Wesley Theological Seminary  
Course of Study School  
2022  

COS 224  Administration and Polity  
Online – Asynchronous – May 23-June 30, 2022  
Online – ZOOM – July 18-22, 2022 (1:30 – 3:45pm)  
Faculty: Rev. Dr. Timothy R. Baer  
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Objectives and Goals  
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 Texts:  
Dale, Robert D., Pastoral Leadership, (Nashville: Abingdon, 1986)  
Weems, Lovett H., Jr., Leadership in the Wesleyan Spirit, (Nashville: Abingdon, 1999)  

Supplemental Texts (not necessary but helpful):  
Reading Assignments:
Reading required texts should be completed prior to the first day of class.

Please Note:
The subject matter of Church Administration and United Methodist Polity is exceedingly broad. In order to effectively engage the whole, I have identified a number of fundamental components which we will address through focused conversations, information sharing, lectures, and assignments. There is no large comprehensive course paper. Rather, there is a series a smaller, targeted, focused assignments. Each assignment has a point possibility which when added cumulatively will equal a total of 100 points for the course. Letter course grades will be based on points accumulated.

Instructions:
All papers should be completed using 12 point font, double spacing, and one inch margins. Also please:

- show evidence of reading the book or the assignment as well as integrating your personal reflections and thoughts in response to the writer’s comments;
- provide clear articulation of concept or idea addressed;
- answer the question adequately and fully with specific illustrations;
- include personal reflections and insights where requested;
- follow prescribed length in response to each question;
- follow prescribed format and style guidelines for paper.

Online (Asynchronous):
Assignment 1a:  (Due June 6, 2022)
Prepare a short paper (detail below) which you will share with the whole class via posting to Blackboard by June 6th. That week, class engagement/discussion will be prompted by questions posed by Dr. Baer. As we (entire class) will not have met each other at this point, this will enable all of us to get a feel for leadership/administration in our respective ministry settings.

1. Describe your setting:
   Provide detail creating a verbal picture of your setting. Describe location, facilities (property, sanctuary, educational space, office space, etc.), membership, community setting, worship and small group attendance, as well as other data or descriptions that make it possible to picture your church(es). Be specific!  (2 pages)  (5 points)
Assignment 1b: (Due June 13, 2022)

Prepare a short paper (detail below) which you will share with the whole class via posting to Blackboard by June 13th. That week, class engagement/discussion will be prompted by questions posed by Dr. Baer.

1. Dr. Lovett Weems talks of “ministry by wandering about” (MBWA). In the administration of your church(es), what observations (internal and external) would be critical to know, especially as you plan and execute a strategy for leading/administering the church(es). Observe relational and visual cues for what is happening in the church(es) as well as the community, and who is a part of it. Be specific in your description. (2 pages) (5 points)

Assignment 2: (Due June 20, 2022)

Via Blackboard starting June 20th, Dr. Baer will kick-off this week’s conversation focused on how our United Methodist Church is organized. Recognizing Dr. Lacey Warner and Dr. Lovett Weems, Jr. reminder to us that our United Methodist system of organization is grounded in Biblical and theological understanding, we will converse about the heart of our governance. (5 points)

Assignment 3: (Due June 27, 2022)

Via Blackboard starting June 27th, Dr. Baer will kick-off this week’s conversation focused on Administration, Management, Leadership, and Responsibilities considerations as they intersect with leading a Local Church. (5 points)

PLEASE NOTE: THE FOLLOWING PAPERS WILL BE SUBMITTED BUT NOT POSTED FOR CLASS DISCUSSION !!!

Assignment 4: (Due June 13, 2022)

What is United Methodist “conferencing”? What are its strengths? What are its weaknesses? What are the implications for the church(es) you lead and for you as an administrator in the United Methodist connection? (3-4 pages) (10 points)
Wesley Theological Seminary
Course of Study School
2022

Assignment 5:  (Due June 13, 2022)

Review Part IV (pp. 93-103) and Part VI, Chapter I (pp. 147-221) of the The Book of Discipline of The United Methodist Church 2016. Pay close attention to the paragraphs that relate to the mission of the church. Answer the following:
   a. What is the mission of the church?
   b. In what ways is your leadership/administration congruent and/or non-congruent with the mission?
   c. In what ways is your church(es) fulfilling and/or not fulfilling the mission? Be specific!
   d. What are the implications for the future?  (2 pages) (10 points)

Assignment 6:  (Due June 13, 2022)

With the mission of the church as foundational:
   a. What is the vision where you serve – for you as leader as well as those who you lead?
   b. With mission and vision in mind, and understanding your setting, write two SMART goals for the next 12 months (SMART goals are specific, measurable, attainable, realistic, timely). Answer the who/what/when questions in your goals.
   c. Explain how these goals are faithful to the mission and vision.
   d. What resources are available to help you implement the vision? Include connectional and community resources.
   e. How will “success” be evaluated/measured/adjusted. Be specific! (3-4 pages) (10 points)

