What does it mean to lead as a pastor doing the ministry of administration? Is administration a ministry? How does a pastor identify the unique things that require attention immediately versus something that waits? How do you delegate? What is unique to the practice of United Methodist administration and how is that a spiritual and theological matter? Can someone be called to the ministry of administration? How does a pastor lead through administration?

The General Board of Higher Education and Ministry describes this course as one where a student develops competency as an administrator in a United Methodist congregation and is able to: “articulate a biblical and theological understanding of polity; understand and explain the polity of The United Methodist Church, including conferencing oversight, and discipline; articulate the nature of stewardship biblically and technologically; identify techniques and develop skills as effective administrators of local churches, including financial management.” We will address all those areas with direct application to the context out of which each student currently serves.

**COURSE OBJECTIVES**

1. We will explore the biblical and theological nature of the ministry of administration.
2. We will examine how contexts differentiate administrative needs and pastoral responses, including financial contexts.
3. We will study how to implement missional priorities through administrative work.
4. We will analyze how to go about planning, coordinating, making decisions, and evaluating ministries, programs, and administrative structures/expectations themselves.
5. We will learn about conflict management/resolution.
6. We will cultivate an understanding of the dynamics involved in the administrative lives of smaller membership churches and multiple-charge settings.
7. We will study both United Methodist structures and administrative procedures and the biblical/theological underpinnings of them.
8. We will consider the work of leadership development as a part of administration.

Book Titles (with author and ISBN number):

   The Bible
   The Book of Discipline of The United Methodist Church 2012

Additional brief readings will be distributed in class.

Pre-Work Assignments:

1. Write a 5-7 page reflection paper defining the biblical basis for understanding administration as ministry. Identify what is unique about administration in The United Methodist Church. Describe your work in administrative ministry and explain why it is or is not fulfilling to you as a pastor. This work will be shared with others in class. Bring 2 copies of the work on the first day of class (July 6)
2. Read parts I, II, III, and IV of The Book of Discipline 2012
3. Read Leadership in the Wesleyan Spirit and The Method of our Mission