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

Recommended Textbooks

Precourse Assignments
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.

Course Grading

**Please Note: 40% of your course grade will be determined by the precourse work assignments: 25% for assignment 1 and 15% for assignment 2. The remain 60% will be outlined at the beginning of class and includes class participation, additional assignments and a quiz.

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 precourse 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 Precourse Assignments

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 resend your assignments.

1. Email only michelle.levan@emory.edu, do not email instructors precourse assignments.
2. Email must be received no later than 11:59pm on the deadline of May 1st.
   1. Please note that the cut off time is EASTERN STANDARD TIME zone, so email your assignments accordingly.
   2. Any precourse work received after May 1st at 11:59pm will be subject to a late penalty.
      • Precourse work received between May 2 – June 1 is 1 letter grade deduction.
      • Precourse work received between June 2 – June 20 is 2 letter grade deductions.
      • You will be drop from any course for which precourse work has not been received after June 20th. No precourse work will be accepted at check-in.
3. The course number and the phrase “precourse work” should be the subject of your email: Example - Precourse Work 113
   1. 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.
   1. Any version of Microsoft Word will be accepted; PDF and Mac-Pages documents will not be accepted.
   2. 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.
5. Your FULL name, phone number and email, should all be clearly included at the beginning of your email. See Example
6. Plagiarism Policy and Plagiarism Defined
   The plagiarism Policy and Defined paragraphs below 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 (which is a requirement). 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 the cover sheet for your precourse assignments, because it has the verification of date and time received, and your agreement to the plagiarism policy and definition.
   **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.
7. If you do not follow the procedure your precourse work WILL NOT BE ACCEPTED!