

The Memphis/Tennessee/Holston Course of Study School

An Extension Program of
Candler School of Theology at



Cor prudentis possidebit scientiam - The wise heart seeks knowledge



Student Handbook
2012

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(Updates pending approval by the Board of Managers of the MTH-COS 9/7/2012)

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Dear Local Pastor:

Thank you for your interest in attending the Memphis/Tennessee/Holston Course of Study School, an Extension of The Candler School of Theology Emory University. The courses and interaction with fellow Local Pastors and faculty are designed to support your commitment to ministry and dedication to excellent theological preparation. We are excited to be a part of your faith journey as you develop new knowledge, skills, and capacities to continue to discern God's will for your life and as you provide leadership for God's Church.

We hope that this handbook will answer your questions about the Course of Study administrative policies, about the five-year sequence of twenty (20) courses, and who to contact for support and assistance as you participate in the program. The handbook provides the Course of Study websites which include information about registration, course locations and directions and lodging. Course syllabi and other course resources that you can download before you come to class are included on the websites. Each course syllabus provides the contact information for course faculty. In this handbook, you will learn about how to prepare pre-course and other written assignments, the expectations of the Academic Honor Code, grading requirements, and other helpful details to support your success in the Course of Study.

This handbook is organized to assist you in planning to complete the Course of Study in a timely manner. By taking 4 classes per year, you can finish the entire program in five years. The demands placed on your time by church, family, and other employment obligations might dictate that you take longer to complete the program, in which case you can work with your District Superintendent and Annual Conference to extend the deadline. We recognize that part-time local pastors have many demands that require effective time-management to complete their course-work. As you meet other local pastors and work with the faculty during the Course of Study, you will grow in understanding of how to prioritize the many demands of your call to ministry.

It may be helpful to think of your preparation for ministry during the Course of Study as a journey with God among his leaders and teachers so that you can fulfill all that His vision holds for your life in ministry. During the Course of Study, we hope that you feel connected and supported in special ways to follow the path you have chosen. This will allow you to remain open to learning throughout your academic courses and interactions with others while completing the COS program. Keep in mind that Titus 2:1 says, "You must teach what is in accord with sound doctrine." To do this, you will need to continue to grow in understanding and discernment. The United Methodist Church is a leader in formal and informal preparation of church leaders and has designed the Course of Study especially for full and part-time local pastors.

Thank you for responding to God's call to ministry. If you have any questions, please contact me.

In Christ—as we journey together in grace and peace,

Barbara Nye, Director
Memphis/Tennessee/Holston Course of Study School

Portions of the handbook used by permission and modified to fit our school originated from:

GBHEM Administrative Policies – Course of Study for Licensed and Ordained Ministry and
Advanced Course of Study – revised 10-3-2008.

Candler School of Theology of Emory University, Course of Study School for Local Pastors.

The Book of Discipline of the United Methodist Church, The United Methodist Publishing
House, Nashville, TN, 2008.

Collaboration with other Course of Study Schools in sharing of policy and procedures.

Mission & Vision

The Memphis/Tennessee/Holston Course of Study School is an extension school of the Candler School of Theology at Emory University. Thus, the school follows and supports Candler's Mission and Vision Statements.

Mission Statement

Candler School of Theology is grounded in the Christian faith and shaped by the Wesleyan tradition of evangelical piety, ecumenical openness and social concern. Its mission is to educate - through scholarship, teaching, and service – faithful and creative leaders for the church's ministries in the world.

Candler School of Theology is committed to:

- Scholarship and teaching that are in critical and creative dialogue with the tradition of both church and university.
- The interaction of theoretical and practical learning both in the classroom and in church and other public settings.
- An approach to curriculum and to teaching that seeks to enhance and integrate the intellectual, personal, professional, and spiritual growth of students.
- The preparation of leaders to participate in ministries of justice and reconciliation.
- A community of faith and learning inclusive of women and men who are diverse in ethnic, economic, social, and national background.
- An educational community that embraces voices and gifts from diverse religious and theological traditions.
- An educational context and educational goals that are ecumenical and international.
- A dynamic relationship of research and learning with local church congregations.
- The fulfillment of its calling as a theological school of The United Methodist Church.

Candler Vision Statement

Candler School of Theology is an intellectually vital internationally distinguished, and intentionally diverse university-based school of theology, committed to educating ministers, scholars of religion and other leaders, expanding knowledge of religion and theology, deepening spiritual life, strengthening the public witness of the churches, and building upon the breadth of Christian traditions, particularly the Wesleyan heritage for the positive transformation of church and world.

The Six Core Values of the Candler School of Theology

- Candler is embedded in the Christian tradition.
- Candler stands for the highest standards of intellectual and theological integrity.
- Candler has an ecumenical vision of the church.
- Candler is committed to social justice.
- Candler is a community of formative practices.

Contact Information

Memphis/Tennessee/Holston Course of Study Staff:

Dr. Barbara Nye, Director	bnye1@earthlink.net	615-289-4332
Ms. Pam Whitmore, Registrar	cosaccount@citilink.net	931-239-5039

Site Coordinators:

Mrs. Tina McGill	chatinamcgill@gmail.com	931-363-9817
Mrs. Sarah Boone Yarbrough	boonesar@hiwassee.edu	423-420-1892

Dr. Barbara Nye, Director
Memphis-Tennessee-Holston Course of Study
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bnye1@earthlink.net

Ms. Pam Whitmore, Registrar
Memphis-Tennessee-Holston Course of Study
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Cookeville, TN 38501 (931) 239-5039
cosaccount@citilink.net

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Memphis-Tennessee-Holston Course of Study
Martin Methodist College
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Pulaski, TN 38478 (931) 363-9898
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Mrs. Sarah Boone Yarbrough
Site Coordinator
Memphis-Tennessee-Holston Course of Study
Hiwassee College
225 Hiwassee College Drive
Madisonville, TN 37354 (423) 443-2001
boonesar@hiwassee.edu

Emory University-Candler School of Theology

D. Michelle Levan
Assistant Director-Course of Study School
Candler School of Theology, Emory University
1513 Dickey Drive
Atlanta, Ga 30322

dlevan@emory.edu
www.candler.emory.edu
404-727-4587

General Board of Higher Education and Ministry

Pamela Frost, GBHEM
Transcripts for Course of Study
P.O. Box 340007
Nashville, TN 37203-0007

cosregistrar@gbhem.org
615-340-7416

Information on how to contact **other Course of Study Extension Schools** and to access their websites is included later in this Handbook (see table of contents).

Faculty contact information is posted on the course syllabi at the COS website

<http://www.alpsumc.org>

MEMPHIS/TENNESSEE/HOLSTON COURSE OF STUDY
An Extension of the Emory Course of Study

Administrative Policies (revised 9/7/2012)

General Information

The Course of Study at Emory University is sponsored by the United Methodist Church Board of Higher Education and Ministry, the Southeastern Jurisdictional Administrative Council, and Candler School of Theology. The Memphis/Tennessee/Holston Course of Study is an Extension School of Emory University and is co-sponsored by UMC Conferences including the Memphis, Tennessee, and Holston Conferences. Local Pastors from other Annual Conferences may also attend the Memphis/Tennessee/Holston Extension School.

The Course of Study program reserves the right to make policy changes or changes in the information below from time to time. Contact the COS Director for policy questions.

The Course of Study

The Course of Study is prescribed by the General Board of Higher Education and Ministry (GBHEM) - Division of Ordained Ministry (§142.3d, 2008 The Book of Discipline). The program includes studies for license for pastoral ministry and the five-year Course of Study curriculum. In addition, the Division prescribes an Advanced Course of Study program for local pastors preparing for ordination as an elder (§421.3c).

The Division of Ordained Ministry has developed a system of regional Course of Study schools and extension Schools that serve the entire church. Both full-time and part-time local pastors may attend a regional school. The extension schools are for part-time local pastors only, with exceptions being made by the staff of the Division of Ordained Ministry.

In prescribing the COS, the Division of Ordained Ministry is responsible for developing curriculum, purpose, and learning goals; providing resources; establishing, maintaining, and evaluating Regional Course of Study Schools (COS) and Extension COS Schools, keeping records of all students, and reporting on student progress to each Board of Ordained Ministry every year. The Course of Study curriculum may be offered in languages other than English to meet the needs of a multicultural church.

Full-time licensed local pastors who have not completed the Basic Course of Study are required by The United Methodist Church to complete a maximum of four courses per year through an approved Regional Course of Study School (see list of Regional COS Schools in the Appendices) or the correspondence curriculum prescribed by GBHEM. Only with the approval of GBHEM, the student's conference Board of Ordained Ministry, and the Director of the COS may a student take additional courses. Full-time licensed local pastors must complete the Basic Course of Study within eight years.

Part-time licensed local pastors are required to take at least two but not more than four courses per year at an approved Regional COS School or Extension COS School and must complete the Basic Course of Study program within 12 years (some Annual Conferences may require completion in fewer years). Extension Schools and course schedules are listed on The **Candler School of Theology website**: <http://www.candler.emory.edu/programs/cos/index.cfm>.

Further, information on these guidelines can be found in §318 ff of the **2008 Book of Discipline**, and the *Administrative Policies – Course of Study for Licensed and Ordained Ministry and Advanced*

Course of Study from GBHEM. Questions regarding the COS program may be directed to **Ms. Linda Heist** Section of Elders and Local Pastors at GBHEM – (ldaye@gbhem.org or 615-340-7416).

Admission

The Course of Study provides theological education and training of Local Pastors in The United Methodist Church. Extension Schools are designed to meet the needs of Local Pastors who choose not to enroll in a graduate level seminary degree program. To be admitted, students must have

- a high school diploma or equivalent
- been certified as candidate for ordained ministry
- completed the requirements for license as a local pastor
- received the endorsement of the annual conference Board of Ordained Ministry
- been tested in language skills proficiency through a process determined by the annual conference, and
- be under appointment in The United Methodist Church, exceptions to be made with the approval of the annual conference Board of Ordained Ministry for a period not to exceed one year (or first level courses)

Persons choosing to enter ministry as **Local Pastors** must complete a five-year course of study curriculum. This educational plan provides an alternative to seminary education. These courses are offered for part-time Local Pastors only. The twenty (20) COS extension courses must be completed within 12 years of the time the local pastor is licensed.

You must teach what is in accord with sound doctrine. Titus 2:1

Course Locations & Time of Operation

Currently, courses are offered on **two campuses** (Martin Methodist College in Pulaski, TN and Hiwassee College in Madisonville, TN). Courses meet simultaneously on the two campuses, **four times a year**: February/March, April/May, September/October, and October/November. Usually, two to four courses are offered in each of the four course sessions. Occasionally, a course may be canceled due to low enrollment or other necessary circumstances. Each course requires **two weekends** (20 class-hours) to complete. Classes are approximately three hours on Friday evenings and seven hours on Saturdays. Course building location on the campus, hours of class, and registration materials are posted on the **COS websites** with other information:

<http://www.alpsumc.org>

Additional Course of Study information, including a list of all Extension Schools and their course schedules, is located on the Candler School of Theology's Course of Study Program website:

<http://www.candler.emory.edu/programs/cos/index.cfm>

Currently, the MTH-Extension School does not offer **summer courses**, but refers students to Emory or other Extension Schools that do summer courses.

