Pre-Course Assignments should be emailed to amy.elizabeth.walker@emory.edu by June 1, 2016.

Course Description and 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.

Required Textbooks


**Recommended Textbooks**


**Pre-Course Assignments**

1. Write a definition of Spiritual Leadership and Administration using your textbooks (*1 page*).

2. Write a review/evaluation of *Christian Reflections on The Leadership Challenge* (*1 page*).

3. Write a contextual paper describing your church and the community in which you serve or worship. Be sure your writing indicates that you have read both Kibby and Kouzes & Posner’s books. Include the current state of your church’s administration. How does the church understand its mission? How is the mission communicated to the congregation? Include information about worship attendance and patterns for decision making. You may want to include information about: your community, provide data about population growth, industrial development, employment levels, recreational opportunities and future trends. Integrate these materials into your report (*5-7 pages*).

4. Take the Leadership Assessment in the Kibby book (on the CD provided with the text) and write about your own leadership style; both pros and cons, how you train/improve yourself, what you hope to improve, who your role models are, etc. (*3-5 pages*).

**Course Grading**

40% - Pre-Course Assignments  
25% - Presentation  
25% - Post-Course Assignment  
10% - Class Participation & Attendance
Guidelines for Written Assignments

• All papers should be typed, double-spaced, on 8 ½” by 11” paper, unless the instructor has asked for a different format specifically within the pre-course work. Font should be Times New Roman or something similar and no larger than size 12. Margins are to be 1” on all four sides of each page.
• All papers must include a page number and the last name of the student in either the header or footer of every page.
• You should note the question you are answering at the beginning of each new section of materials.
• All papers should provide citations for all quoted material. You may use MLA, Turabain, APA or Chicago Style.
• Punctuation should be consistent; clarity of meaning is the primary purpose of punctuation. Edit and retype material as needed and check spelling in a standard dictionary.
• All papers should attempt to eliminate discriminatory language—for example: racism, ageism, sexism, classism, and prejudicial usage concerning handicapping conditions.

Inclusive Language Covenant

The faculty of Emory Course of Study School has adopted a covenant statement encouraging inclusiveness in the use of language, as follows:

The Inclusive Language Covenant is designed to create a linguistic environment in which all students, staff, and faculty can grow in understanding and appreciating the rich diversity of God’s people. The COS faculty commits itself—through continued discussion, reflection, and exploration—to using language in such a way that we respond to the fullness of God’s presence among us as much by our choice of words as by our care for one another. Recognizing that our experience with inclusive language is an integral part of theological formation, we invite students and others to share as partners with us in this learning process.

We understand “covenant” more in terms of its biblical and theological meaning than in a legal or contractual context. Covenant signifies the common commitment of a community of faith in response to God’s revelation and in partnership with one another. The values implied in the covenant have morally persuaded us to try to generate patterns of speech and behavior that bond the members of the community in mutual respect. We expect all members of the community to address issues of diversity constructively. The entire Inclusive Language Covenant can be found on the COS website, and you are encouraged to read the whole covenant.
Directions to Email Pre-Course Assignments

SEND TO – Email your pre-course assignments to: amy.elizabeth.walker@emory.edu
  • You are encouraged to email the instructor with questions about the assignments, but do not email your pre-course assignments to them.

DEADLINE – Email must be received no later than 11:59p.m. EST on June 1, 2016. Pre-course work received after the deadline will be subject to the late penalty schedule below:
  • Pre-course work received between June 2-30 will receive a two-letter grade deduction.
  • Students who have not turned in pre-course work by June 30 will be dropped from the class.

EMAIL SUBJECT LINE – The subject of your email should be “Pre-Course Work – COS 224”

THE EMAIL – Your full name, phone number, and email address should be included at the beginning of your email. Pre-course work must be sent as an attachment and not in the body of the email.
  a. Only Microsoft Word and .pdf documents will be accepted.
  b. All assignments for each course must be in one document, multiple documents are not acceptable. You should send only one attachment with all course assignments; emails sent with multiple documents will not be accepted.

PLAGIARISM – The “Plagiarism Policy” and “Plagiarism Defined” paragraphs below (in red) must be included in the body of your email, not within your pre-course work. The inclusion of the policy and definition in the body of the email verifies that you agree to it and your email will represent your signature (which is a requirement). If the email does not include the plagiarism policy and definition it will not be accepted.

  **Plagiarism Policy** - I have read the plagiarism definition below and verify that this assignment represents my own work, except where credit is given.
  **Plagiarism Defined:** “You plagiarize when, intentionally or not, you use someone else’s words or ideas but fail to credit that person, leading your readers to think that those words are yours. In all fields, you plagiarize when you use a source’s words or ideas without citing that source. In most fields, you plagiarize even when you do credit the source but use its exact words without using quotation marks or block indentation” (201-202).  Booth, Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams.  *The Craft of Research, Second Edition*.  Chicago, IL: University of Chicago Press, 2003.

You will receive a confirmation of receipt within 24 hours of submitting your pre-course work.