

Summer 2016

Class Outline
POLITY AND ADMINISTRATION
COS 224

Instructor: Jim Standiford

REQUIRED TEXTS: *Polity, Practice, and the Mission of the United Methodist Church,*

Frank, Thomas, **(PPM)**

ISBN: 978-0-687-33531-2

Holy, Places, Small Spaces, Kemp, Bill **(HP)**

ISBN: 0-88177-456-1

2012 Book of Discipline **(BOD)**

ISBN: 978-0-687-64785-9

RECOMMENDED BUT NOT REQUIRED: *Church Administration and Finance Manual*

Witman, Crumroy, Kukawka,

ISBN: 0-8192-1747-6

Thurs., July 7	Biblical and Theological Background, and Administration In Context.....PPM, Cp. 1,4 HP,
Cp. 1	BOD, p 45-50, ¶120-130, 201-205
Fri., July 8	Conferencing, Oversight, and Discipline The Task of MinistryPPM, Cp. 3,8,9 HP,
Cp. 3	BOD, ¶340
Mon., July 11	Groups, Committees and Team LeadershipPPM, Cp.6 HP,
Cp.2,5	BOD, ¶204, 243-258
Tues., July 12	Problem Solving and Conflict.....HP, Cp. 4,6
Wednes., July 13 p.114-117	Stewardship and Finance..... HP,
Thurs., July 14	Responsibility in LeadershipBOD, ¶2501, 02, 03 (Fiduciary, Legal, Moral, Safe Sanctuaries) ¶2525-33

PPM,Cp.11,12

Fri., July 15

Case Studies

Course Requirements: Course grade will depend on the following:

1) Pre-class assignment: Read Frank and Kemp in their entirety, and BOD assigned materials. Respond to these questions by June 20, 2016, via email to: jstandiford@ymail.com.

- a. What in these authors did you find to be most helpful for your current appointment? Least helpful?
- b. How would you characterize your congregation?
- c. How would you characterize your role as pastor?

2) Participate in class discussions and projects.

3) One group case study, presented in both written and oral form, which will be developed during class session.

Written assignments:

Any use of another person's material must receive proper citation: author's name, title of book or website, and page number. Example: Bill Kemp, *Holy Places, Small Spaces*, p. 72.

Class Outcomes:

This course focuses on developing the student's competency as an administrator in a United Methodist congregation.

Students will be able to:

1. Articulate a biblical and theological understanding of polity.
2. Understand and explain the polity of The United Methodist Church, including Conferencing, oversight, and discipline.
3. Articulate the nature of stewardship biblically and theologically.

4. Identify techniques and develop skills as effective administrators of local churches,
Including financial management.

Note: This syllabus may be changed at the discretion of the instructor.