##### January 2023 Course

Class Outline

**POLITY AND ADMINISTRATION**

## COS 224

Instructor: Rev. Cedrick Bridgeforth, EdD

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**REQUIRED TEXTS:** *The Method of Our Mission: United Methodist Polity and Organization,*

Warner, Laceye C. **(MOM)** ISBN: 978-1-4267-6717-3

*2016 Book of Discipline* **(BOD)** ISBN: 978-1-501-83321-2

Free pdf https://www.ctcumc.org/files/fileshare/2016-book-of-discipline.pdf

**SUPPLEMENTAL TEXT, NOT REQUIRED:**

*Church Administration and Finance Manual* Witman, Crumroy, Kukawka, ISBN: 0-8192-1747-6

*Quick and Easy Guide to United Methodist Polity* Burkholder and Elliott, ISBN: 194593512X

**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.

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

**Course Requirements:** Course grade will depend on the following:

#### Pre-class assignment: Read Warner and Kemp in their entirety, and BOD assigned materials.

#### **Respond to these questions by January 20, 2023**, via email to: [bridgeforthcedrick@gmail.com](mailto:bridgeforthcedrick@gmail.com)

* 1. What in the Warner book did you find to be most helpful for your current appointment? Least helpful?
  2. How would you characterize your congregation?
  3. How would you characterize your role as a pastor?

1. **Small Group Assignment:** Prepare and present a 5-to-7-minute presentation on one Conference entity.
   1. You may choose to present alone or with one additional student.
   2. Read the Conference Rules regarding the entity, contact the chair or a member of the entity, and report the following to the class:
      1. Is the entity required by the Book of Discipline? If “yes,” what paragraph mentions the entity?
      2. What is the purpose of the entity?
      3. What is a current project or activity?
      4. Why is it necessary to have this entity in 2023?
   3. You may choose one of the following groups:

**GROUP A:** Camp & Retreat Ministry Council, Young People’s Council

**GROUP B:** Conference Secretary, Connectional Table, Trustees

**GROUP C:** Board of Pensions, Equitable Compensation, Conference Commission on Status & Role of Women

**GROUP D:** Conference Commission on Religion and Race, Hispanic Ministry Council, Korean Ministry Council, Strengthening the Black Church

**GROUP E:** Laity Council, Nominations, Rules

**GROUP F:** Communications Commission, Conference Finance & Administration

1. **Class Participation:** Participate in discussions, on camera, and complete in-class quizzes and polls.

**Written assignments:**

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

# **Course Schedule:**

The class will meet each session from 5:00 pm until 7:00 pm (Pacific), with a scheduled break at the mid-point.

# Tues., January 31 Biblical and Theological Background

# BOD ¶101 - ¶105, p 45-92

Syllabus Overview

Introductions

Presentations: Select Group and entity

#### Thurs., February 2 Administration in Context

#### BOD, ¶120 - ¶143, p 93-104

#### Tues., February 7 Conferencing, Oversight, and Discipline

#### BOD ¶501 - ¶511, p 363-370

#### Thurs., February 9 The Task of Ministry

#### BOD ¶301 - ¶320, p 223-243

#### Tues., February 14 Groups, Committees and Team Leadership

#### BOD ¶243 - ¶259, p172-205

#### Thurs., February 16 Responsibility in Leadership

BOD ¶2501 - ¶2503, p733-736

BOD ¶2525 - ¶2533, p749-757

#### Presentations: Groups A & F

#### Tues., February 21 Stewardship and Finance

Presentations: Groups B & E

#### Thurs., February 23 Problem Solving and Conflict

#### BOD ¶2701 - ¶2702, p784-790

Presentations: Groups C & D

**ZOOM INFO**

<https://us02web.zoom.us/j/4101451147>

Meeting ID: 410 145 1147

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