Assignment 7:  (Due June 27, 2022)

Property issues often cause problems. Review Part VI, Chapter 6 (pp. 733–776) of The Book of Discipline of The United Methodist Church 2016.
   a. What did you learn about the responsibility of the trustees and/or the requirements for property administration that you did not previously know?
   b. Are your trustees functioning according to the guidelines and direction of the Discipline? What are the differences? Be specific!
   c. As administrator, how will you lead the church into compliance? Be specific! (2-3 pages) (10 points)
Assignment 8: (Due June 27, 2022)

Dr. Robert Dale reminds us that as administrator of a local church, the congregation looks to you for leadership when it comes to finances. What is your understanding of Biblical stewardship and your theology of finance? How do/will you preach; teach; communicate; model; Biblical stewardship? Be specific. 

*(3 pages) (10 points)*

Assignment 9: (Due June 27, 2022)

Conflict is inevitable in the local church.

a. Reflect on your personal “history with conflict.”

b. How have you coped with/responded to conflict in the past?

c. What is your default response (that which you do without thinking)?

d. What insights have you gained about yourself and about potential strategies for dealing with conflict in your church(es) in the future?

*(2 pages) (10 points)*

**ZOOM Class (Synchronous)**

Class will be held via ZOOM the week of July 18-22 each day from 1:30 to 3:45.

**Grading:**

- Assignments – 80%
- Attendance and Participation – 15%
- Final Exercise – 5%

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Criteria for Evaluating Course Work:

Regardless of whether you write a paper, answer an essay question, voice an oral presentation, or create any original project, the academic context requires that certain minimal requirements characterize your work. While there are subjective components in the grading process, most professors are concerned that you become well educated in four basic qualities of excellent academic work.

1. Demonstration of an empathetic understanding of the content of texts and resources. Your topic should not only be well researched in the library, through interviews and observations, and/or from assigned readings and class discussions, but you should be able to provide a fair description and a clear understanding of texts and resources. This is apparent in the ability to describe and discuss precisely and accurately what an author has written or a speaker has said. Evaluation, response, and critique follow accurate representation of another’s ideas—earn the privilege of criticizing a viewpoint by showing that you really understand it.

2. Clear critical thinking that provides appropriate specific evidence for conclusions. Use the most precise historical, empirical, or contemporary data or information to support the claims of your thesis and paragraphs. Conclusions follow from and are supported by evidence. Be sure that your evidence is relevant, accurate, and detailed. Adherence to clear critical thinking, relevant and accurate evidence, and logical organization constitute sound arguments. Even creative writing requires logical relationships among ideas to assist your readers in following the plot or main point.

3. Creativity that moves beyond reporting someone else’s ideas. Your creative addition to academic discourse might include questioning, evaluating, applying, criticizing (positively or negatively), developing, or responding. You might see a connection between two or more ideas. You might see information from a unique perspective. The minimal requirement of academic work is correctly repeating what is read or discussed. Excellent work moves beyond repetition to unique insights, organization, correlations, and theses. Work to find your own scholarly and professional voice.

4. Grammar, spelling, and form. Excellent written work is conscious of proofreading and good communication. Oral presentations are equally accountable for careful expression. A brilliant thesis can be lost in a paper or project that obscures its ideas with careless communication. Your readers and listeners should not have to guess what you mean—help them by speaking and writing well.

Grading:

The instructor assumes that everyone in the class is capable of the work required to receive a “B” grade for each assignment. The following interpretations of the meaning of
Inclusive Language:

In both oral and written contributions to the course, students are expected to be conscious of the power of language in theology. Inclusive language respects both gender and racial diversity, and students should demonstrate awareness that language about persons and God expresses values and impacts theological ideas in the details of race and gender connotations. Both gender and race are socially-constructed categories, and changing language is part of bringing justice to theological discourse.

Academic Policies:

- **Attendance:** Students are expected to attend all classes in their entirety. Faculty members have the authority to set attendance policies for particular courses and those policies will be included in the course syllabus. Deviation from the attendance policy may result in reduction of grade or loss of credit for the course.
- **Plagiarism:** Plagiarism is regarded as a serious offense and will result in substantial penalties, including the possibility of academic dismissal. The faculty
Wesley Theological Seminary  
Course of Study School 
2022

regards the following as forms of plagiarism or dishonesty: • Copying from another student’s paper • Giving or receiving unauthorized assistance to or from another student during an examination • Using unauthorized material during an examination • Borrowing or presenting as one’s own (i.e. without proper attribution) the composition or ideas of another.

Please refer to your Wesley Student Handbook (on-line) for more information about Wesley’s academic policies or contact the Course of Study office 202-885-8688.