Registration

Pre-registration for all courses is required. Please use **current** registration forms found on the COS websites. Also, registration forms are available from the District Superintendent and the Conference

Board of Ordained Ministry. You will not be enrolled unless all of the following items are complete and sent to the **Course of Study Registrar** by the deadlines listed on the registration form. Registration approval form and **fees are due one month before the first class session for the course in which you are enrolling**. You may enroll for one course per session when you register or you may enroll for four courses for the entire year on the same registration form. Please **mail the registration form** and registration fee to:

Ms. Pam Whitmore, COS Registrar
23 West 4th Street
Cookeville, TN 38501

After completing your part of the appropriate registration form, **obtain the signatures** of your District Superintendent and Annual Conference Board of Ordained Ministry Local Pastor Registrar. Appropriate signatures are required for registration and for **financial scholarship assistance from the Conference**. Make sure you obtain the signatures in time to submit the registration form prior to the deadline. Please **keep a copy** of your completed registration form.

Upon receipt of the registration form with all **required signatures** and the registration fee as specified on the form, the **pre-course assignment and reading assignments** will be sent to confirm your registration. If you have not received these materials from the COS Registrar within **one week** following your registration, please E-mail the Registrar, Pam Whitmore: cosaccount@citlink.net. For other questions, contact the COS Director, Barbara Nye at bnye1@earthlink.net

Tuition

The tuition for the Memphis/Tennessee/Holston Extension Course of Study School is set annually by the Course of Study Board of Managers. The registration fee and tuition amount are listed on the COS Registration form. Tuition fee changes following Board meetings are usually posted on the COS website. The Board of Managers strives to maintain an annually balanced budget. **The COS School is self-supporting** from registration fees and tuition. **Each Annual Conference** sets the amount of tuition which that Conference will reimburse to the Course of Study for a local pastors course enrollment. **Local pastors** are responsible to check with their Conference for the tuition reimbursement amount and the amount which the local pastor is responsible to pay.

The 2015 tuition rate is **\$270 per course**. In addition, a **\$60 non-refundable registration fee and a \$20 meal fee** is charged if you enroll one month or more before the course begins. A **non refundable late registration fee of \$80** is charged if you enroll later than one full month in advance of the course you wish to take. Submit your registration fee with the signed registration form. Checks should be made payable to the Memphis-Tennessee-Holston (MTH) Course of Study.

Before registering for a course, check with your Conference Board of Ordained Ministry concerning possible **scholarship assistance** with tuition. If a Conference scholarship does not cover the entire tuition, please plan to arrive to the School site **prepared to pay the difference** between the Conference scholarship and the Course of Study tuition cost.

Your annual conference will be billed by the Course of Study for your scholarship after you have successfully completed the course. Please note that if you drop out of the course after the first class meeting either you or your Annual Conference will still be billed for tuition, depending on your Conference requirements. The **COS Course Registration Form and schedule of classes** are online at:

<http://www.alpsumc.org>

Course Enrollment and Cancellation

In the event a student cannot attend a course as planned and registered for, the student must notify the Registrar by e-mail as soon as possible **prior to the first class session in order to cancel attendance.**

- **Registration fees are non-refundable.**
- **Tuition is refundable ONLY** if the student notifies the COS Registrar by e-mail (cosaccount@citlink.net) prior to the first meeting day of the course. If the Registrar is not notified, the student will be responsible for paying the entire cost of the tuition. Please notify the Registrar **at least one week in advance** to cancel attendance, except for emergency cancellations.
- The MTH Course of Study School **retains the right to cancel** any course for insufficient registration or other necessary reasons. Affected students will be notified as quickly as possible and offered the opportunity to enroll in another course without being charged a late registration fee.

Meals and Housing

Local Pastors are responsible for making their own lodging arrangements and for their own meal expenses. Please consult the Course of Study website for lodging information. Any lodging expenses listed are based on January 2012 prices and are not guaranteed by the Course of Study. The tuition and registration fee **does not** include housing, meals, books or class materials. Some faculty may have a small fee for course handouts which must be purchased at the course.

Currently, the MTH-COS provides a light meal on Friday evening and coffee and snacks on Saturday. This provides a time for Local Pastor and faculty member fellowship during the breaks and the meal. **A donation is collected** by the COS site coordinator for the College to cover the cost of food provided by the COS which averages about \$9 per weekend. Please remember to make your donation.

Assignments and the Academic Honor Code

You will need to begin preparing for courses as soon as you register to allow enough time to read and prayerfully complete the pre-work/pre-course assignments. Some of this advance preparation can be done in conjunction with the Annual Conference Mentor. **Pre-course assignments will** include material related to the classroom studies as well as experience in pastoral ministry.

Pre-course assignments are due to the faculty member **on the first day of class** or before as specified on the Course syllabus. Course syllabi are posted on the COS websites months in advance of the Courses and include the faculty member's e-mail and phone number. Students may **contact the faculty member** if needed.

Pre-course assignments for the **current year** must be used. Faculty members do change assignments from year to year. Pre-work assignments completed from previous year(s) will not be accepted. The **Academic Honor Code "cover page"** must be signed and attached to each course assignment including pre-course assignments.

The Academic Honor Code **"cover page"** is in your registration packet or available on the COS website as a part of the "Academic Honor Code." Please prayerfully review the **Academic Honor Code** as a part of your pre-course assignment and for all assignments for each class. Please be aware that

Academic Honor Code violations may result in dismissal from a COS School or the Course of Study. Also, violations may be **reported** to the District Superintendent, Conference Board of Ordained Ministry, and to the Candler School of Theology. The Honor Code is posted on the COS Website. Local Pastors are responsible for **reading, understanding, and complying** with of the Honor Code.

During your ministry, you will have many deadlines and priorities to balance. It is crucial that you complete the pre-course assignments by the first class, which will require that you allow time for the course reading, reflection, prayer, and the writing. Late work will be **penalized or not accepted**. If you have any question about the pre-course assignment or any course assignment, you are responsible to contact the faculty member whose e-mail is on the course syllabus. In addition, the Course of Study is not responsible for **lost assignments**.

Please keep a printed and computer file copy of each assignment you submit.

A faculty member may require that course assignments are submitted electronically (via computer). All assignments must be typed and have **proper citations for outside sources**. See the Academic Honor Code for some examples of how to cite **other's work**. Each faculty member may have **different citation requirements**. Please be aware that there are **software programs** for reviewing papers that locate plagiarism from other sources such as from the internet and other books. Also, Wikipedia is not an acceptable source, as anyone may add information on the topic.

Textbooks

Textbooks can be purchased at the following locations:

Cokesbury on line or Amazon

Order books **6-8 weeks in advance** to guarantee you have these in time to complete pre-course assignments.

Amazon.com may be an additional resource for new and used textbooks as well as bookstores. However, Amazon has a separate shipping charge for textbook delivery.

Occasionally, faculty members may require a book that is additional to different from the books listed on the GBHEM Course of Study book list. Please carefully check the syllabus for required texts and **be sure you order** the one by the specified author(s) and the correct edition of the book based on the course syllabus. Notify the faculty member by e-mail immediately if there is any problem locating a textbook or any delay in receiving the textbooks that you order.

Textbook Loan Program

Currently, the COS program has a textbook loan program and accepts donations of used or new COS textbooks. Not all of the COS course textbooks are available by loan. For more information, contact Rev. Earle Davis (brotherearl@hotmail.com), developer and volunteer manager of the Loan program. Please generously donate COS textbooks that you are no longer using or have replaced with other ministry resources.

Borrowing a textbook from the Loan Program does not mean that the Course of Study endorses Local Pastors not keeping COS textbooks. The books are important tools for daily ministry. Faculty have selected textbooks that they feel will enhance your teaching, preaching counseling, and administration within your local congregations. However, the COS does support the loan of textbooks for local pastors who could not otherwise purchase their Course of Study textbooks or donations when pastors have other resources to supplement their ministry library.

Course Enrollment Expectations

The **maximum number of courses** a student can take in the Course of Study is four courses per year. The maximum number of courses per year is the same for every Course of Study School. In unusual circumstances, students may be given permission to take an additional course with **approval of** the District Superintendent, your Annual Conference Board of Ordained Ministry, Annual Conference Local Pastor Registrar, and the Director of the Course of Study.

Class Attendance

Each course requires two weekends (20 hours) to complete. **Attendance is required** at every class. A student who misses a portion of any class period must obtain **prior permission** in writing of both the faculty member and the director of the Course of Study to continue and must satisfactorily complete make-up work assigned by the faculty member within 14 days of the last day of the Course. **No credit for the course** will not be granted to a student who misses more than **four hours** of a class or who fails to complete **all required work** assigned by the faculty member when it is due.

When a student misses more than four hours of a course they have missed significant course content and classroom interaction. This is a GBHEM policy for all Course of Study Schools. Even when a student receives **prior approval** to miss four hours, **additional course assignment(s)** must be given and completed for the student to make up the content missed.

Attendance of all COS classes and services of worship and Holy Communion is required. Missing class requires that students **re-take the course and re-pay for registration and tuition**. Annual Conferences will **usually only pay tuition one time** for students to take a COS course. This pertains to missing class for any reason or for not successfully passing a class. There is **no refund** if the student begins but does not complete a Course.

Writing materials, textbooks, and a Bible are needed for all class meetings.

Course Hours

The minimum number of in-classroom hours for each of the basic courses is 20. On Friday, classes start at 5:30 p.m. and end at 9:00 p.m. Worship begins at 7:30 a.m. and classes are from 8:00 a.m. – 4:30 p.m. on Saturday. The course schedule is listed on the COS website and on the registration form. Hiwassee College is in **the Eastern time zone**, and Martin Methodist College is in **the Central time zone**.

Records and Grades

The academic records for MTH courses are maintained by the **MTH-COS Registrar** as well as The Division of Ordained Ministry-GBHEM in Nashville, TN. The local pastor's grade for each course will be e-mailed to the local pastor, GBHEM-the Division of Ordained Ministry in Nashville, the Director of the Candler School of Theology at Emory University, the MTH Course of Study School Director, your District Superintendent, and Annual Conference Board of Ordained Ministry. Each local pastor should retain a copy of their course grades. GBHEM maintains the official transcripts for Local Pastors.

