioners.
- Your paper should be double-spaced in a 12-point font, preferably Times New Roman. Number the pages. Put your full name on the first page of the paper. A cover page is not necessary.
- Begin each assignment at the top of a new page, and use the assignment as the heading title.
- When you save your paper, include your full name and the course number in the file name. For example, my paper file name could be DTevis.COS224. Save your paper as a Word file (.doc or .docx). **Do not send pdf files.**
- Edit for grammar, spelling, punctuation before submitting your work.
- If you quote from one of the assigned reading sources, you must cite your source and include a page number. All direct quotations must be enclosed in quotations marks. Use a consistent, standard citation format such as American Psychological Association (APA), Modern Language Association (MLA), Chicago or Turabian.
- Submit your work by the due date to the Garrett-Evangelical English Course of Study Office: coshomework@garrett.edu
- **SUBMIT THE WRITTEN ASSIGNMENTS TO THE INSTRUCTOR AS A SINGLE DOCUMENT VIA THE SUBMISSION LINK IN THE MOODLE COURSE SITE** at the same time you submit your work to the COS office.

Academic Integrity

Using other people's materials without documentation, whether from a book, journal, teacher, another student, sermon service, or lectionary aid, is unacceptable behavior. Such activity, otherwise known as plagiarism, usually means failure for the course with notification sent to the Conference Course of Study Registrar and the Division of Ordained Ministry. Professors will report all instances of plagiarism to the Director of the Course of Study. The Director will arrange for a meeting with the professor and the student, and the student will be given opportunity to explain the situation. The Director, in consultation with the professor, will make a decision about what action is appropriate for a first instance of plagiarism. Such action could include, rewriting the material, or failure of the course. A brief summary of the meeting will be prepared by the Director, and placed in the student's file in the Course of Study Office and kept there until the student completes the Course of Study Curriculum. If a second instance of plagiarism is documented, the student will fail the course and the Director will determine what other consequences may apply. (policy rev. 6/00)

Pre-Class Written Assignments (DUE JUNE 15, 2019)

1. **Before** you read any of the texts, write a one-page summary of your understanding of the role of administration in the congregation.
2. Weems quotes Jean Miller Schmidt on page 9: "Our newest worlds are sometimes in the past." How would you interpret this statement from the context of your present appointment? Use Weems' book to analyze the history of your church(es) based on their historical heritage. You may need to access historical records of your church(es) or interview members. Pay attention to annual traditions, order of worship, and organization of church for mission. (6-7 pages)
3. How did the United Methodist Church become a connectional church? (this is an historical question) What are the advantages and disadvantages of the United Methodist connectional system? (3 pages)
4. Summarize the major changes made in the structure and rules of the United Methodist Church by the General Conference from 2000 through 2016. How have those changes affected how local churches function. (3 pages)
5. What major proposals were considered and/or approved by the 2016 General Conference. (3 pages)
6. What are the four areas of Ministry focus for the United Methodist Church adopted in 2008 and reaffirmed for the next quadrennium? How has your church(es) participated in these four areas? How will your church(es) participate in these four areas? (5 pages)
7. How vital is your congregation (if you have more than one congregation, choose one)? Evaluate using characteristics of vital churches located at

http://s3.amazonaws.com/Website_Properties/news-media/documents/umc-call-to-action-vital-congregations-research-project.PDF (3 pages)

