MISSISSIPPI COURSE OF STUDY

COS 224: POLITY AND ADMINISTRATION

Winter Term: January 17- February 26, 2022

Zoom Sessions: January 21-22, 2022

February 11-12, 2022

February 25-26, 2022

Instructor: The Rev. Mike Hicks, M.DIV.

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This course focuses on the pastor’s formation and competency in fulfilling the role of pastoral administrator. The development of administrative skills in keeping with the theology and polity of The United Methodist Church is addressed.

**Objectives:**

1. Examination of the nature of the church as foundational for the development of mission statements, administrative decisions, and leadership styles
2. Each student will articulate a biblical and theological understanding of polity
3. Understanding of the clergy’s role in being the chief executive of the local church
4. Introduction to planning, coordinating, decision making, and evaluation in the church setting
5. Understand the explain the polity of the United Methodist Church, including conferencing, oversight, and discipline.
6. Articulate the nature of stewardship biblically and theologically.
7. Identify techniques and develop skills as effective administrators of local churches, including financial management.

**Required Texts:**

1. *The Book of Discipline of The United Methodist Church 2016*
2. Laceye Warner- *The Method Of Our Mission* ( Abingdon Press or Amazon.com)
3. Lovett Weems- *Leadership in The Wesleyan Spirit* (Abingdon Press or Amazon.com)

**ASSIGNMENTS**

**Due January 20, 2022 (The following should be submitted as one document.)**

Read: Lovett Weems- *Leadership in The Wesleyan Spirit* in order to write the following papers.

1. Write a brief essay describing your administrative leadership experiences in the United Methodist Church, such as finance chair, lay leader, etc. (Two pages)
2. Write a brief essay about your most influential pastor’s administrative leadership style. How did she or he function as the chief executive officer of the church? (Two pages)
3. Write a brief essay reflecting on Lovett Weems’ statement in Chapter One, “The beginning point for John Wesley was always people and their needs.” What do you think Weems meant by this statement? (Two pages)
4. Write a brief essay reflecting on John Wesley’s focus on the poor. How does a focus on the poor influence administrative leadership in the church in Weems’ understanding? (Two pages)
5. Write a brief essay about leading from the center and the edge as stated by Lovett Weems. What does a leader, who only works from the center look like compared to one that works for the edge according to Weems? (Two pages)

**Asynchronous Assignment on Course Connect: Due January 17, 2022**

Sign in to Course Connect and watch the introductory video about the course.

## Zoom Class January 21 and 22:

The focus of the two sessions will be the pastor as leader. What is the role of the pastor in his/her appointment and appropriate styles of leadership? Please clarify that the focus is administrative leadership.

## Due February 10, 2022 (The following should be submitted as one document.)

Read Laceye Warner- *The Method Of Our Mission*

1. Write a two-page paper from your reading about the nature and mission of the United Methodist Church.
2. Create a two-page connection tree beginning with local church committees up to General Conference.
3. Read paragraphs 301-340 in the *Book of Discipline 2016* and write a two-page paper comparing the similarities and differences between a part-time local pastor compared to an ordained elder in the area of church administration.
4. Submit a copy of minutes and the agenda from one of your church meetings with a one-page reflection on how you thought the meeting went. Include some reflection on how the meeting reflected the nature and mission of the United Methodist Church.

**Asynchronous Assignments on Course Connect: Due February 7, 2022**

You will be watching three different videos, posting your answers to two questions about each video and then responding to the postings of at least two other class members.

**Zoom Class February 11 and 12:**

The focus of the two sessions will be the theological and biblical understanding of our polity along with a clear understanding of structure and polity in the United Methodist Church.

**Due February 24, 2022 (The following should be submitted as one document.)**

1. Submit a copy of your church budget.
2. Write a brief essay describing how your church budget reflects the mission of your church. (Two-pages)
3. Write a two-page essay reflecting on your personal experience of giving to the church. Include influences on how and why you give.

**A****synchronous Assignments on Course Connect: Due February 21, 2022**

You will explore the Special Sunday Offerings of the United Methodist Church and post your learnings about two of them. You will also learn about the offering and a new study on personal finance through viewing two webinars.

**Zoom Class February 25 and 26:**

The two sessions will cover the Wesleyan understanding of stewardship and the pastor’s role in church finances.

**Evaluation**

The student will be evaluated in three ways:

1. Completion of assigned reading 25%
2. Completion of all assignments 50%
3. Class participation 25%

**All work submitted must be Typed** (doubled spaced) 12 font and mailed or emailed to

The Rev. Mike Hicks

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