Grading Policy

The quality of the work completed by students in a COS course is important. Often, these grades are requested by institutions of higher education for Local Pastors to pursue other programs or degrees. Grades are assigned by the faculty member. The grading system is:

A	outstanding
B	high quality
C	satisfactory
D	below average
F	no credit for less than acceptable work

Below a grade of C may not be accepted for COS course completion credit and financial reimbursement of your tuition by your Annual conference. This will result in the Local Pastor paying the full tuition to the Course of Study. Local Pastors are cautioned to adhere to the financial integrity expectations of The United Methodist Church in paying Course of Study fees and tuition which they have incurred.

Grades reflect the faculty member's evaluation of the quality of students' work, and their comprehension of course instruction.. Grades give feedback to the student and to the organizations to which the student and faculty members are accountable.

Faculty members have the freedom to design assignments in a variety of ways in order to better understand the level of a student's growing competence. Faculty members also have the freedom to assign numerical scales in line with the type of assignment (such as an exam) and desired outcomes of the course.

Course of Study grades are reported to the student, the General Board of Higher Education and Ministry (GBHEM), to the student's Annual Conference Local Pastor Registrar, the COS Director and COS Registrar, the Director of the Candler School of Theology. Grades are used by Annual Conferences, in combination with other factors, to determine "appointability" of a Local Pastor.

If a COS student decides to attend Candler School of Theology, up to nine credits worth of COS courses in which a student has made a B or higher are transferable as elective credit (although assigned an "S" rather than transferring the grade from the COS course).

Assignments to be graded are designed to lead students toward the **comprehension and accomplishment of specific outcomes**. The General Board of Higher Education and Ministry establishes these **outcomes/objectives** for each course in the Course of Study. The COS objectives are on the GBHEM website—www.gbhem.org—and included in the Appendices of the handbook.

Grade of Incomplete

An "incomplete grade" is granted only to students with special circumstances who were not able to complete a **small portion of the required work** for a course session and who did not miss more than **4 hours** of any course. The student must request a grade of "Incomplete" **in writing** to the faculty member and receive prior written permission from the faculty member and the Director of the Course of Study School, **before the last day of the Course**.

The faculty member will notify the COS Director of any student receiving an Incomplete and note this on the Course grade report. The Director will notify the COS Registrar. If the incomplete work from the student is not received by the faculty member within **14 days after the last day of class (or sooner as specified by the faculty member)**, the incomplete grade will automatically be changed to an F by the faculty member. The faculty member will notify the COS Director of the final course grade. The

Director will notify the Registrar. The faculty member must notify the director by e-mail of the final grade for the student receiving the incomplete within 21 days of the last day of the course to change the grade from an Incomplete to the final grade earned by the student.

Transcripts

Local Pastors may obtain a copy of their current transcript by contacting Mrs. Pamela Frost, GBHEM, cosregistrar@gbhem.org, 615-340-7416, at the Division of Ordained Ministry in Nashville. It is the responsibility of the Local Pastor to keep up with the courses they have taken and the courses needed to complete the Course of Study. The records of the GBHEM are the official records. Any grade or course completion discrepancies should be addressed by e-mail to Linda Heist.

The COS Director should be notified by e-mail by the **local pastor when they register for their nineteenth and twentieth** course so a Certificate of Completion of the Course of Study can be prepared in advance of the twentieth course. This Certificate will be presented (or a copy) at the twentieth Course. Sometimes the actual Certificate will be presented at their Annual Conference. Families of local pastors are invited to attend the Certificate presentation time held during the Service of Holy Communion on Saturday of the last day of the course. Check with the director or a faculty member for the time of the service. Local Pastors are advised to **request a transcript** by e-mail or call GBHEM before their last two courses to be sure of their remaining course requirements.

Dropping a Course and Course Withdrawal

After the course begins, if you “drop out” of the course, the Annual Conference or you will still be billed for tuition, depending on your Conference requirements. If you do not complete the course requirements and attendance, **a grade of F will be assigned**. Contact the director prior to dropping out of a course to discuss your options.

A **No Credit** grade will be assigned for a prior-approved course withdrawal. This is only assigned in unusual and **extreme circumstances** and is determined by the faculty member and the director. The policy for course payment still applies.

Worship and Holy Communion

Opening Worship and the Service of Holy Communion are very important aspects of the Course of Study. Participation by local pastors is expected. Classes begin immediately following worship. Holy Communion is held the second Saturday of the Course.

Student – Faculty Relations

Local pastors are the reason for the Course of Study. The courses and interaction are designed to be supportive to the development of the local pastor, who is pursuing ways to strengthen his or her personal faith and ministry through developing new knowledge, skills, and capacities. The administration of the Course of Study is dedicated to supporting local pastors, faculty, and all aspects of the Course of Study program.

Course Evaluation

The Course of Study faculty members are well-qualified and are very dedicated to quality instruction. Courses are **evaluated** by students (anonymously) on the last day of every course. Comments on the evaluation forms along and rankings on each question are listed on an evaluation summary form and provided to the faculty member by the COS director. Evaluations are taken seriously. Faculty members revise their pre-course assignments, course syllabi, textbook selections,

and other course materials along with their teaching based upon the feedback they receive from local pastors on the course evaluations.

The students leave their course evaluation forms in the envelope provided by the site coordinator and seal the envelope at the last class meeting. These are given to the COS Director for review and feedback to faculty. The School's Board of Managers may be consulted by the COS Director or the faculty member on the Board of Managers if needed for advice regarding course evaluations. The Course Evaluation Form is included in the Appendices of the handbook.

Faculty

Faculty members are carefully chosen for academic expertise and training, professional experiences, and for their commitment to local pastor training and ministry. Faculty members are willing to communicate with students by e-mail as needed. A summary of faculty member's credentials is included in the Appendices of this handbook. Faculty members are approved by The Candler School of Theology of Emory University. Faculty members participate in individual professional development.

Faculty members are carefully chosen for academic expertise and training, professional experience, and for their commitment to local pastor training and ministry. Faculty members are willing to communicate with students by e-mail as needed. A summary of faculty members' credentials is included in the appendices of this handbook. Faculty members are approved by the Candler School of Theology of Emory University. Faculty members participate in individual professional development.

Academic Honor Code

The Memphis/Tennessee/Holston Extension School requires that all material from a local pastor to fulfill his or her academic requirements be their own individual work. Also, this means that the academic course work of the local pastor has proper citation of sources to avoid plagiarism. Students must read and follow the Academic Honor Code. This includes signing and attaching the Honor Code cover sheet to the front of each Course of Study assignment. The Honor Code and cover sheets for downloading are posted on the COS websites:

www.alpsumc.org

Academic Honor Code Violations

Violation of the honor code includes any action by a student indicating dishonesty or lack of integrity in academic ethics. Violations in this category include but are not limited to cheating, plagiarism, and knowingly presenting work of another as one's own work. Violations may result in dismissal from the Course of Study School and/or the Course of Study along with other sanctions. A copy of the Academic Honor Code is included in the Appendices of this Handbook. It is the responsibility of each local pastor to read, understand, and follow the MTH-COS Academic Honor Code. Students should download a copy of the Academic Honor Code and "Cover Sheet for each assignment" from the COS websites.

The local pastor's District Superintendent and Conference and the Candler School of Theology of Emory University Course of Study Director may be notified of Academic Honor Code violations. The Honor Code document may be updated periodically.

Payment Policies

The Course of Study program is self-supporting. **Fiscal integrity – see UM Book of**

Discipline:

1. Before registering for a COS course, check with your Conference Board of Ordained Ministry concerning possible scholarship assistance with your tuition.

2. If a Conference scholarship does not cover the entire tuition, students must arrive on the first evening of the course prepared to pay the difference between the Conference scholarship and the tuition cost. Your Annual Conference is billed for your scholarship after you have successfully completed the course.
3. After the first class meeting, if you drop out of the course, your annual conference or you will still be billed for the tuition, depending on your Conference requirements. You are responsible to personally pay for the course if the Conference does not pay.
4. You cannot register for future courses if you have outstanding tuition or registration.
5. Past due payment is sent to the district superintendent, dBom, dCom, Chair, Local Pastor Registrar, and COS Treasurer.

Donations

The Course of Study accepts donations through the Tennessee Conference, Office of the Treasurer.

See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the basic principles of this world rather than on Christ. Colossians 2:8

Curriculum

Five Year Basic Course of Study
GBHEM – Course of Study (for more information www.gbhem.org)

The Course of Study is a five-year curriculum with four courses each year. It is offered at regional Course of Study schools each summer on the campuses of eight United Methodist seminaries. Most courses are offered in a two-week module that allows both full-time and part-time local pastors to attend.

Many of the regional schools have extension schools **for part-time local pastors only**. The extension centers usually offer courses in a two-week or three-week weekend format, which allows bi-vocational local pastors to participate without taking extensive time away from their work or families.

Students who are unable to attend any of these schools may, with the permission of the Board of Ordained Ministry, take up to four of their courses through the correspondence curriculum provided by the Division of Ordained Ministry.

FOCUS	Year One- Foundation	Year Two	Year Three	Year Four	Year Five- Integrative
Bible	121 Bible I: Introduction	221 Bible II: Torah & Israel's History	321 Bible III: Gospels	421 Bible IV: Prophets, Psalms & Wisdom Lit	521 Bible V: Acts, Epistles & Revelation
Theology	122 Theological Heritage I: Introduction	222 Theological Heritage II: Early Church	322 Theological Heritage III: Medieval-Reformation	422 Theological Heritage IV: Wesleyan Movement	522 Theology in the Contemporary Church
Congregational Life	123 Formation & Discipleship	223 Worship & Sacraments	323 Congregational Care	423 Mission	523 Evangelism
Pastoral Identity	124 Transformative Leadership	224 Administration & Polity	324 Preaching	424 Ethics	524 Theological Reflection: Practice of Ministry

Course of Study Basic Five-Year Curriculum

*Individual course objectives are included on the GBHEM website and in this handbook.

The Basic Five-Year Course of Study is a year-round experiential and classroom learning process. This process assumes cooperation between the local pastor, the instructors in the Course of Study Schools, and the clergy mentors in the Annual conferences. Each has a special role to share. Each Regional Course of Study School and Extension Course of Study School will offer all 20 courses of the Basic Five-Year Course of Study using some recommended texts by the GBHEM-DOM and those within the expertise of the faculty. The Regional Course of Study Schools shall seek to meet the needs for the full-time and part-time local pastors and the Extension Course of Study Schools shall meet the needs of part-time local pastors only except as approved by GBHEM.

Normally courses are to be taken in the sequence prescribed by the COS-GBHEM curriculum. At a minimum, students are expected to take **first year courses in the first year** of study and **fifth year courses in the final year of study**. In addition, to the basic courses, the school may provide a communication skills program for students. Other specialized programs may be funded at the discretion of the schools or the Division of Ordained Ministry and other programs that meet student needs.

The **maximum number of courses** a student can take is four courses per year. In unusual circumstances, students may be granted permission to take additional courses with the approval of the Board of Ordained Ministry, the Regional Director of the COS, Director of Extension Cos, and the Division of Ordained Ministry.

