



"...let the wise also hear and gain in learning, and the discerning acquire skill..." -Prov. 1:5

## THE MISSISSIPPI COURSE OF STUDY

RICHARD ROBBINS, DIRECTOR  
 BETTY WHEAT, COORDINATOR  
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*A life-changing education for pastoral ministry in a beautiful setting of worship, fellowship, and growth*

### DIRECTIONS TO CABOT LODGE:

The Mississippi Course of Study School at Millsaps College is dedicated to the formation of United Methodist pastors who are spiritually grounded, theologically responsible, relationally skilled, and professionally effective. MSCOS operates as an extension program of Candler School of Theology at Emory University. It is administered by the Center for Ministry, which is a cooperative ministry of the Mississippi Annual Conference of the United Methodist Church and Millsaps College. MSCOS is accredited through the General Board of Higher Education and Ministry of the United

Methodist Church. MSCOS is designed to meet the educational needs of United Methodist part-time local pastors\*. According to *The Book of Discipline of the United Methodist Church* local pastors must complete the candidacy process and licensing school in MSCOS. **Students must secure written permission from their district superintendent and annual conference's local pastor registrar every time they register for a class.** Part-time local pastors are required to take a minimum of two courses per year and must complete the overall program within twelve years (para. 318,

319). Contact your annual conference's board of ordained ministry for more information.

MSCOS takes place at Millsaps College in Jackson, Mississippi. Lodging and breakfast at the Cabot Lodge Millsaps hotel, which is located next to the Millsaps campus, is provided at the reduced rates indicated in this brochure. A variety of local and chain restaurants are located nearby. There is also a cafeteria, a restaurant, and a coffee shop located on the Millsaps campus itself.

- Take I-55 to Exit 98A (Woodrow Wilson Ave.) in Jackson, Mississippi.
- Follow Woodrow Wilson to the second light and turn left (South) onto State Street.
- Turn right into Cabot Lodge Millsaps, 2375 North State Street.



### DIRECTIONS TO MILLSAPS:

- From Cabot Lodge, turn right (South) onto State Street.
- Follow State Street through two traffic lights and turn right (West) onto Park Avenue.
- Follow Park Avenue and turn right into the gated parking lot under the Academic Complex (AC) building. Opening worship takes place upstairs in AC 215 unless otherwise noted.

### REGISTRATION AND FEES

- **Registration Fee (Due at time of registration): \$80.00** if registering no later than six weeks before the class is scheduled to begin; **\$90.00** thereafter.
- **Tuition Fee: \$240.00** (many annual conferences will pay at least part of this fee. Contact your district superintendent or local pastor registrar for more information.)
- **Lodging fees:** (includes both weeks; reservations made only by Betty Wheat)  
 Double Rooms: \$ 80.00 (Share with another MSCOS student)  
 Private Rooms: \$160.00
- **Registration Deadline:** No later than three weeks before course is scheduled to begin.

### WEEKEND SCHEDULE

#### Friday

3:00-5:00 pm Lodging Check-In  
 5:30-6:00 pm Commuter Check-in  
 6:00-6:45 pm Worship  
 7:00-10:15pm Class  
 (15 Min Break)

#### Saturday

7:45-Noon Class  
 (15 Min. Break)  
 Lunch on your own  
 1:00-4:15 pm Class  
 (15 Min. Break)

\* Full-time local pastors are required to pursue their course of study education at a regional school such as Emory Course of Study at Emory University in Atlanta, Georgia. In rare cases, full-time local pastors may participate in MSCOS. Contact your annual conference's board of ordained ministry for more information.



The courses of MSCOS are designed to help busy persons develop knowledge, skill, and wisdom for pastoral ministry. **They are designed to be taken in a**

**specific order.** Following this sequence allows students to make the most of their education and helps them be more effective as pastors. Students

are expected to take first year (100-level) courses first and fifth year (500-level) courses last. Please check when you register if you need to make an

exception to this practice. MSCOS administrators reserve the right to refuse enrollment in a course if they believe the student is not ready to take it.

