**Leadership and Administration for Local Pastors**

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**Required Textbooks:**

*The Book of Discipline of The United Methodist Church, 2016*

*Administration in the Small Membership Church, John Tyson*

The pastor is the servant leader of a local church. Therefore, the pastor must be equipped to lead the local church no matter what the size. This course is designed to introduce the elements of leadership and administration as guided by the Book of Discipline of The United Methodist Church (UMC). We will focus on Part IV, which describes the ministry of all Christians, and Part VI, Chapter One, which describes the organization of the local church. Listed below is a list of the knowledge and skills we will cover during this Course.

This course requires eight hours of “contact time” along with eight to ten pages of written work. You will earn five contact hours for the in-person meetings as well as three hours for asynchronous learning.

You will obtain knowledge and skill in the following areas:

**Knowledge (K-1)**: The call to servant leadership is lived out through various leadership styles which are natural and appropriate to different persons in different situations.

**Skill**: The ability to develop a consciousness of the servant leadership style of Jesus.

**Skill**: The ability to understand and name one's strengths and weaknesses and the impact of those traits on leadership style.

**Knowledge (K-2)**: Develop an awareness of the polity, structure, and connectional nature of the UMC as presented in the Discipline and understand the interrelationship of the various levels of decision-making and ministry in the UMC (local church, district, the annual conference, jurisdictional, and General Conference).

**Skill**: The ability to access other United Methodist pastors, district, conference staff, and general church agencies to interpret the connection to the congregation. Resource: *The United Methodist Book of Discipline*

**Knowledge (K-3)**: The UMC's understanding of the church, the charge, and local church membership as contained in the Discipline, (Paragraph 201-205 and Paragraph 214-242) and familiarity with the structural and administrative responsibilities of the charge conference, the church council, and the four administrative committees of the local church (Paragraph 243-252, Paragraph 258).

**Skill**: The ability to outline the necessary steps for the construction of a local church budget, using the disciplinary responsibilities of the charge conference, church council, S/P-PRC (Staff/Parish, Pastor-Parish Relations Committee), and finance committee.

**Skill**: Ability to access The Book of Discipline to answer questions that might arise.

**Knowledge (K-5)**: The meaning and method of apportionments and of the reporting forms used to keep both personal and financial statistics audited within the local church.

**Skill**: Ability to use the membership, baptismal, and financial report forms of the local church, as well as the pastor's report to charge and annual conference.

**Skill**: Appreciate, appropriate, and support the value of the itineracy in carrying out the mission and ministry of the church.

The course begins on August 12, 2022 and ends on August 27, 2022. Saturday, August 20, 2022, will be the in-person meeting from 9:00 am - 3:00 pm, with a 1-hour lunch break. The class will meet in The McRae Christian Center on the campus of Millsaps College. (*This session offers 5 contact hours.)*

1. **On Course Connect watch Intro Video by Instructor by August 12, 2022.**
2. **Pre-Class Work**: (*K-1*)
3. **Forum Discussion-Introductions** (**20 minutes Contact Time**)

Use the Course Connect discussion forum to Introduce yourself to the group by August 12, 2022. Be sure to include the following:

Who are you?

Where do you serve?

What are your strongest gifts?

Read each of your classmates’ introductions.

Respond to two of them by August 15, 2022

1. **Complete an online spiritual gifts assessment**. (**20 minutes Contact Time**)

(<https://www.umc.org/what-we-believe/spiritual-gifts-online-assessment>)

Write a one-page reflection paper explaining why you agree or disagree with your spiritual assessment. Upload to Course Connect by 8/14/2022.

1. **Read the required text**: *Administration in the Small Membership Church,* by John Tyson, in its entirety before the first in-person meeting.
2. **Watch the Lecture on "Leading Yourself Well" by Andy Stanley** https://youtu.be/6sT60VeHmd0 (**60 minutes Contact Time**)
3. **Reflection on *Leading Yourself Well* Assignment**

After watching the video lecture on "Leading Yourself Well" write a two-page reflection paper describing three new practices you will incorporate into your life to improve how you lead yourself. Examples include, "Keeping a calendar", "Taking a Sabbath", "Subscribing to Ministry Podcast", etc. Share how you hope this will improve your ministry. Upload to Course Connect by August 15, 2022.

1. **IN-PERSON MEETING**: (K-1-2-3-4-5) August 20, 2022, in The McRae Christian Center

Read *The Book of Discipline of The United Methodist Church*, 2016;

 (Paragraph 201-205 and Paragraph 214-242) to familiarize yourself with the structural and administrative responsibilities of the charge conference, the church council, and the four administrative committees of the local church (Paragraph 243-252, Paragraph 258). (**5 hours Contact Time**)

Answer these questions and be prepared to share your responses with classmates.

1. List some of the servant leadership styles of Jesus.
2. Name one of your leadership strengths and discuss the impact it has on your leadership style.
3. Name one of your personality weaknesses and express how it has impacted your leadership style.
4. What is the polity of the United Methodist Church as presented in the Book of Discipline?
5. Why is the principle of the United Methodist Church said to be Connectionism?
6. How many Jurisdictional Conferences are there in the United States based on geographical location?
7. How many Annual Conferences are in the Southeastern Jurisdictional Conference?
8. What Jurisdictional Conference is the Mississippi Annual Conference geographically located?
9. Explain the interrelationship of the various levels of decision-making and ministry in the United Methodist Church.
10. What is the function of the Annual Charge Conference?
11. **Simple Governance (K-1-2-3)**

Watch the Simplified, Accountable Leadership Structure training videos on the Center for Vitality website. (<https://youtu.be/SfBRLha5XEU>) To assist your leadership in discernment and equip them in basic principles of the leadership model.

(**50 minutes contact time**)

Create a 2-page Simple Governance model for your church. Upload your model to Course Connect by August 18, 2022.

1. **We will discuss in detail the elements of a** **Ministry Action Plan (MAP) with the class. We will work to develop a Ministry Action Plan in the in-person session on August 20, 2022.**

After reading the required text, write a three-page action plan describing the steps your church will take in creating a strategy to make disciples of Jesus Christ for the transformation of the world. (Use the text *Administration in the Small Membership Church* by John Tyson as a guide on how to lead the congregation in creating a ministry plan.) upload to Course Connect by August 26, 2022.

**Grading Scale: Maximum Points**

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| At least 5 Sharing Comments on Course Connect | 5 |
| Forum Discussion-Introductions | 5 |
| Complete an online spiritual gifts assessment | 10 |
| Read the required texts | 20 |
| Watch the Lecture on "Leading Yourself Well" by Andy Stanley | 10 |
| Reflection on “Leading Yourself Well” Assignment | 10 |
| Answer these questions | 10 |
| Ministry Action Plan (MAP) | 15 |
| Simplified Governance Plan | 15 |
| **TOTAL** | **100** |

90-100 =A 80-89 = B 70-79 = C 60-69 = D

N0TE: 8 written pages

3 hours and 10 minutes Contact Time

5 In-Person Contact Time