Pre-course assignments

Each course requires a significant amount of reading and writing prior to the first class meeting. Pre-course assignments may be obtained from the Registrar upon registration and or from the COS

website. Most are posted months in advance of the course. This is to allow students to acquire textbooks and to complete reading and writing assignments giving careful thought to their work. The Honor Code applies to this work. The completed pre-course assignment is **due on the first day of class unless otherwise specified**. Late assignments receive a lower grade. Advanced preparation is required for all students.

If you have questions about the assignment, e-mail the faculty member and request assistance. Pre-course assignments include material related to classroom study as well as experience in pastoral ministry. Often, information from these assignments is included in final exam materials. Each COS School determines the nature of the advance preparation pre-course requirements. For example, at Candler, they are due before the course begins and must be submitted by e-mail. It is recommended that all assignments be e-mailed to the instructor and brought to class or turned in as specified by the instructor.

This policy is effective for all sessions of the Course of Study courses:

- All pre-course work must be submitted to the Instructor on the first day of class.
- Pre-work assignments for the current year must be used. Faculty members do change assignments from year to year.
- Late work will be accepted only with the discretion and approval of the Instructor and may carry a grading penalty
- Pre-course work may not be resubmitted when a course is taken over without modifications requested by the faculty member, as for any course assignment when a course is repeated
- The **Academic Honor Code** “cover page” must be attached to each assignment
- Late work will be penalized (pre-work and all other assignments)
- Contact the faculty member by e-mail for any questions
- Keep a copy of all course assignments
- Faculty may require students to re-do their work if necessary
- **In cases where the student has registered late the same pre-course policy applies.**

Guidelines for Written Assignments

- All papers should be typed, double-spaced, on 8 ½” by 11” paper. Indent paragraphs five spaces. Font should be Times New Roman or something similar and no larger than size 12. Margins are to be 1” on all four sides of each page.
- All papers must include a page number and the last name of the student in either the upper right-hand corner or bottom center of every page.
- FOOTNOTES or ENDNOTES should be provided for references and quoted material. These notes should include, in this order: Author. Title. (City: Publisher, date), page number. Other information may be added. Ex.: Outler, Albert C. *Theology in the Wesleyan Spirit*. (Nashville: Tidings, 1975), pp. 28-29.
- PUNCTUATION should be consistent; clarity of meaning is the primary purpose of punctuation. Edit and retype material as needed and check spelling in a standard dictionary.
- All papers should attempt to eliminate discriminatory language—for example: racism, ageism, sexism, classism, and prejudicial usage concerning handicapping conditions
- Please read **all the assignment directions** carefully before writing your assignments
- Email your COS course Instructor if you have a question about an assignment
- Bring copies of your assignment (including pre-work or any work submitted via e-mail) in the event these are needed at class time or any of your work is misplaced.

The Course of Study is a year-round learning process including experience with a mentor and classroom learning. The MTH Course of Study School is mindful of meeting the needs of part-time

Local Pastors only. Currently, MTH does not offer summer courses, but they are available at Candler and some other Extension Schools. Contact information is at the end of this Handbook.

Library & Resources

The library resources are accessible on the Martin Methodist College and Hiwassee College campuses. In addition, each course instructor brings a variety of materials to the courses to enrich the preparation of local pastors. A variety of media are used in class including DVD, music, art, special book collections, maps, etc. Students may be asked to locate resources on the internet. The GBHEM book list provides recommended and supplemental materials. At times, the COS may provide additional material to local pastors through donations by faculty members. **In 2012, the COS purchased a Common English Bible for all students enrolled in 2011 courses.**

Emory University Discrimination Policy

As an Extension School of the Candler School of Theology of Emory University we adhere to the following policies.

Emory University and the Course of Study does not discriminate in admissions, education programs, or employment on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status and prohibits such discrimination by its students, faculty, and staff.

Policies of Conduct

Sexual Harassment Policy

Students, faculty and employees of the Memphis/Tennessee/Holston Course of Study School come under the jurisdiction of their own annual conference policies on sexual harassment. However, while the person is at the Course of Study School the following policy shall also apply.

The Memphis/Tennessee/Holston Course of Study School is committed by Christian faith to justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes sexual harassment against any other person associated with the school. Any person of the Extension COS School community who believes that he or she has been subjected to sexual harassment should immediately report the situation to the Director of the Extension COS School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name, and facts). All such complaints will be treated in a confidential manner to the extent feasible, while permitting the school to investigate the complaint thoroughly and take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoiding such harassment.

Such matters shall be handled by the executive committee (Chair, Treasurer, and Annual Conference Registrar pertinent of the Board of Managers for the COS School. If determined after review that a member of the school community has violated this policy, he or she will be subject to appropriate disciplinary action up to and including suspension or termination from the school. When pertinent, the person's annual conference or judicatory body may be informed.

Definition of sexual harassment:

“Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment or *academic standing*; or
2. submission to or rejection of such conduct by an individual is used as the basis
3. employment or *academic standing* decisions affecting such an individual; or
4. such conduct has the purpose or effect of unreasonably interfering with an individual's work *or study* performance or creating an intimidating, hostile, or offensive working or studying environment."

*The U.S. Equal Employment Opportunity Commission Section 1604.11 of Title 29. Italicized words are added for the academic environment at the Extension COS School.

Racial Harassment Policy

Persons enrolled in the Memphis/Tennessee/Holston Course of Study come under the jurisdiction of their own annual conference policies on racial harassment. However, while the person is in the Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith for justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes racial harassment against any other person associated with the school.

Definition of Racial Harassment

Persons enrolled in the Memphis/Holston/Tennessee Extension Cos School come under the jurisdiction of their own annual conference policies on racial harassment. However, while the persons are in the MTH Extension COS School the following policy shall apply.

The MTH Extension Cos School is committed by Christian faith for justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school. Any person of the MTH Extension COS community who believes that he or she has been subjected to racial harassment should immediately repro the situation to the Director of the MTH Extension COS School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name, and facts). All such complains will be treated in a confidential manner to the extent feasible, while permitting the school to review the complaint thoroughly and to take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoid such harassment.

The school will review all complaints through the executive committee of the COS School's Board of managers. If in the review it is determined that a member of the school community has violated this policy, he or she will be subjected to appropriate disciplinary action up to an including suspension or termination from the school. In addition, a full report may be made to that person's annual conference and judicatory body.

Definition of Racial Harassment

Any conduct directed against a person with the effect of insulting, degrading or abusing him/her because of his/her racial background.

Procedure

The MTH Extension COS School is committed to using the process outlined below to deal with allegations of sexual and racial harassment within the school community. A sexual or racial harassment allegation may be resolved on an informal basis.

Any member of the school community, who wishes to make a formal complaint, must submit a written description of the incident to the COS Director.

Allegations will be thoroughly reviewed by the Executive Committee (Chair, Treasurer, and Annual Conference Designee, and two members for the COS faculty). The review will include a meeting with the person alleged to have engaged in the harassment. The accused and/or the complainant may bring a trusted colleague (other than an attorney) committed to maintaining confidentiality, with him or her to such a meeting. If the Sexual or Racial Harassment Committee decides inappropriate behavior has occurred, after completing the review, the accused may be suspended or dismissed from the Extension COS School. The Committee may inform the accused person's annual conference or judicatory body of the action taken when appropriate.

The MTH Extension COS School will work to ensure that a person accused or a complaint is treated appropriately and has adequate opportunity to respond to such accusations.

The complainants and the person complained against will be notified of the disposition of the complaint. If the disposition involves any ongoing process both will be informed by the Committee until the process is complete.

Appeal Process

If the accuser or the person complained against is not satisfied they may in writing explain dissatisfaction to the Director of Board of Ordained Ministry Relations, Division of Ordained Ministry (DOM), General Board of Higher Education and Ministry (GBHEM), and/or to the appointed review committee (Executive Committee of the Board of Managers of the Extension School) within 10 days of receiving notification of the disposition of the complaint.

Confidentiality

Every effort will be made to ensure confidentiality to the extent feasible, while permitting the Extension School to review the complaint thoroughly and to take appropriate action.

The school will not tolerate retaliation against any member of the school community who complains of sexual or racial harassment.

Explanatory Notes

If the person alleged to have engaged in sexual or racial harassment is the COS Director, then the person bringing the complaint will notify one or two faculty members. The two faculty members will ask the MTH Extension School Board of Managers chairperson to function as the Director in the process of notification as outlined above.

STUDENT HANDBOOK

APPENDICES

MEMPHIS/TENNESSEE/HOLSTON Course of Study
ACADEMIC HONOR CODE (effective May 14, 2010)
MEMPHIS/TENNESSEE/HOLSTON Course of Study
(Adapted with permission from Candler Course of Study School 4/2010)



The Course of Study School is sponsored by The United Methodist Church Board of Higher Education and Ministry, the Southeastern Jurisdictional Administrative Council, the Candler School of Theology and Co-sponsoring UMC Conferences.

Violations of academic honor include any action by a student indicating dishonesty or lack of integrity in academic ethics. Violations in this category include, but are not limited to, cheating and plagiarism.

Cheating includes seeking, acquiring, receiving, or passing on information about the content of an examination prior to its authorized release or during its administration. Cheating also includes seeking, using, giving, or obtaining unauthorized assistance in any academic assignment or examination.

Plagiarism is the act of presenting another person's work as one's own. This rule holds true for unpublished as well as published works, for information taken from the Internet, and for the work of other students. Students should be aware that plagiarism is actually a combination of *lying* (claiming that one has done certain work when one has not) and *stealing* (writers regard their work as their own property).

Studying together is allowed, but all written work submitted must be in the student's own words. It is also permitted to have someone proofread written work before it is submitted to check for spelling and grammatical errors.

If a faculty member believes that a student has cheated or plagiarized:

In the case of a “first offense,” the faculty member, at their discretion, may institute any of the following penalties depending on the “severity” of the offense:

- warning
- require the work to be done again
- a grade of D or F/0 for the assignment
- a grade of F for the course

If the student is guilty of a “prior offense,” the penalty will be much more severe and will result in one or a combination of:

- a grade of F for the course
- suspension for the remainder of the term
- dismissal from the Course of Study School

For “second offenses,” an e-mail or letter or other notification will be sent to the student’s Board of Ministry Representative alerting them to the Academic Honor Code violation.

The MTH-COS Academic Honor Code and Cover Sheet is distributed with the MTH Course of Study REGISTRATION PACKET and information regarding Candler’s and the MTH-COS Academic Honor Code is posted on the following web sites: <http://www.candler.emory.edu/ACADEMIC/COS/index.cfm> AND

www.alpsumc.org

PLEASE MAKE SURE YOU KEEP A COPY ALL PARTS OF EVERY ASSIGNMENT. The Course of Study faculty cannot be responsible if your work is lost.