<b>FOCUS</b>	<b>BIBLICAL STUDIES</b>	<b>THEOLOGY &amp; HISTORY</b>	<b>PARISH MINISTRY</b>	<b>PASTORAL LEADERSHIP</b>				
<b>YEAR ONE COURSES</b>	<b>COS 111: The Pastor as Interpreter of the Bible</b>  <u>Rev. Cary Stockett</u> [Fall Session]	<b>COS 112: Theology in the Wesleyan Spirit</b>  <u>Rev. Dr. Wayne Webster</u> [Winter Session]	<b>COS 113: Pastoral Care for Spiritual Formation</b>  <u>Rev. Steve Casteel</u> [Summer Session]	<b>COS 114: Pastoral Leadership and Administration</b>  <u>Rev. Kevin Carter</u> [Spring Session]				
<b>YEAR TWO COURSES</b>	<b>COS 211: Hebrew Bible I</b>  <u>Rev. Dr. Sam Morris</u> [Fall Session]	<b>COS 212: Theological Heritage: Early and Medieval</b>  <u>Rev. Andrew Thompson</u> [Spring Session]	<b>COS 213: Formation for Discipleship</b>  <u>Rev. Dr. Jim Porter</u> [Winter Session]	<b>COS 214: Practice of Preaching</b>  <u>Rev. Dr. Bob Rambo</u> [Summer Session]				
<b>YEAR THREE COURSES</b>	<b>COS 311: New Testament I</b>  <u>Rev. Dr. Eric Pridmore</u> [Spring Session]	<b>COS 312: Our Theological Heritage: The Reformation</b>  <u>Rev. Rachel Benefield-Pfaff</u> [Winter Session]	<b>COS 313: Our Mission from God: Evangelism</b>  <u>Rev. Dr. Joe May</u> [Summer Session]	<b>COS 314: Pastoral Care and Counseling</b>  <u>Rev. Dr. Dorothy Dickson-Rishel</u> [Fall Session]				
<b>YEAR FOUR COURSES</b>	<b>COS 411: Hebrew Bible II</b>  <u>Rev. Dr. Denise Donnell</u> [Fall Session]	<b>COS 412: The Wesleyan Movement</b>  <u>Rev. Dr. Joey Shelton</u> [Winter Session]	<b>COS 413: Worship And Sacraments</b>  <u>Rev. Andy Johnson</u> [Summer Session]	<b>COS 414: Personal and Social Ethics</b>  <u>Rev. Dr. Lee Ramsey</u> [Spring Session]				
<b>YEAR FIVE COURSES</b>	<b>COS 511: New Testament II</b>  <u>Rev. Dr. Chuck Meador</u> [Fall Session]	<b>COS 512: Contemporary Theology</b>  <u>Rev. Dr. Love Ashton</u> [Spring Session]	<b>COS 513: Our Mission From God: Transforming Agent</b>  <u>Rev. Stephen Cook</u> [Summer Session]	<b>COS 514: Theology and the Practice of Ministry</b>  <u>Rev. Heather Hensarling</u> [Winter Session]				
<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>Winter 2013 Session</u> <i>January 11-12, 25-26</i></td> <td style="text-align: center;"><u>Spring 2013 Session</u> <i>April 5-6, 19-20</i></td> <td style="text-align: center;"><u>Summer 2013 Session</u> <i>July 12-13, 26-27</i></td> <td style="text-align: center;"><u>Fall 2013 Session</u> <i>October 11-12, 25-26</i></td> </tr> </table>					<u>Winter 2013 Session</u> <i>January 11-12, 25-26</i>	<u>Spring 2013 Session</u> <i>April 5-6, 19-20</i>	<u>Summer 2013 Session</u> <i>July 12-13, 26-27</i>	<u>Fall 2013 Session</u> <i>October 11-12, 25-26</i>
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## *Policies*

**ANNUAL CONFERENCE AUTHORIZATION**—MSCOS is designed specifically for part-time local pastors who are under appointment. Therefore MSCOS will not admit any student into a course unless his or her registration form has first been signed by the student’s district superintendent and annual conference registrar.

