

**COS 114 – Pastoral Leadership and Administration**  
**January 2012**  
**Mississippi Course of Study**  
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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 and leadership skills in keeping with the theology and polity of The United Methodist Church is addressed.

**OBJECTIVES:**

1. Examination of the nature of the church as foundational for the development of mission statements, administrative decisions, and leadership styles
2. Clarification of the respective leadership roles of laity and pastors
3. Introduction to planning, coordinating, decision making, conflict management, and evaluation in the church setting
4. Development of skills for, and understanding of, the dynamics involved in the small church and multiple-charge setting
5. Enhancement of the students' understanding of United Methodist structures and administrative procedures

**REQUIRED TEXTS:**

1. *Church Leadership*, revised edition (2010), Lovett H. Weems (Abingdon Press)
2. *Holy Places, Small Spaces, A Hopeful Future for the Small Membership Church*, Bill Kemp (Discipleship Resources)
3. *7 Practices of Effective Ministry*, Andy Stanley, Reggie Joiner, Lane Jones (Multnomah)
4. *The Present Future*, Reggie McNeal (Jossey-Bass)
5. *The 2008 Book of Discipline*, The United Methodist Church (UMPH)

**ADDITIONAL RESOURCES** (Not required, but helpful if you want further reading):

- *Summoned to Lead*, Len Sweet (Zondervan)
- *Primal Leadership*, Daniel Goleman (Harvard Business School Press)
- *Unfreezing Moves*, Bill Easum

**Please follow these guidelines concerning your assignments:**

- All assignments are to be submitted via email ([eddierester@parkwayheights.org](mailto:eddierester@parkwayheights.org)) as a Microsoft Word document (NOTE: if you are using WordPerfect, choose a Microsoft Word format when you “Save as”). If you cannot submit via email, you may mail them to: 2420 Hardy Street, Hattiesburg, MS 39401, but they must arrive on or before the due date.
- The format for all submissions will be as follows:
  - Typed, using a 12-point font (Arial or Times New Roman)
  - 1 inch margins
  - Double-spaced
  - Please be sure to put your name on the first page of your work.
  - Number your answers according to the numbers in the assignments

**PRECOURSE ASSIGNMENTS**

**Due Friday, December 30 by 5 p.m.**

**Based on *Church Leadership and Holy Places, Small Spaces***

1. Based on your reading material, write a definition of “The Mission of the Church” (see Weems, p. 30 for his understanding of “mission.” Write a statement that describes what you believe to be the mission of the church you are presently serving. [By that I mean, what is its main purpose? What should be its chief focus?] Use scripture and your own observations. How do you think the majority of the membership views the mission and purpose of the church? [Scope – 1 page, double spaced]
2. Utilizing the information from *Church Leadership*, define “vision” (as contrasted to “mission”) and provide a brief outline for how you would go about leading your congregation to develop and accept a vision. [Scope – 1 page, double spaced]
3. Describe in detail your style of leadership as you lead your congregation. What are your strong points as a leader and what are your weak points? [Scope – 2-3 pages, double spaced]
4. In *Church Leadership* (pp. 63-71), Weems describes how to build strong leadership teams. Reviewing the critical components, which components do you already integrate into your leadership style (please be specific and give examples)? Which components (choose 2-3) are weaknesses for you? [Scope – 2-3 pages]
5. Describe the organizational structure of the congregation you are serving in narrative form. [Not what is “on paper,” but the way it operates. Issues to consider: Who has power to make decisions? Who guides the vision of the congregation? Do the officers of the church know their roles and function effectively? What is missing in your structure?] [Scope – 2 pages, double spaced]

**Please be prepared to discuss *Church Leadership, Holy Places, Small Spaces, and The Present Future* in class on January 8-9.**

**Due Friday, January 15 by 5 p.m.**

**Based on *the 2008 Book of Discipline***

1. Review parts III, IV, and V of the Discipline (pages 87-181). This will provide information on structure and organization of the local church. Look specifically at paragraphs 120, 121, 124, 125, 201, and 202. These paragraphs address the mission of the local church. What is the mission of the church according to the Discipline? How does this compare to your belief about the mission (or missions) of the local church? How does it compare to your congregation's understanding, either spoken or implied? Ask some key leaders what they believe the primary mission of their church is. Use their answers in your comparisons. [Scope - 3 pages, double spaced]
2. Review Chapter 6 of The Book of Discipline (pages 703-739). Administrative problems are often caused over property issues. Does your Board of Trustees function according to the guidelines of the Discipline? What are the differences? Are there things being done that should not be or things that should be done that are not? How can you lead the church into compliance? Be specific about strategy. [Scope—2 -3 pages, double spaced]
3. The skills and abilities required for administration and leadership require constant nurture and growth. Describe how you will continue to nurture your gifts for leadership and administration. [Scope – 1 page, double spaced]
4. Choose one of the following two questions:
  - a. McNeal in *The Present Future*, presents six questions for the church. After reviewing each question, choose the one that your church must grapple with. Describe why this question is important for your congregation at this point in its history. Include any statistical data, historical information, or conversations in your reasoning. How will you lead your congregation to address this question? Include specific ideas about process, sermon ideas, leadership training, etc. What long-term, culture changing tasks will you and other leaders undertake to address this question? [Scope – 2-3 pages, double spaced]
  - b. In *The Seven Practices*, the authors begin by talking about “the win” and “steps toward the win.” In your own words describe these two practices. Why are they important? What is practical/impractical about thinking in these terms? Then, think carefully about one aspect of your church's ministry (children, youth, adult Sunday School, worship, an outreach ministry) and define the win for that aspect of ministry. Follow that with an outlining of specific steps (not programs) that can lead to that win. Be very specific. Discuss these ideas with people directly involved with that ministry and give their responses to your ideas about “the win” and “the steps.” [Scope - 2-3 pages, double spaced]