COVER PAGE/SHEET

**This cover sheet must be stapled to the pre-course assignments for each course
and to all COS course assignments submitted**



Memphis/Tennessee/Holston Course of Study School

(modified with permission from Candler Course of Study School 4/2010)

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Full Time Local Pastor: _____ Part Time Local Pastor: _____ Conference: _____

Course Number: _____ Name of Course: _____

Instructor: _____

I have read the "plagiarism definition" below and verify by signing my name to this cover sheet, that this assignment represents my own work, except where credit is given. I have also made copies of this assignment, and I will bring them with me to class in the event that any of my work is misplaced.

Student's Signature

Date

Send Pre-course Assignments

directly to the faculty member shown on the COS Course Syllabi



Plagiarism Defined

“You plagiarize when, intentionally or not, you use someone’s words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his exact words without so indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow. When accused of plagiarism, some writers *claim I must have somehow memorized the passage. When I wrote it, I certainly thought it was my own.* That excuse convinces very few.” From page 167 of *The Craft of Research* by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, published in 1995 by The University of Chicago Press in Chicago. (Emory Course of Study www.candler.emory.edu/ACADEMIC/COS/index.cfm)

The MTH-COS Academic Honor Code and Cover Sheet is distributed with the MTH Course of Study REGISTRATION PACKET and information regarding Candler’s and the MTH-COS Academic Honor Code is posted on the following web sites:

www.alpsumc.org

If a student fails to receive the Honor Code with the registration packet, it is the student’s responsibility to review and download the Honor Code and Cover Sheet from the above websites, and to submit the coversheet with each assignment. Failure to submit the cover sheet or request to do so by the Instructor does not remove the obligations for Honor Code compliance from the local pastor as a Course of Study Student.

PLEASE MAKE SURE YOU KEEP A COPY ALL PARTS OF EVERY ASSIGNMENT. The Course of Study faculty cannot be responsible if your work is lost.

Reference & Works Cited Information and Examples:

When you cite a reference, you are simply giving credit for what someone else wrote—their quoted words or their ideas. This applies to a direct quote, a minor rewording of what they said (paraphrase), including writing about the author’s ideas (i.e. —restoration mentality, —Gentile mission).

These are not your words or ideas. For written assignments, expressing your own ideas in your words about what you are learning and reading is most important! However, you will need to cite reference important texts and documents that you are assigned to read in terms of how these influence your thinking. Your instructor will provide information on the citation style (APA, MLA) that you are to use in their class.

EXAMPLE-- This student is writing a letter to her church asking that they adopt the “Confession of Belhar.” She uses the page number of documents being quoted in her letter urging adoption of this Confession. She lists her references alphabetically as quoted at the end of the paper (APA Style). Paragraphs are quoted with permission (citation: K. Nye, personal communication, December 14, 2009). You would not quote 2 paragraphs of a document, just a sentence or phrase as shown in the QUOTED paragraphs below.

One benefit of adoption is because the “Confession of Belhar” provides a testimony about the unity of Christians’ faith and belief in God. The Confession says we believe, “that unity is... both a gift and an obligation for the church of Jesus Christ...” (1). The Bible confirms this belief saying, “The body is a unit, though it is made up of many parts.... If one part suffers, every part suffers with it” (1

Corinthians 12: 12-13 & 25-26). In his “Letter from a Birmingham Jail” to clergy, Reverend Martin Luther King Jr. argues for unity of the church and against segregation that separates Christians. He states that, “groups tend to be more immoral than individuals.” As the church, we have the opportunity to adopt a Confession and confess unity regardless of skin color. King explains that “sin is separation,” and our Christian responsibility is to resist this injustice (8). This Confession says, “Love one another” and to “practice and pursue community with one another...” (1)

Augustine of Hippo was a great theologian of the Early Church who knew Christians had to keep their commitments. In the fourth century A.D., Augustine wrote his Confessions. He struggled with his own sinful nature and how evil exists with good. In the “Problem of Evil,” he writes about the absence of evil and says, “...for we enjoy and value the good more when we compare it with the evil” (44-45). The "Confession of Belhar" allows us to confess our sin hating and hurting others unlike us and compare it with the good of being reconciled with unity through God’s love and justice. Augustine describes the war of sin in ourselves and how good and evil compete. The Confession says we believe that Jesus calls the church to be “the salt of the earth and the light of the world...because it is a peacemaker” (2). Matthew 5: 13-16 tells Christians we are the salt, but to guard against loss of our saltiness because this is difficult to restore.

Adopting this Confession against evil for good means we reject as it says, “Any legitimate such forced separation by appeal to the gospel,” and we want to be the salt (2). I hope adopting the Confession of Balhar will shine a light into our future as through it we confess our sin and seek unity, reconciliation, and justice.

“For hate is strong and mocks the song
Of peace on earth, good will to men.” (Longfellow)

Yours for the cause of Peace and Brotherhood,

References for the passages/paper above

(List references on separate page, double-spaced (the word References is centered))

Augustine, Confessions, CWC Reading Packet, pp. 44-45

Dutch Reformed Mission Church, “Confession of Belhar,” prepared by Office of Theology and Worship, Presbyterian Church (USA), pp. 1-3

Longfellow, Henry Wadsworth. “I Heard the Bells on Christmas Day.”

Martin Luther King, Jr., “Letter from a Birmingham Jail,” CWC Reading Packet, p. 10.

Sullivan, Dick. (Translated) “The Schleithem Confession,” CWC Reading Packet, p. 103.

ADDITIONAL REFERENCE & CITATION EXAMPLES and WEB SITES FOR INFORMATION:

Eldredge, J. (2004) Epic: The Story God is Telling. Nashville, Tennessee: Thomas Nelson Inc. - APA citation style

Keller, T. (2008) The Prodigal God. Dutton of Penguin Group (USA) Inc. - APA citation style (References)

TeSelle, Eugene, Augustine, the Theologian. Nashville: Abingdon, 1970. - MLA citation style (Works Cited Page)

Larson, M. H., Wilson, A. (2010). Room at the Table: Cornille and the Possibility for Religious Dialogue. *Journal of College and Character*, 11(1), Art. 5. DOI: 10.2202/1940-1639.1005, accessed <http://journals.naspa.org/jcc/vol11/iss1/5>, April 6, 2010.

Whitehead, Jr., Brady. *Ezra-Nehemiah, Basic Bible Commentary, Vol. 8*. Nashville: Abingdon, 1994. - MLA citation style

The New Jerusalem Bible. Ed. Susan Jones. New York: Doubleday, 1985. Print.

Enns, Peter. *Exodus NIV Application Commentary*. Grand Rapids: Zondervan, 2000.

—Owl Purdue On Line Writing Lab. <http://owl.english.purdue.edu/owl/resource/747/01/> - this provides MLA referencing and citation information –

—Owl at Purdue On Line Writing Lat. <http://owl.english.purdue.edu/owl/resource/560/05/> - this provides APA referencing and citation information

“Research Writing” Includes APA and MLA referencing and citation information
<http://www.aresearchguide.com/styleguides.html>

COURSE OF STUDY EVALUATION SUMMARY FORM

Course: COS

Faculty:

Date of Class –

1= Poor

2= Fair

3= Good

4= Excellent

forms were returned

1. The instructor's knowledge of the field
2. The instructor's teaching ability
3. The instructor's attitude toward and respect for the students
4. The instructor's openness to points of view contrary to his or her own
5. Presentation of the material in a clear, well-organized manner
6. The value of the course for your ministry
7. The value of the textbook(s) for your learning
8. The value of the written assignments for your learning
9. Overall rating of the course
10. Overall rating of the instructor

Any comment you wish to make about the course or the instructor

Any suggestion(s) you have for improving the Memphis/Tennessee/Holston Course of Study

Worship and Holy Communion Schedule for 2012 - Example
Tennessee/Holston/Memphis Course of Study

February 10-11 and March 9-10, 2012 at Hiwassee College

Feb 10 Friday devotion at 5:30 p.m. **Special Presentation & Opening Prayer for the
COS:
President Ted Brown, Martin Methodist College

Feb 11 Saturday devotion at 7:30 a.m. Rev. Dr. Bob Ratcliff

Mar 9 Friday devotion at 5:30 p.m. one of Brady' s students

Mar 10 Saturday devotion at 7:30 a.m. one of Bob's students

Mar 10 Saturday- **Service of Holy Communion** – Rev. Diane Blum (Please bring the
elements and on Mar. 9 *notify Nancy Parks you will need the Cross and Chalice – cross is in
first floor hallway and Nancy has a chalice

February 10-12 and March 9-10, 2012 at Martin Methodist College

Feb 10 Friday devotion at 5:30 p.m. Rev. Walter Cash

Feb 11 Saturday devotion at 7:30 a.m. Rev. Walter Cash (or student)

Mar 9 Friday devotion at 5:30 p.m. one of Walter' s students

Mar10 Saturday devotion at 7:30 a.m. one of Dale' s students

Mar10 Saturday- **Service of Holy Communion** – Rev. Walter Cash (contact
chatinamcgill@gmail.com

*Tina McGill will make arrangements for the cross and chalice and the elements at Martin
Methodist

April 20-21 and May 18-19, 2012 at Hiwassee College

April 20 Friday devotion at 5:30 p.m. Rev. Dr. Robert Webster

April 21 Saturday devotion at 7:30 a.m. Rev. Dr. Winston Worrell

May 18 Friday devotion at 5:30 p.m. one of Robert's students

May 19 Saturday devotion at 7:30 a.m. one of Winston's students

May 19 Saturday **Service of Holy Communion**-Rev .Robert Webster (Please bring the
elements and on May 18 notify Nancy Parks you will need the Cross and Chalice – cross is in
first floor hallway and Nancy has a chalice)

April 20-21 and May 18-19, 2012 at Martin Methodist College

April 20 Friday devotion at 5:30 p.m. Rev. Dr. Brady Whitehead

April 21 Saturday devotion at 7:30 a.m. Rev. Walter Cash

May 18 Friday devotion at 5:30 p.m. one of Brady' s students

May 19 Saturday devotion at 7:30 a.m. one of Walter' s students

May 19 Saturday **Service of Holy Communion**- Rev. Walter Cash (contact Tina
chatinamcgill@gmail.com

*Tina McGill will make arrangements for the cross and chalice and the elements at Martin
Methodist

September 7-8 and October 5-6, 2012 at Hiwassee College

Sept 7 Friday devotion at 5:30 p.m. Rev. Dr. Pat Whittemore

Sept 8 Saturday devotion at 7:30 a.m. Rev. Bill Carter

Oct 5 Friday devotion at 5:30 p.m. one of Pat' s Students
 Oct 6 Saturday devotion at 7:30 a.m. One of Bill' s students
 Oct 6 Saturday- **Service of Holy Communion** – Rev. Dr. Bob Winstead (Please bring the elements and on May 18 notify Nancy Parks you will need the Cross and Chalice – cross is in first floor hallway and Nancy has a chalice)