**PAYMENT**—Many annual conferences cover some or all of their students’ COS tuition fees. Some conferences cover a portion of their students’ registration fees as well. Each annual conference has its own policies regarding its level of support for COS students. **It is the student’s responsibility to be clear about his or her annual conference’s policy.** Contact your district superintendent or local pastor registrar for more information. Payment can be made by cash (in person), check, paypal or money order.

**PREPARATION**--MSCOS is designed to include both class time with the instructor and coursework done outside of the classroom, including work done in advance of class. Assignments and other information will be sent out to students no later than three weeks before the beginning of class. Syllabi are also available at the Center for Ministry website. It is the student’s responsibility to learn his or her assignments and complete them per instruction. The faculty of MSCOS reserve the right to mark down or not accept late assignments and grade students accordingly. Instructors prefer different ways of receiving completed course work. Check the syllabus for directions how to turn in assignments for any particular course. All completed written assignments must include a completed “Cover Sheet,” which will be sent to you upon registration and is also available at the web site. This form insures that the student’s pastoral mentor has seen the student’s work and that the student has maintained the honor code in the completion of his or her assignments. In cases where faculty members require assignments to be submitted electronically, the student should include notice with the work that his or her mentor has reviewed it. The student should then FAX or mail the signed cover sheet.

### HONOR CODE

The Honor Code refers to our commitment as a Christian community to maintain academic honesty. The Honor Code of MSCOS requires that all material submitted by a student must be the student’s own work. Violations include cheating and plagiarism, which is to knowingly claim that the work of another person is one’s own. Any person found guilty of violating the Honor Code, after review of the case by a faculty committee, may be subject to one or more of the following actions: receiving a warning, being placed on probation, being removed from the course, failing the course, and being expelled from MSCOS. Regardless of what the action is, a letter about the incident will be sent to the student’s district superintendent and local pastor registrar.

### ATTENDANCE

Class time is a crucial component of MSCOS. Students are required to participate in twenty hours of class time in order to successfully complete their course. A student may miss up to four hours of class time due to illness or emergency and still receive credit for the course, if that absence is excused by the instructor or the director of MSCOS. Absences of over four hours during a course will automatically result in the student needing to retake it. **It is the student’s responsibility to notify the instructor of an absence and to arrange for the completion of any make-up work.**

### INCOMPLETES

Students may in special circumstances request incomplete status for a course. Inquiries regarding incomplete status should be directed first to the instructor and then to the director of MSCOS.

### REGISTRATION

- Your registration form is not complete until it includes your signature and the signatures of your district superintendent and local pastor registrar along with your registration fee. This includes on-line as well as by mail or fax.
- Your completed registration form must be submitted no later than three weeks before the beginning of class.
- You must submit a separate registration form for each course in which you would like to enroll.

### CANCELLATIONS AND “NO-SHOWS”

- Unless you officially cancel your registration prior to class you and/or your annual conference will be charged tuition. Your completed registration indicates your commitment to take the course. Partial credit for registration may be issued with a valid reason for cancellation
- Registered students who do not show up for class will receive a letter grade of “F” for the course.
- No refunds or credit will be given for students who are “no shows.”
- Students with an outstanding balance will not be allowed to register for additional courses, nor will course credit be awarded until the balance is settled.

### WITHDRAWALS

In order to withdraw, a registered student must submit a detailed letter stating the reason for not attending to the MSCOS Director no later than the beginning of class on the second weekend of the term. The letter will be reviewed with notification as soon as possible. Registration fee is neither refundable nor transferable.



