All precourse assignments should be emailed to the Course of Study office by January 14, 2013.

Course Description
This course focuses on the pastor’s 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
- Examination of the nature of the church as foundational for the development of mission statements, administrative decisions, and leadership styles
- Clarification of the respective leadership roles of laity and pastors
- Introduction to planning, coordinating, decision making, conflict management, and evaluation in the church setting
- Development of skills for, and understanding of, the dynamics involved in the small church and multiple-charge setting
- Enhancement of the student’s understanding of United Methodist structures and administrative procedures

Required Textbooks
  OR

Recommended Texts
Precourse Assignments and Course Grading

1. Read Chapter One, “The Local Church” §§201-272, The Book of Discipline. Read Walrath. Using all the questions at the end of chapters 1 & questions 1 & 4 of chapter 3 as well as insights from the text, write a 10-15 page contextual statement identifying and describing your church and the community in which you serve.
   - Include the current state of your church’s administration as prescribed by chapter 1 of the DISCIPLINE.
   - How does your church understand its mission?
   - How is the meaning of membership communicated?
   - Include information about worship attendance and patterns of decision making. Provide demographic data about your community and its relevance to your church.

2. Read Everist, Church Conflict. Take one conflicted situation in the context of your church. Analyze it from the perspective of the Everist’s seven types of conflict. Then, how did you deal with the conflict? Upon reflection, was there another response that would have been more appropriate than the one you used? Which response do you feel most comfortable using? As a minister, which response seems most appropriate? This assignment is usually 3-5 pages.

**Please Note: 40% of your course grade will be determined by the precourse work assignments: 25% for assignment 1 and 15% for assignment 2.**
**DIRECTIONS FOR EMAILING PRECOURSE WORK**

Please read **all the directions** below before emailing your assignments to the COS Office. Any emails received that do not follow the directions below will not be accepted. You will receive an email confirmation of receipt and if your email is not submitted correctly an email indicating you will need to resubmit your assignments.

1. Email only michelle.levan@emory.edu, do not email the instructor your assignment.
2. Emails must be **received** no later than 11:59pm on the January 14, 2013 deadline.
   a. Please note that the cut off time is EASTERN STANDARD TIME zone, so email your assignments accordingly.
   b. Any precourse work received after January 14th at 11:59pm will be subject to a late penalty.
      1. Precourse work received between January 15th – January 20th is 1 letter grade deduction.
      2. Precourse work received between January 21st – January 26th is 2 letter grade deductions.
3. The course number and the phrase “precourse work” should be the subject of your email:
   Example - **Precourse Work 113**
   a. You will need to send a separate email for each course you are registered to attend.
4. Precourse work must be sent as an attached document and **not** in the body of the email.
   a. Any version of Microsoft Word or WordPerfect documents will be accepted; PDF and Mac-Pages documents will be accepted.
   b. All of your assignments for each course must be in one document, multiple documents are not acceptable. You should send only one attachment with course all assignments.
5. Your FULL name, phone number and email, should all be clearly included at the beginning of your email:
   Example:  Michelle Levan
   404.727.4587
   michelle.levan@emory.edu
6. **Plagiarism Policy and Plagiarism Defined** paragraphs must be included in the body of your email (both are below), not within your precourse 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. If the email does not include the plagiarism policy and definition it will not be accepted. Your email, with the plagiarism policy and definition will be printed and used as cover sheet for your precourse work, because it has the verification of date and time received, and your agreement to the plagiarism policy and definition, and your contact information.

**Plagiarism Policy**
I have read the plagiarism definition below and verify that this assignment represents my own work, except where credit is given. I have also made copies of this assignment and I will bring them with me to class in the event that any of my work is misplaced.

**Plagiarism Defined**
"You plagiarize when, intentionally or not, you use someone’s words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his exact words without so indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow. When accused of plagiarism, some writers claim I must have somehow memorized the passage. When I wrote it, I certainly thought it was my own. That excuse convinces very few.” From page 167 of *The Craft of Research* by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, published in 1995 by The University of Chicago Press in Chicago.

7. **If you do not follow the procedure your precourse work WILL NOT BE ACCEPTED!!!!!!!**