

**Alabama Course of Study  
Huntingdon College  
Winter 2019 Session  
January 18 - 19 &  
February 8 -9 Course  
Assignments**

**Course: COS 224 - POLITY AND ADMINISTRATION**

Instructor: Dr. Calvin Havens

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**Course Description**

This course will focus on the importance of developing competency as an administrator in the position of pastor of a United Methodist church.

**Objectives:**

The purpose of this class is four-fold:

1. Students should be able to articulate a biblical and theological understanding of polity.
2. Students should be able to understand and explain the polity of the United Methodist Church, including conferencing, oversight and discipline.
3. Students should be able to articulate the nature of stewardship biblically and theologically.
4. Students should be able to identify techniques and develop skills as effective administrators of local churches, including financial management and stewardship.

**Required Texts**

Warner, Lacey C. The Method of our Mission. (Nashville: Abingdon Press, 2014) ISBN 9781426767173.

Weems, Lovett H. Leadership in the Wesleyan Spirit. (Nashville: Abingdon Press, 1999) ISBN 0687046920.

Christopher, J. Clif. Not Your Parents Offering Plate: A New Vision for Financial Stewardship. (Nashville: Abingdon Press, 2008).

**Assignments:**

1. Before the first class read the book, The Method of our Mission by Lacey C. Warner.
  - From Part 1, write a 3-4 page paper focusing on the biblical and theological understanding of UM polity.
  - From Part 2, write a 2-3 page paper focusing on the pastoral roles of UM ordained ministry.
  - From Part 3, write a 2-3 page paper focusing what is conferencing, the differences between types of conferences and the different councils and agencies.
  - Though not a requirement, if this assignment call be emailed to the instructor before the first class, that would be great.
2. Before the second class, read the book, Not Your Parent's Offering Plate by J. Cliff Christopher.

- From this book, write a 4-5 page paper about the importance of biblical stewardship.
  - Next, meet with your Finance Committee/Team (or key leaders). Share with them key principles and actions you garnered from this book. Then with their help, write a proposal to conduct a Fall Stewardship campaign in your church. (If you have more than one church, focus on the largest.) Propose a sermon series, calendar events and goals for the campaign. If your church doesn't have an operating budget, this would be a good time to create one.
  - This plan will be due at the beginning of the second class.
3. Read the book by Lovett Weems, Leadership in the Wesleyan Spirit, for a class discussion during the second weekend. Take personal notes for the discussion, but no papers will be required.

### **PreCourse / MidCourse / PostCourse Work Policy**

We all have deadlines that govern our lives. It is crucial that you take seriously your commitment to complete the pre-work assignments by the deadline. Extensions are granted only for extenuating circumstances. Normal pastoral duties do not constitute extenuating circumstances. Late work will be penalized. Any extension must be granted by the instructor of the class. For your protection, please keep copies of your pre-work assignments.

- All PreCourse and MidCourse work must be submitted to the professor by the date indicated on the syllabus or assigned by the professor on the first weekend. Late PreCourse/midcourse work will be accepted for two weeks following the due date (but not beyond) with the following penalties:
  1. **PreCourse/MidCourse** work submitted within one week of the due date will receive a **one letter grade deduction**
  2. **PreCourse/MidCourse** work submitted after one week of the due date but within two weeks will receive a **two-letter grade deduction**
  3. **No assignments** will be accepted after two weeks from the due date and a grade of "F" will be given in the course.
  4. **In cases where the student has registered late the same policy applies.**
- **PostCourse** work may be assigned in some courses. Post course work will be due no later than two weeks after the completion of the second weekend of the course. **No** late submissions will be accepted.

*Revised September 5, 2018*