8. What is a narrative budget? Look for local church examples. Create a narrative budget for one of your churches. (2 pages)
9. In your opinion, where is the United Methodist Church headed based on the actions of the Special Session of the General Conference and on whether you think Lovett Weems hope for new leadership in the Wesleyan spirit is realistic? (3 pages)
10. What initiatives has your Annual Conference taken to secure the future of the United Methodist Church? (2 pages)
11. Referring to Chapter One “The Local Church” in the 2016 Book of Discipline, describe and analyze the organizational structure of your church(es). Do they follow Disciplinary guidelines for organizing? Does the organizational structure facilitate the mission of the church? Are there changes that would be helpful? If so, how would you go about facilitating a change? (2-3 pages)
12. In his sermon on “The Use of Money,” Wesley gives these three statements: Make all you can. Save all you can. Give all you can. After reading the sermon and the Biblical reference, write a sermon on financial stewardship. The sermon should be no more than 5 pages.
13. Do a time study for one week. Use half-hour segments to identify how your time was actually used for ministry in your present appointment. Please identify your time in the categories listed in paragraph describing the responsibilities of the pastors in the 2016 Discipline. Be honest. What conclusions have you reached based on this analysis of how you spend your time.
14. In your current appointment, identify what you consider to be administrative tasks. In what ways do you consider these tasks to be ministry? How do they relate to your other clergy responsibilities like preaching and pastoral care?

Online Assignments to be completed before June 1, 2019

Online assignment 1 (3 hours):

- A. Listen to Wesley’s sermon on “The Use of Money” located at <https://www.youtube.com/watch?v=NFV3Y9yP2AM>. Take notes. Write a critique addressing the following questions: Is his sermon Biblical? Is it theologically sound? How would this sermon be received in your congregation(s)? What is your opinion of this message? (1 page)
- B. Listen to the sermon “I Seek Not What is Yours but You”—a sermon on tithing located at <http://www.desiringgod.org/messages/i-seek-not-what-is-yours-but-you>. Write a critique addressing the following questions: Is this sermon Biblical? Is it theologically sound? How

would this sermon be received in your congregation(s)? What is your opinion of this message? (1 page)

- C. Read Dan Delzell's article "Do Sermons About Tithing Produce Cheerful Givers?" located at <http://www.christianpost.com/news/do-sermons-about-tithing-produce-cheerful-giving-107951/>. Take notes. Analyze Delzell's argument and write a critique addressing the following questions: Is it Biblical? Is it theologically sound? What is your opinion of his thesis? How would people in your congregation(s) respond to his argument? (1 page)
- D. The 3 submission links for these 3 critiques are found in the Moodle course site.
- E. Participate in a ZOOM video conference discussion of Wesley's sermon, the sermon supporting tithing, and the argument questioning the value of sermons supporting tithing. This video-conference will be scheduled after June 1.
- F. Note: It will take 10-20 seconds for each item to load into your computer window. If, however, the hyperlink does not take you to the desired item, copy the URL and paste it into your browser window.

Online assignment 2 (2 hours):

- A. Read three articles from different theological perspectives summarizing the decisions of the Special General Conference with regard to the plans for dealing with the issues related to homosexuality.
- B. Be prepared to contribute to a discussion in a ZOOM video conference concerning the effects of the decisions of the Special General Conference on Jurisdiction Conferences, Annual Conferences, local churches, Boards and Agencies, the itinerate system, and the unity of the United Methodist Church. This second video-conference will be scheduled after June 1.

Daily On-Campus Assignments and Activities (subject to change)

Monday: Be prepared to discuss "leadership" as Lovett Weems understands the concept in both "Leadership in the Wesleyan Spirit" and "Church Leadership." Discuss the difference between "Vision" and "Mission" statements. Bring your church's vision and mission statements to class on Tuesday.

Tuesday: Continue working on your mission and vision statements and be prepared to discuss how you are implementing your mission statement. Review the Judicial Council structure, recent rulings, and current cases. Interview with a Judicial Council insider.

Wednesday: Structure of United Methodist Church and your church structure. Is change needed? Interview with a District Superintendent.

Thursday: What is your Annual Conference doing to prepare for the future? Interview with an Annual Conference leader.

Friday: Be prepared to discuss the various issues confronting the United Methodist Church and its future in light of the Special General Conference session.

Course Assessment

Pre-Class work: 70% of your final grade

Pre-class work consists of a written homework assignment (50%) and online activities, including ZOOM conferences (20%)

Participation in class: 30% of your final grade

Class participation consists of active listening, asking questions, and participating in discussions. In this class you will learn not only from the lectures and readings but also from your peers.