

**Course of Study School of Ohio
Spring, 2008**

March 12-13 and April 9-10, 2009

COS 114 – Pastoral Leadership and Administration

Rev. Dr. Norman E. (Ned) Dewire
President Emeritus, Methodist Theological School in Ohio
ndewire@mtso.edu

228 Glen Village Court, Powell, OH 43065
cell: 614/325-0250

Course of Study Course 114 is to focus upon the 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.

The objectives for this course are as follows:

- Examination of the nature of the Church as foundational for the development of mission statements, administrative decisions and leadership styles
- Clarification of 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 one's understanding of United Methodist structures and administrative procedures

The recommended/required texts are as follows:

1. The Book of Discipline of The United Methodist Church, 2008, United Methodist Publishing House
2. Church Leadership: Vision, Team, Culture and Integrity, Lovett Weems, Abingdon, 1993
3. Effective Small Churches, Carl S. Dudley, Abingdon, 2003
4. Church Conflict, Norma Cook Everist, Abingdon, 2004
5. Three Simple Rules: Wesleyan Way of Living, Rueben P. Job, Abingdon, 2007

Preparation of written materials:

1. Prepare a 3-4 page paper that describes yourself: your call to ministry, your family, your educational level, your other vocations and work settings, your prior service in pastoral work that will help the instructor understand your background. State, briefly, in this paper, where you are now serving in ministry. Mail (not email) this to Dr. "Ned" Dewire at his home address so to be received by Friday, March 5, 2009 and bring a copy to March 12 session of class.

2. Prepare a 4-5 page paper that describes your current ministry setting, and examples in your ministry setting of how you follow the three “rules” of John Wesley as discussed by Bishop Job in his book Three Simple Rules: A Wesleyan Way of Living. Bring this paper to the March 14 session of class.
3. Prepare a 5-7 page paper that describes how you fulfill the major areas of Par. 340, The Book of Discipline of TUMC, 2008 in light of your readings of the text books and first weekend class discussions. Bring this paper to the April 9-10 session of class.

Class Expectations:

1. Attendance at the full sessions of every class both weekends
2. Participation in discussion in ways that reveal having read the texts
3. Submission of the two papers for the first weekend and the paper for the second weekend
4. All written work will be evaluated for content and presentation

Preparation for the March 12-13, 2009 weekend

1. Read Church Leadership: Vision, Team, Culture and Integrity, Lovett Weems
2. Read from The Book of Discipline of TUMC, 2008:
 - Par. 101: Our Doctrinal Heritage
 - Par. 104: Our Theological Task
 - Pars. 120-142: The Mission and Ministry of the Church
 - Par. 166: Our Social Creed
 - Pars. 337-342: Appointments to Various Ministries

Preparation for the April 9-10, 2009 weekend

1. Read Effective Small Churches, Carl Dudley
2. Read Church Conflict, Norma Cook Everist
3. Read from The Book of Discipline of TUMC, 2008:
 - Pars. 201-271: The Local Church
 - Pars. 419-435: Superintendency and Appointment Making
 - Skim Pars. 500s and 600s: The Conferences, incl. Annual & District Conferences