September 7-8 and October 5-6, 2012 at **Martin Methodist College**

Sept. 7 Friday devotion at 5:30 p.m. Rev. Dr. Robert Ratcliff
 Sept. 8 Saturday devotion at 7:30 a.m. Rev. Dr. Brady Whitehead
 Oct. 5 Friday devotion at 5:30 p.m. one of Bob' s students
 Oct. 6 Saturday devotion at 7:30 a.m. one of Brady' s students
 Oct. 6 Saturday- **Service of Holy Communion** – Rev. Dr. Robert Ratcliff

2012 SCHEDULE CONTINUED

page 2

October 26-27 and November 16-17, 2012 at **Hiwassee College**

Oct 26 Friday devotion at 5:30 p.m. Rev. Robert Ratcliff or co-instructor
 Oct 27 Saturday devotion at 7:30 a.m. Rev. Dr. Bob Kohler
 Nov 16 Friday devotion at 5:30 p.m. one of Bob Ratcliff' s students
 Nov 17 Saturday devotion at 7:30 a.m. one of Bob Kohler' s Students
 Nov 17 Saturday- Service of Holy Communion – Rev. Bryan Brooks (Please bring the elements and on May 18 notify Nancy Parks you will need the Cross and Chalice – cross is in first floor hallway and Nancy has a chalice)

October 26-27 and November 16-17, 2012 at **Martin Methodist**

Oct 26 Friday devotion at 5:30 p.m. Rev. Dr. Brady Whitehead
 Oct 27 Saturday devotion at 7:30 a.m. Rev. Bill Mckoy
 Nov 16 Friday devotion at 5:30 p.m. one of Brady' s Students
 Nov 17 Saturday devotion at 7:30 a.m. one of Bill' s Students
 Nov 17 Saturday- **Service of Holy Communion** – Rev. Brady Whitehead(contact Tina chatinamcgill@gmail.com *Tina McGill will make arrangements for the cross and chalice and the elements at Martin Methodist

2012 Faculty Contact List (See course syllabi on the COS websites for most current information).

COS	Course Title	Faculty Name	e-mail address	Phone number
312	Our Theological Heritage: The Reformation	Dr. Dale Johnson Vandy Emeritus	dale.johnson@vanderbilt.edu	*H 615-297-5436
413	Worship and the Sacraments	Rev. Walter Cash	cashdepost@aol.com	H 256-747-4302 *C 256-762-9433
214	The Practice of Preaching	Rev. Walter Cash	cashdepost@aol.com	H 256-747-4302 *C 256-762-9433
314	Pastoral Care and Counseling	Dr. Robin Reed-Spaulding, Clinical Psychologist	**DrRobinAReed@gmail.com	*C 931-636-0010
411	Hebrew Bible II	Rev. Dr. Brady Whitehead	*Contact by phone	*H 731-668-6552
511	New Testament II	Rev. Dr. Brady Whitehead	*Contact by phone	*H 731-668-6552
512	Contemporary Theology	Rev. Dr. Robert Ratcliff	robert.ratcliff@yahoo.com	*C 615-838-7042 W 615-749-6303
114	Pastoral Leadership and Administration	Rev. Dr. William McKoy	billmckoy@comcast.net	404-296-2141
211	Hebrew Bible I	Rev. Dr. Brady Whitehead	brady@lambuth.edu Contact by Phone	* H 731-668-6552
514	Theology and the Practice of Ministry	Rev. Dr. Robert Ratcliff	Robert.ratcliff@yahoo.com	*C 615-838-7042 W 615-749-6303
113	Pastoral Care for Spiritual Formation	Rev. Diane Luton Blum Pastor East End UMC Nashville	dianelutonblum@comcast.net	*H 615-944-4273 C 615-262-0732
212	Our Theological Heritage: The Early and Medieval Church	Rev. Dr. Robert Ratcliff	robert.ratcliff@yahoo.com	*C 615-838-7042 W 615-749-6303
311	New Testament I	Rev. Dr. Brady Whitehead, Candler School of Theology	*contact by phone	*H 731-668-6552
112	Theology in the Wesleyan Spirit	Rev. Dr. Robert Webster, Lead Pastor Smyrna	robertwebste@gmail.com	*C 615-973-3168

		First UMC		
513	Our Mission: Transforming Agent	Rev. Dr. Winston Worrell, Candler School of Theology	wworrell@emory.edu	
111	The Pastor as Interpreter of the Bible	Rev. Dr. Pat Whittemore Martin Methodist College	pwhittemore@martinmethodist.edu	931-363-9848
213	Formation for Discipleship	Dr. Bob Winstead, Candler School of Theology	bob.winstead@emory.edu 2011 2012 to be updated	770-235-86544
412	The Wesleyan Movement	William (Bill) J. Carter, Retired Clergy Holston Conference	billjcarter@aol.com	*C 423-262-7332
313	Our Mission: Evangelism	Rev. Bryan Brooks, Blackman UMC	bryan.brooks@tnumc.org	615-893-0347
414	Personal and Social Ethics	Rev. Dr. Robert Kohler, Retired GBHEM	bob@thekohlers.us	615-377-9582

Memphis/Tennessee/Holston Extension Schools 2011			
COS COURSE NUMBER	COURSE TITLE	FACULTY	ACADEMIC DEGREE
111	Pastor as Interpreter of the Bible	Rev. Dr. Pat Whittemore	<p>Doctor of Ministry, Vanderbilt School of Divinity/Vanderbilt University, Nashville, Tennessee, May 1990 Master of Theology, Perkins School of Theology/Southern Methodist University, Dallas, Texas, May 1979 Bachelor of Business Administration, The University of Texas, Austin, Texas, January 1974</p> <p>Ordained Elder in the North Texas Conference of the United Methodist Church, June 1981 Ordained Deacon in the North Texas Conference of the United Methodist Church, June 1977 Professor of Religion; 1991-present *Martin Methodist College, Pulaski, Tennessee</p>
112	Theology in the Wesleyan Spirit	Rev. Dr. Robert Webster	<p>Doctor of Philosophy, <i>Oxford University</i> (Oxford, England), 2007 Concentration: Ecclesiastical History. Thesis Title: <i>Miraculous: John Wesley's Contribution to the Historia Miraculorum.</i> Examiners: Henry Rack (University of Manchester). Ralph Waller (University of Oxford).</p> <p>Master of Arts (<i>magna cum laude</i>), <i>The University of the South</i> (Sewanee, Tennessee), 2001. Concentration: Historical Theology. Thesis Title: <i>"Methodist Bitches': The Anti-Methodist Representations of Bishop George Lavington, William Hogarth, and Robert Graves."</i></p> <p>Master of Divinity, <i>Vanderbilt Divinity School</i> (Nashville, Tennessee), 1983. Concentration: Philosophical Theology.</p> <p>Bachelor of Arts, <i>The Methodist College</i> (Fayetteville, North Carolina), 1979. Major: Religion Minor: Philosophy</p> <p>Senior Minister Dalewood UMC Nashville Senior/Associate Minister 20 years Asst. Professor United Methodist History, Doctrine, and Polity – School of Theology, University of the South Sewanee, TN Editor: <i>collection of essays by junior and senior scholars on Charles Wesley which will be published as a special issue of the journal BULLETIN OF THE JOHN RYLANDS LIBRARY OF MANCHESTER</i> Doctoral dissertation to be published in 2010</p>
113	Pastoral Care for Spiritual Formation	Rev. Diane Luton-Blum	<p>B.A Oberlin College M.Div Vanderbilt University Post graduate studies at Scarritt Graduate School (adjunct professor), Candler School of Theology, Garrett Evangelical Theological School, and Wesley School of Theology. Ordained elder Tennessee Conference Currently pastor of East End UMC in Nashville Certified Minister for Spiritual Formation</p>
114	Pastoral Leadership and	Rev. Dr. William McKoy	<p>Emory University BA, BD, and STD degrees. Senior Pastor/Associate 5 years (75-3600 congregation)</p>

	Administration		including Athens First Church (UGA) Former Supt. Gainesville District Author: <u>Facing Death From a Christian Perspective</u> . Faculty: Candler School of Theology in the Course of Study School for 15 years.
211	Hebrew Bible I	Rev. Dr. Brady Whitehead	B.S. Rhodes College – formerly South Western at Memphis B.D. (M.Div.) Emory University, Candler School of Theology M.A. New Testament Emory University, Candler School of Theology Th.D. Boston University Ordained Elder Memphis Conference
212	Our Theological Heritage: The Early and Medieval Church	Rev. Dr. Robert Ratcliff	BA, Baylor University M.Div with Languages, Southeastern Theological Seminary Ph.D. Church History/Historical Theology, Emory University -Undergraduate and Seminary teaching in church history, theology, and Bible at Emory University, Candler School of Theology, Columbia Theological Seminary, and Mercer University. -Senior Editor at Abingdon Press/The United Methodist Publishing House (23 years)Adjunct faculty, School of Religion, Belmont University Ordained Minister previously serving in FL, TX, NC
213	Formation for Discipleship	Rev. Dr. Bob Winstead	B.A. from Berry College in Rome, GA, M.Div. from Candler School of Theology in Atlanta Doctorate in Staff Management and Pastoral Leadership from McCormick Theological Seminary at the University of Chicago. Ordained Elder clergy member of the North Georgia Conference UMC Director of Lifelong Learning for Candler School of Theology at Emory University in Atlanta, GA. For 27 years Bob served as pastor of congregations in Georgia, and in 2008 joined the faculty as the Director of Lifelong Learning and Assistant Professor for the Practice of Church Leadership at Candler School of Theology. Director of the National Institute in Church Business Administration, and leads the professional certification process for United Methodist Church business administrators for GCFA. He teaches the Course of Study for UM local pastors in Georgia, Alabama, and Tennessee, and he also leads classes for the Hispanic License to Preach School for the North Georgia Conference. Bob is the Past-President of the Board of Directors for Christian Educators Fellowship of the UMC, an organization of support, training and advocacy for professionals in Christian education. He is also on the Continuing Education Committee of General Board of Higher Education and Ministry. Bob is a contributing author of <i>Contextualizing Theological Education</i> , and has published articles in the NACBA Ledger, the United Methodist <i>Worship Connection</i> , <i>Christians in Education</i> , and other periodicals and publications. Bob is a national trainer for Disciple Bible Study and authored the Disciple Bible Study training design used by Cokesbury Seminars for training events used across the United States.

