

## **INDIANA AREA EXTENSION COURSE OF STUDY SCHOOL**

Meeting at the University of Indianapolis  
1400 East Hanna Avenue, Indianapolis, Indiana

2023 Dates and times for **in person** instruction are:

Friday 9/8 7pm to 9pm

Saturday 9/9 8:30am to 4pm

Saturday 10/14 8:30am to 4pm

Saturday 11/11 8:30am to 4pm

### **COS 224 Church Administration and Polity**

Instructor: Rev. Dr. In Suk Hong Peebles

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This course focuses on formation and competency in fulfilling the role of pastoral administrator so that a unity is achieved between the pastor's doing and being. The development of administrative skills in keeping with the theology and polity of The United Methodist Church is addressed.

### **Course Objectives**

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, healthy meetings, and decision making; and
5. Aligning ministry with mission, vision, and values.

### **REQUIRED TEXTS:**

1. 2016 Book of Discipline for The United Methodist Church
2. The Method of Our Mission, Lacey Warner
3. Leadership in the Wesleyan Spirit, Lovett H Weems Jr
4. I Heard the Owl Call My Name, Margaret Craven

### **ADDITIONAL READING (resources you may want in your library)**

1. Church Leadership, Lovett Weems
2. Ministry and Money, Philip and Janet Jamieson
3. The Book of Resolutions of the United Methodist Church

### **GRADING**

By policy of the Course of Study, grading will be on a letter basis. The student who meets the requirements of the course but no more earns a "C" grade. A student who shows good understanding of the material/texts/issues above the ordinary earns a "B" grade.

The student who demonstrates insights and excellent grasp of the textual material, course content, issues and insight into their meaning and relevance earns an "A" grade.

Grades will be determined using the point system:

A – 90-100 points

B – 70-89 points

C – 60-69 points

A grade below C doesn't receive any credit for the course.

20 points can be earned for each paper. Total 3 assignments.

20 points for sermon/outline presentation in class

20 points for in class participation

**Assignment 1 (earn up to 20 points) - to be completed by August 25, 2023. Email me.**

- 1. Read pages 1 - 145 in 2016 Book of Discipline and I Heard the Owl Call My Name**
- 2. Write 5-6 page paper** - Write a reflection paper on the importance of administration in the life of a congregation using "I Heard the Owl Call My Name" as the source and basis. In the paper use examples of the vicar's ministry to describe how administration is vital to pastoral ministry. How did the vicar's administration lead to engagement with the community? What was the vicar's mission in his assignment? Are there changes in your administration that you will make after reading the book? Support your understanding with both biblical and theological statements. Earn up to 20 points.
- 3. Be prepared to discuss the reading from the Book of Discipline.**

**Assignment 2 (earn up to 20 points) to be completed and turned in by September 30, 2023. Email me.**

1. Answer the following questions after reading "The Method of Our Mission" by Lacey Warner and Chapter One (The Local Church) in The Book of Discipline.
  2. How is your church organized to fulfill its mission? Include a description of your organizational structure. Is this structure working for your church? Why? Why not?
  3. How does the connectional structure of The United Methodist Church support ministry in your present appointment? What are the connections?
  4. Read the Duties of an Elder on pages 84-86 of Warner's book. This is an extensive list. How do you fulfill these duties?
  5. According to the Book of Discipline the local church provides the most significant arena through which disciple-making occurs. How is your congregation providing opportunities for Christians to grow in their discipleship? Give examples of growth you have seen.

6. In the introduction Warner writes (p.2) “Another aim of this book is to encourage current and future denominational leaders to understand their practices of administration and participation in polity as a theological endeavor and key component of their ministries.” Have you found your administration to be “a theological endeavor”? Has your understanding changed since reading Warner’s book?

7. What is your understanding of the purpose of administration in the local church? Watch these three presentations by Chuck Knows Church (available on the Discipleship Ministries website):

- Offering Plate
- Apportionments
- The Committee - Stewardship
- What other resources are available from our general agencies to help you increase your administrative knowledge and skills? Be prepared to discuss in class.

**Assignment 3 (earn up to 20 points): In class presentation- this paper is due on September 8, 2023 at our September class. Email me**

1. 3-5 pages – Describe your understanding of stewardship. What is the theological understanding of stewardship that you bring to ministry in your congregation? How have you led your congregation to grow in their stewardship? Include a copy of your local church budget.
2. How is the budget developed? Who is held responsible for the budget and expenditures? (“Ministry and Money” is a good resource for information about the theology of money and best practices for the local church.)
3. Have you preached a sermon on money? If you have a copy of that sermon bring it to class. If you haven’t, bring an outline of a sermon you would preach on money. Use Wesley’s sermon and the other resources you have from our readings and discussions.

**Assignment 4 (earn up to 20 points)- due on October 28, 2023. Email me.**

1. Paper 2 – 3 pages - After reading “Leadership in the Wesleyan Way”, write a reflection on your administrative leadership. Choose one of the three areas (Principles, Practices or Passion) as the focus of your reflection.

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GENERAL INSTRUCTIONS FOR COMPLETING ASSIGNMENTS

1. Read the text assignments, take notes and answer the questions completely in your own words, using complete sentences (unless otherwise noted). Do not quote extensively from the text that you read. Rather, digest the ideas and information, and then put them in your own words.
2. Follow the approximate length that is given for each item of written work, using one inch margins.
3. Type/print your written work on 8 1/2 x 11 white paper, one side only, double spaced, with clear print. Use 12 point font on a computer. Do not use script, condensed, or all caps print.
4. Begin each numbered item on a new sheet of paper, writing that number at the beginning of your answer. Do not include the questions with your answers.
5. If you quote from a text, you must use quotation marks and note the source (including page[s] in parentheses at the end of each usage). Quotations should not be more than a sentence or two in length. Ideas and information should be stated in your own words and sentence structure, not in the words or sentence structure of the authors that you have read. For assigned texts, you may abbreviate the titles by using the first letter of each word in the title. For example, if the source is Pheme Perkins, Reading the New Testament, use [RNT]. If you refer to books that are not listed on the class reading list, then provide full bibliographic information: author, title, place of publication, publisher, date, page number.
6. Place a title page with each group of papers for this course including:
  - a. the course number,
  - b. name of the course,
  - c. your name, and
  - d. the date that the papers are due.
7. Staple the papers for each section of the course together sequentially in the upper left hand corner.
8. Submit the papers to the instructor by email. Papers will not be accepted after the last class of the term.

NOTE: Using other people's language or intellectual property without acknowledgment or documentation, whether from a book, journal, teacher, another student, sermon service, or lectionary aid, is unacceptable behavior. Such stealing, otherwise known as plagiarism, usually means failure for the course with notification sent to the Conference Registrar and the Division of Ordained Ministry.

ASSIGNMENTS: Assignments must be turned in at the beginning of each session as indicated below. Assignments may be turned in earlier. If you would like to email assignments before the session begins, please use MS Word format and send it as an email identifying yourself and attaching the files. Make sure the file name has your last name in it and the assignment number. Eg. Peebles, Polity

Please contact me by phone or email with any questions: it is much better to clarify an assignment well in advance.

My email address is [insuk.peebles@inumc.org](mailto:insuk.peebles@inumc.org)