

**First Year**  
Written Assignment  
**Perkins Course of Study School 2014**

**(114) PASTORAL LEADERSHIP AND ADMINISTRATION**

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**Textbooks:**

*Book of Discipline 2012*, pp. 9-169

*Leadership in Congregations*, Richard Bass, Editor, The Alban Institute, Herndon, Virginia, 2007.

ISBN 13:978-1-56699-334-0

*Antagonists in the Church*, Kenneth Haugk, Augsburg, Minneapolis, 1998,

ISBN 0-806-623101

*Bearing Fruit, Ministry with Real Results*, Lovett Weems Jr. and Tom Berlin, Abingdon Press, Nashville, 2011,

ISBN 978-1426715907

*Lord I Love the Church and We Need Help*, Virginia Bassford, Abingdon Press, Nashville, 2012,

ISBN 978-1426740404

**Recommended Reading:**

*Administration in the Small Membership Church*, John H. Tyson. Abingdon, Nashville, 2007.

ISBN 978-0-687-64643-2

**Pre-class written assignments**

***Purpose and objectives of the class:*** to develop and increase the minister's knowledge of the administrative details of the UMC system of ministry through administration structures and organizational guidelines.

To perceive and actualize how Christian discipleship is realized and strengthened in and through the daily execution of the disciplines that guide any UMC organization. And, to appreciate how these guidelines can be tailored to fit any size congregation and function within the provisions of the *Book of Discipline*.

There will be consideration of the importance of vision and initiative as the leadership roles in a congregation are fulfilled. This entails an appreciation of how administrative structures are the foundation upon which visionary and innovative ministry can be built and flourish in the freedom that is guided by the administrative structures.

Type your response to the following questions and assignments:

***From The Book of Discipline...***

1. The United Methodist Church is organized as a connectional structure and all titles to real and personal property are held by whom?
2. Identify and define the four theological guidelines.
3. How is a charge conference different from a church conference?

### **From *Leadership in Congregations...***

1. What are the dimensions of pastoral authority presented in Dimensions of Pastoral Authority?
2. What are the five assumptions about ministry as presented by Art Gafke and Bruce McSpadden? What are the tools for personal reflection? What are the tools for congregational reflection? Which of these tools are easiest for you and why?
3. Israel Galindo writes a great chapter on the Myth of Competence. What stood out for you after reading this chapter? List his suggestions for moving towards wholeness. How does it feel to accept failure as progress?
4. Jeffrey Jones writes that in the future, various roles will no longer describe the effective pastor. What are the metaphors that he lists and describe each of them briefly. Which of these metaphors best fits you and why?

### **From *Antagonists in the Church...***

1. Who, in any congregation, is responsible for dealing with an antagonistic person?
2. In no more than 30 words, how does the author distinguish an antagonistic person from a person willing to engage in constructive conflict?
3. Why does the author believe there are antagonistic persons in nearly every congregation?

### **From *Bearing Fruit, Ministry with Real Results...***

1. The author talks about fruitful biblical leadership being about vision. Summarize his thoughts on vision. What elements does he include that talk about the central part of listening to God. How do those elements relate to your current appointment?
2. What are your thoughts regarding his statement that some believe regarding being fruitful, "God desires faithfulness, not fruitfulness?" Summarize chapter nine in your own words regarding the planting, watering and praying for growth.
3. Explain your understanding of the three primary categories that the author says captures all of the specific descriptions of effectiveness.
4. How does the phrase "so that" change your understanding of leadership and ministry in your current appointment?
5. What are the recurring themes of the Floris UMC. How would your ministry be different if the leadership focused on those themes? What would you add to that list of themes?

## ***From Lord, I Love the Church and We Need Help...***

### **I. Leadership**

- a. What are adaptive leadership and adaptive challenges, and what do they have to do with work in the church?
- b. Talk about a time when you challenged the “status quo” and lost the fight. What would you do differently next time?
- c. Which is more important in the church (pick one) leadership or pastoral care? Why? Use an illustration from your own ministry to support your response.
- d. How do you define “failure”?
- e. As pastor, what is your responsibility in helping a congregation become an adaptive organization? List the steps you would use in order to help a congregation become adaptive. Have you tried these steps? Do they work? What happened in the end?
- f. What could possibly be the link between the itinerant system and adaptive change?
- g. Is the United Methodist Church lost, or do we have a future with hope? Explain your answer.
- h. What does accountability have to do with leadership?
- i. Why do you think the author links relationships to leadership?

### **II. Administration**

- a. On page 79 the author talks about a “new day” in ministry. How are local pastors, supply pastors, and lay servant ministers integral to that that “new day”? Do you believe what you just said? How do you live it out? Please give examples from your own ministry.
- b. How do local pastors often “over function” in the local church? What does that have to do with administration? What are other options?
- c. What is administration? Is it, and if yes, how is administration related to worship? Vacation Bible School? Sunday School? Bible Study?
- d. What will you do if administration is not a strength or a gift you have? Who can you turn to for assistance? Who will teach you?
- e. How can all those stupid forms and reports have anything to do with ministry?
- f. What do relationships of accountability, support, trust, and integrity have to do with administration of the church?

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The completed pre-class work for courses 111-114 must be brought to Course of Study School and submitted to the respective instructors at the first class meeting. **Students taking courses 111-114 who are unable to submit pre-class work on the first day of classes should contact the Course of Study School office to cancel course(s).**

Each assignment should be typed, double-spaced, or legibly handwritten, with pagination numbers, and be accompanied by a completed cover sheet (Form C). A copy of the cover sheet, can be photocopied, can be found in the Course of Study Catalogue.

**Students should keep and bring a hard copy of each assignment to class.**

In addition, students should include a one-page autobiography for *each* instructor.

Guidelines for writing pre-class assignments and information on academic dishonesty are provided in the Course of Study catalog, available on the website. Students are expected to understand what constitutes plagiarism. Students who are found to plagiarize are subject to grading penalties, which may include dismissal from the school.