214	The Practice of Preaching	Rev. Walter Cash	M. Div. Asbury Theological Seminary Major: Evangelism & Bible B.S. English Literature, Univ. of AL, Huntsville Ordained Elder UMC 1971 45 years pastor, Evangelist and other roles UMC COS Director 1995- present Alabama COS Instructor AL, TN, Emory
311	New Testament I	Rev. Dr. Brady Whitehead	B.S. Rhodes College – formerly South Western at Memphis B.D. (M.Div.) Emory University, Candler School of Theology M.A. New Testament Emory University, Candler School of Theology Th.D. Boston University Ordained Elder Memphis Conference
312	Our Theological Heritage: The Reformation	Dr. Dale Johnson	Colgate University, B.A., 1957. Oxford University, B.A., 1959; M.A., 1963. Lutheran School of Theology, Chicago, B.D., 1962. Union Theological Seminary, New York, Th.D., 1967. Professor Emeritus Vanderbilt Divinity School
313	Our Mission: Evangelism	Rev. Bryan Brooks	M. iv 2001 –Emory University’s Candler School of Theology B.S. 1997 Bachelor of Textile Engineering 2004 Ordained Elder in Full Connection –Tennessee Annual Conference UMC 2005-present Pastor in Charge Blackman UMC, (Murfreesboro) Experience in campus and youth ministry and curricula author in youth ministry UMC Publishing House Head Teller for Annual Conference, Equitable Compensation Commission vice-chair, and Conference Stewardship Committee Ministries chair and currently chair the District Committee on Ordained Ministry.
314	Pastoral Care and Counseling	Dr. Robin Reed	Ph.D. Instructor, University of the South Licensed Clinical Psychology B.A. Ohio Wesleyan University
411	Hebrew Bible II	Rev. Dr. Brady Whitehead	B.S. Rhodes College – formerly South Western at Memphis B.D. (M.Div.) Emory University, Candler School of Theology M.A. New Testament Emory University, Candler School of Theology Th.D. Boston University Ordained Elder Memphis Conference
412	The Wesleyan Movement	Rev. William (Bill) J. Carter (2010)	B.A. Emory and Henry College 1949. M.Div. Vanderbilt U. 1952 (Founder's Medalist) M. Ed. University of Tennessee, Chattanooga, 1975. D.D. (Hon) Emory and Henry College, 1980 Pastor Holston Conference for 28 years Superintendent, of Abingdon District 1976-1981. B.A. East TN State University Bachelor of Divinity and M.Div. Candler School of Theology Th.M. Princeton Theological Seminary D.D. (Hon) Tn Wesleyan Major: Pastoral Theology Doctor of Divinity (Honorary) Tennessee Wesleyan College

		Rev. Dr. James Green (substitute 2011)	
413	Worship and the Sacraments	Rev. Walter Cash	M. Div. Asbury Theological Seminary Major: Evangelism & Bible B.S. English Literature, Univ. of AL, Huntsville Ordained Elder UMC 1971 45 years pastor, Evangelist and other roles UMC COS Director 1995- present Alabama COS Instructor AL, TN, Emory
414	Personal and Social Ethics	Rev. Dr. Robert Kohler	Wesley Theological Seminary Doctor of Ministry, 2004 Vanderbilt University Graduate School of Religion, Nashville, TN Master of Arts in Religion, History of Christian Thought, 1992 Princeton Theological Seminary (Studies in Ecumenics) Princeton, NJ 1968 New College, University of Edinburgh, (Senior Year Abroad) Edinburgh, Scotland, 1966-67 Drew University School of Theology, Madison, NJ Master of Divinity (Cum Laude) 1967 Moravian College, Bethlehem, PA Bachelor of Arts (Pre-Theology) 1963 Assistant General Secretary (Retired: January 1, 2009) General Board of Higher Education and Ministry The United Methodist Church
511	New Testament II	Rev. Dr. Brady Whitehead 2010 Dr. Jack Keller (substitute for 2011)	B.S. Rhodes College – formerly South Western at Memphis B.D. (M.Div.) Emory University, Candler School of Theology M.A. New Testament Emory University, Candler School of Theology Th.D. Boston University Ordained Elder Memphis Conference *See credentials below
512	Contemporary Theology	Rev. Dr. Robert Ratcliff	See credentials above
513	Our Mission: Transforming Agent	Rev. Dr. Winston Worrell	Doctorate – Evangelism Emory University Masters – Media Communications Georgia State University Director, World Methodist Evangelism Institute --Winston organizes national and international evangelism

			seminars and teaches worldwide church leaders in evangelism, mission and faith-sharing. Pastoral positions U.S. and Circuit Superintendent Minister in the Caribbean Faculty – Emory, AL, and Tennessee Course of Study Schools (Emory COS 313, TN 513) Training text/mission workbook: “Becoming More Missional for Christ: An Organizing Model.”
514	Theology and the Practice of Ministry	2010 Dr. Jack Keller Rev. Cherie Parks	Vanderbilt University Major: Religious Ethics Minor: Policy Studies Fields of Examination: Major Figures: Plato, Luther, Hegel, Marx, Tillich, Whitehead Collateral Discipline: Ethics and Public Policy the Problem of Hunger"
		2011 Rev. Dr. Robert Ratcliff Rev. Carol Cavin Dillon	Claremont School of Theology Major: Theological Studies Fields of Examination: Old and New Testaments History of Religions Philosophy of Religion and Theology Ethics
			University of Puget Sound Major: Religion Major: Sociology Religious Publishing 26 years (17 UM Publishing House planner and editor of adult and youth curriculum, director for academic and professional and reference books Director Disciple Bible study resources Project Director - <u>New Interpreter’s Bible</u> commentary series.
			Ratcliff *See Above B.A., Duke University M.Div., Candler School of Theology Elder, TN Conference

**The Course of Study:
Basic Five-Year Curriculum
2005–2008**

The titles, descriptions, and objectives that follow were formulated by the directors of the Course of Study schools in conjunction with staff from the General Board of Higher Education and Ministry of The United Methodist Church. These titles, descriptions, and objectives were then reviewed by faculty who teach these courses and by board members who oversee these programs. Subsequently they were revised by those who initially wrote them.

The titles represent the twenty courses that comprise the five-year program of the Course of Study schools. Each year includes four courses, two of which are foundational (the biblical and theological courses) and two of which are functional. These courses are designed to relate to each other within a given year, as well as in sequence through the years. The first year is introductory, the second through fourth years are developmental, and the fifth year is both integrative and serves as a bridge to continuing education.

The course descriptions and objectives represent the focus of the subject matter and the areas that receive attention in both the teaching and the taking of the course. The descriptions summarize the overall thrust while the learning objectives delineate particular concerns that shape the parameters of the course. Since each course is limited to twenty contact hours (in addition to work completed before the course begins), that which is described for each course serves as a desired end, although its full accomplishment cannot be attempted. Those who teach and those who take each course seek to accomplish as high a level of learning as is reasonable given inherent components.

Students should enroll in first year courses before taking any other courses, and reserve fifth year courses for after all other courses are completed. Fifth year courses integrate knowledge and application of learning from prior courses.

First Year (Foundational Courses)

COS 111—The Pastor as Interpreter of the Bible

This course introduces the role of the United Methodist pastor in biblical interpretation. Attention is given to the formation and function of the canon and to the development of a methodology of interpretation consistent with the nature of scripture. The importance of the Bible as a witness to the life and faith of ancient Israel and early Christianity is illustrated from a survey of representative biblical materials (focusing on Genesis, Hosea, Amos, Mark, and Philippians).

Objectives:

1. Exploration of the role of the pastor as interpreter of the Bible in the life of the congregation
2. An understanding of the formation of the canon and its function within the community of faith, past and present
3. A critical introduction to historical, literary, and theological approaches to scripture while keeping in mind the experimental dimension of biblical interpretation
4. Development of an exegetical methodology consistent with the nature and authority of the Bible
5. A survey of representative materials from both the Hebrew Bible and the New Testament as identified in the course description

6. Development of the ability to understand what was meant historically and to interpret what it means today

COS 112—Theology in the Wesleyan Spirit

This course considers the role and responsibility of the pastor as an interpreter of the gospel, with emphases on the Wesleyan heritage and the student's own growing sense of theological identity. Basic terms, tasks, and methods of Christian theology are introduced, and representative classical themes are defined and illustrated.

Objectives:

1. Challenging students to reexamine their understanding of faith
2. Critical consideration of theological methods and the Wesleyan use of scripture, tradition, experience, and reason
3. Introduction to the problems inherent in issues such as theodicy, revelation, Christology, law, and grace
4. Development of the pastor's identity as a theologian
5. Utilization of theology as a resource for pastoral functions

COS 113—Pastoral Care for Spiritual Formation

This course explores the caring presence and actions of the pastor as a form of spiritual leadership and formation. Skills of effective pastoral care are presented and practiced, including effective listening and response, awareness of cultural differences, timely intervention, and appropriate referral. Students are encouraged to reflect on their personal strengths, their need for growth in developing relational skills, their self-care, and the development of personal spiritual practices—all in the context of the community of faith.

Objectives:

1. Developing the pastor's identity as a spiritual leader and caregiver, with emphasis on the need for continuing spiritual and professional growth
2. Instruction, practice, and feedback in basic communication skills, including verbal and nonverbal communication
3. Examination of basic methods for dealing with developmental issues and life crises, including when and how to refer a person to other sources of assistance
4. Exploration of ethical issues, including confidentiality, personal and professional boundaries, and the pastor's legal responsibilities
5. Introduction to a Wesleyan understanding of spirituality and spiritual practice

COS 114—Pastoral Leadership and Administration

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 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 student's understanding of United Methodist structures and administrative procedures

Second Year (Foundational Courses)

COS 211—Hebrew Bible I

This course interprets the developing institutions and traditions of Israel and examines the varying ways in which the Hebrew people understood critical events of their history as acts of God. Attention is given to the earliest covenants, the Exodus, the rise of the monarchy, and other events up to the eighth-century prophets.

Objectives:

1. Formation of a historical overview of the life and faith of ancient Israel
2. Exegesis of selected passages that illustrate crucial turning points in the history of Israel
3. Correlation of exegesis with its utilization in preaching and other pastoral functions
4. Reflection upon ways in which God has been at work in the lives of people in these biblical materials
5. Ongoing development of an exegetical methodology
6. Application of these studies to the concerns and issues of the present day

COS 212—Theological Heritage: Early & Medieval

This course reflects critically on significant individuals, decisive events, and fundamental tenets of the Christian faith as found in the early church and in medieval Christianity. Utilizing the categories of grace and faith as focusing lenses, the student appropriates the Christian heritage and enters into the church's ongoing task of interpreting, articulating, and enacting the gospel for contemporary life. There is some use of primary sources.

Objectives:

1. Examination of an emerging Christian orthodoxy in dialogue and debate with Gnosticism, Montanism, Marcionism, and Greek philosophy
2. Study of major theologians and church leaders whose writings focus on key doctrinal issues (for example, Origen, Tertullian, Irenaeus, Augustine, Aquinas, Pseudo-Dionysius)
3. Engagement with pivotal theological concerns in their historical context (for example, faith and reason, authority of predestination, eschatology)
4. Focus upon the distinctive aspects of Eastern Orthodox theologies compared with Roman Catholicism
5. Exploration of major theological developments in medieval Christianity
6. Appreciation and appropriation of the relevance of historical theology for pastoral ministry

COS 213—Formation for Discipleship

This course examines the ministry of the church as a means of nurturing faith, Christian values, and ways of life among members of the congregation and community. Skills for evaluating, planning, and designing educational experiences are stressed, as well as the pastor's role as mentor and servant.