# Course Registration

## THE MISSISSIPPI COURSE OF STUDY SCHOOL AT MILLSAPS COLLEGE

1701 North State Street  
Jackson, Mississippi 39210  
Phone: 601-974-1488  
Fax: 601-974-1484  
cos@centerforministry.com  
www.centerforministry.com



### COMPLETE THE FOLLOWING STEPS IN ORDER TO REGISTER:

- (1) FILL OUT AND SIGN THE REGISTRATION FORM.
- (2) HAVE YOUR DISTRICT SUPERINTENDENT AND LOCAL PASTOR REGISTRAR SIGN THE FORM.
- (3) DELIVER THE COMPLETED FORM TO THE CENTER FOR MINISTRY BY MAIL, BY FAX, OR IN PERSON. KEEP A COPY FOR YOUR RECORDS.

Last Name      First Name      Middle Initial      Nickname

Complete Mailing Address      City      State      Zip

Preferred Phone Number      Secondary Number

FAX Number      Email Address

Social Security Number      Birth Date      Gender

Annual Conference      District

Charge      Date Completed Licensing School

Do you need MSCOS to provide lodging for you?

Yes     No     Double Room (\$80.00)

\_\_\_\_\_ Roommate Preference

Private Room (\$160.00)

\*\*\*\*\*I have read and agree to the policies of the MS Course of Study as stated page 3 of this brochure. \*\*\*\*

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

SIGNATURE OF DISTRICT SUPERINTENDANT (REQUIRED)

\_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF ANNUAL CONFERENCE LOCAL PASTOR REGISTRAR (REQUIRED)

\_\_\_\_\_ DATE \_\_\_\_\_

## COURSES OFFERED

### YOU MUST COMPLETE A SEPARATE REGISTRATION FORM FOR EACH COURSE

YOU MAY REGISTER FOR  
COURSES UP TO ONE YEAR  
IN ADVANCE

### WINTER 2013 SESSION

January 11-12, 25-26

\_\_\_\_\_ COS 112  
\_\_\_\_\_ COS 213    \_\_\_\_\_ COS 312  
\_\_\_\_\_ COS 412    \_\_\_\_\_ COS 514

### SPRING 2013 SESSION

April 5-6, 19-20

\_\_\_\_\_ COS 114  
\_\_\_\_\_ COS 212    \_\_\_\_\_ COS 311  
\_\_\_\_\_ COS 414    \_\_\_\_\_ COS 512

### SUMMER 2013 SESSION

July 12-13, 26-27

\_\_\_\_\_ COS 113  
\_\_\_\_\_ COS 214    \_\_\_\_\_ COS 313  
\_\_\_\_\_ COS 413    \_\_\_\_\_ COS 513

### FALL 2013 SESSION

October 11-12, 25-26

\_\_\_\_\_ COS 111  
\_\_\_\_\_ COS 211    \_\_\_\_\_ COS 314  
\_\_\_\_\_ COS 411    \_\_\_\_\_ COS 511

### ACADEMIC RECORDS—

MSCOS regularly reports students' course completion and grades to district superintendents, annual conference boards of ordained ministry, and the General Board of Higher Education and Ministry of the United Methodist Church.

All inquiries regarding one's official transcript should be directed to:

**Lynn Daye**  
**The General Board**  
**of Higher Education**  
**and Ministry**  
**P.O. Box 34007**  
**Nashville, Tennessee**  
**37203-0007**  
**615-340-7416**  
**Ldaye@gbhem.org**

### OTHER COURSE OF

STUDY SCHOOLS—Go to [www.gbhem.org](http://www.gbhem.org) for a full listing of other Course of Study schools in the region and beyond.

### GRADING

Grades are awarded on a letter-grade scale to indicate how well the student has learned the material and is able to apply it to his or her ministry.

#### Grading Scale:

- A...Outstanding
- B...Above Average
- C...Average
- D...Below Average
- F...Unacceptable

Students will also receive a failing grade for non-attendance and non-completion of assigned work.

**TEXTBOOKS**—Textbooks can be purchased through the Jackson, Mississippi Cokesbury store (601-978-3827 or toll free 877-300-7608).