Objectives:

1. Emphasis on pastor's identity as servant and mentor, highlighting the need for pastors to be both teachers and learners

2. Examination of faith development in the light of location, economics, gender, ethnicity, age, generation, and human relationships
3. Survey of the major methodologies for educating Christians, with special stress on developing small-group ministries and on teaching scripture, confirmation, and the basic doctrines of the Christian faith
4. Reflection upon the work of the church as formative for Christian discipleship (personal piety and social justice) and development of an action plan for transforming the life of discipleship and the congregation and community
5. Development of the ability to critically assess curricular materials for theological content and appropriateness to ministry setting

COS 214—Practice of Preaching

This course focuses on preaching the gospel. Central concerns are the utilization of biblical exegesis, sermon preparation and delivery, and evaluation of the pastor's preaching.

Objectives:

1. Utilization of biblical exegesis for preaching with reference to the lectionary
2. Awareness of and skills for understanding the context for preaching (congregation and community)
3. Evaluation of sermons for biblical authenticity, theological soundness, and contemporary relevance
4. Appropriation of insights gained from the evaluation of the student's sermons
5. Analytical participation in the evaluation of the sermons of classmates
6. Development of skills in the ordering and delivery of a sermon

Third Year (Foundational Courses)

COS 311—New Testament I

This course presents a panoramic view of the content, main characteristics, and message of the books of the New Testament in light of their historical, political, socioeconomic, cultural, and religious environment, as well as their importance as literary expressions of the faith and history of the early church. The practice of exegesis is again emphasized, with special focus on Luke, Acts, Romans, 1 Corinthians, and Galatians.

Objectives:

1. Review of the nature, scope, and purpose of the New Testament
2. Review of the origin and formation of the New Testament canon
3. Description of the historical and social background out of which the New Testament emerged
4. Development and practice of an exegetical methodology that is appropriate and helpful to the study of the New Testament
5. Articulation of an introductory explanation of the origin, formation, development, and expansion of the Christian faith during the first century
6. Examination of some of the ways in which the early church interpreted the life, ministry, death, and resurrection of Jesus, and how this interpretation informed how its members lived out their faith in various social circumstances
7. Reflection on the meaning and significance of the message of the New Testament for the faith and mission of the church in its contemporary context

COS 312—Our Theological Heritage: The Reformation

This course is a critical reflection upon the individuals, decisive events, and theological developments during the period of the Protestant Reformation. Utilizing the categories of grace and faith as focusing lenses, the student appropriates the Reformation heritage and enters into the church's ongoing task of

interpreting and enacting the gospel for contemporary life. Attention will be given to selected primary sources.

Objectives:

1. Reflection upon movements and events in the period prior to the beginning of the Protestant Reformation (for example, mysticism, nominalism, the Renaissance, the Papal Schism, and the martyrdom of Huss and Savonarola)
 2. Examination of the Reformation on the European continent, with due attention to the theologies of Luther, Zwingli, Calvin, and the Anabaptists
 3. Engagement with pivotal theological concerns in their historical context, including the relationship of faith and reason, justification by grace through faith, sacramental theology, ecclesiology, and Christology
 4. Analysis of the Catholic Reformation as reflected in the Council of Trent and such figures as Ignatius Loyola, Teresa of Avila, John of the Cross, and Blaise Pascal
 5. Analysis of the English Reformation of the sixteenth century and the rise of Puritanism in the seventeenth century
 6. Understanding and appreciating the historical development and context of Christian theology
 7. Continued growth and development of the pastor's identity as theologian
- Third Year (Functional Courses)

COS 313—Our Mission from God: Evangelism

This course analyzes the theology of evangelism and our faithfulness to God's call. It also examines various strategies for and approaches to the church's evangelistic task in the heritage of United Methodism, stressing the proclamation and the enactment of the gospel.

Objectives:

1. Significant reference to the biblical roots of evangelism, with particular attention to New Testament foundations as illustrated in the scriptures examined in COS 311
2. Interpretation of the Wesleyan heritage of evangelism
3. Survey of strategies and models for evangelism in the past, present, and future life of the church
4. Analysis of contemporary issues in evangelism, such as debates on church growth methodologies, the relationship of evangelism and mission, evangelism in relation to personal and social transformation, evangelization and liberation theologies, and revivalism
5. Focus on evangelism in and use for the local congregation, with emphasis on such issues as preaching evangelistically, organizing and training laity for evangelism, relating evangelism to Christian education (including evangelism in confirmation classes), and planning for long-range evangelistic efforts in communities
6. Critical analysis of and appreciation for electronic media as instruments of Evangelism

COS 314—Pastoral Care and Counseling

This course focuses on the pastor's understanding of human nature with attention to methods and skills in pastoral care and counseling. Students participate in an assessment of their personal interactive styles.

Objectives:

1. Examination of basic styles and types of pastoral care and counseling
2. Analysis of pastoral-care experiences through such methods as case studies, verbatim, incident reports, and tapes
3. Practice in the skills of pastoral care and counseling with classes, feedback, and appropriation of insights gained

4. Focus on the counseling process from initial contact to completion, including referral as appropriate
5. Formation of pastoral theology through reflection on the uniqueness of the pastoral dimensions of care and counseling
6. Sensitivity to the life situations and relationships of individuals receiving care and counseling

Fourth Year (Foundational Courses)

COS 411—Hebrew Bible II

This course continues to examine the Word of God as it was expressed through some of Israel's prophets, selected psalms, and passages from the Book of Job.

Objectives:

1. A focus on the biblical message as a whole by integrating this year's study with previous study of the Bible
2. Greater familiarity with a number of the great passages in the designated books
3. Continuation of exegetical practice
4. Exploration of the assigned passages as relevant for preaching, mission, and ministry by today's pastor and congregation

COS 412—The Wesleyan Movement

This course is a critical reflection on significant individuals, decisive events, and fundamental tenets of the Christian faith as found in the development of United Methodism. Utilizing the categories of grace and faith as focusing lenses, the student appropriates particulars of the Wesleyan heritage and enters into the church's ongoing task of interpreting, articulating, and enacting the gospel in contemporary life.

Objectives:

1. A review of the factors in the English Reformation, the Puritan revolution, and German Pietism that illuminate the Evangelical Revival
2. Introduction to John, Charles, and Susanna Wesley, with emphasis upon the ministry and theology of John Wesley and the development of Methodist societies within eighteenth-century Anglicanism
3. Consideration of significant theological and historical developments in Methodism and in the Evangelical United Brethren tradition in nineteenth and twentieth-century America
4. Reflection upon pressing theological and church polity issues facing contemporary United Methodism
5. Appreciation for and appropriation of the contributions of historical theology
6. Continued growth of the pastor's identity as theologian

COS 413—Worship and Sacraments

This course examines the sacraments, rites, and liturgy of The United Methodist Church and the pastor's role as worship leader.

Objectives:

1. Examination of the church year and its historical and theological grounding
2. Examination of the theology and practice of the sacraments
3. Review of the rites of Christian marriage, death and resurrection, and other occasional services, including appropriate counseling methods
4. Reflection on worship practices, including use of nontraditional liturgies, media, music, and lay leadership
5. Development, for reflection and evaluation, of a sample service of worship

COS 414—Personal and Social Ethics

This course analyzes the biblical and theological bases for Christian behavior—personal, professional, and social. Emphasis is given to the acquisition of pastoral skills in moral discernment and ethically responsible decision making and action.

Objectives:

1. Exploration of biblical and theological bases for ethical thinking and activity
2. Survey of major approaches to ethical reasoning
3. Examination of the Social Principles of The United Methodist Church as a frame of reference for ethical decision making
4. Exploration of ways to deal with ethical dilemmas inherent in such issues as war and peace, hunger, poverty, political tyranny, domestic violence, substance abuse, racism, sexism, AIDS, and biomedical technology
5. Reflection on case studies that challenge pastors to examine carefully their ethics and responsibilities
6. Focus on pertinent issues for personal and professional life, with indication of guidelines for ministerial ethics
7. Delineation of and reflection upon essential guidelines for Christian identity and moral behavior

Fifth Year (Foundational Courses)

COS 511—New Testament II

This course continues the third-year New Testament course, but focuses on the exegesis of assigned texts. It emphasizes the integration of previous learning in exegesis and biblical studies with contextualization in the practice of ministry. Special emphasis includes the books of Matthew, John, James, and Revelation.

Objectives:

1. Improvement of the student's ability to effectively use scripture in the preparation of sermons and Bible studies
2. Deepening of the student's understanding of the various assigned biblical studies
3. Strengthening of the student's skills in using critical methods for biblical study
4. Development of a rationale for the hermeneutical task
5. Relating of the process of exegesis with sound hermeneutical methods for the student's pastoral role
6. Assisting the student in relating the eternal biblical message to the context of ministry

COS 512—Contemporary Theology

This course critically reflects on significant individuals, movements, events, and fundamental tenets of the Christian faith that have shaped contemporary theologies in the past century or so. Through study of varied theological expressions in the modern and postmodern decades, the student enters into the church's enduring task of interpreting, articulating, and enacting the gospel for contemporary life. Attention will be given to selected primary sources.

Objectives:

1. Consideration of nineteenth-century theological issues that form the backdrop for twentieth-century developments
2. Examination of the liberal-conservative split of the late-nineteenth and early twentieth centuries, as well as ensuing neo-evangelical movements, orthodox theologies, and liberal developments
3. Analysis of the Barthian/neo-Orthodox traditions

4. Interpretation of theologies of history and eschatology (for example, Niebuhr, Pannenberg, and Moltmann)
5. Reflection upon Black, Hispanic/Latino, and Native American liberation theologies, with due reference to ethnic, feminist/womanist/mujerista, and class expressions
6. Exploration of other significant theological movements, such as feminist, ecumenical, contemporary Roman Catholic, post-Enlightenment, postmodern, evangelical, Eastern Orthodox, and process theologies
7. Appreciation for contemporary African, Asian, and Latin American theologies

COS 513—Our Mission from God: Transforming Agent

The mission of the church is to serve God and neighbor by proclaiming the gospel for the redemption of the world. Redemption is God's holy activity that transforms individuals, societies, and all of life. When faithful to its mission, the church serves as an agent of God's transforming redemption. Based upon this understanding of the nature of the church and its mission, this course seeks to help pastors gain theological understanding and practical ministry skills for leading congregations to carry out the mission of the church as God's agents of transformation.

Objectives:

1. Development of a biblical and theological framework for Christian mission
2. Consideration of the Wesleyan understanding of personal piety and social holiness
3. Examination of unjust social realities—such as racism, sexism, and classism—that impact society and thus impact the mission of the church
4. Exploration of the growing influence of social, economic, and political globalization in the world and its implications for the mission of the church
5. Exposure to United Methodist ecumenical, interreligious, and community programs that model effective social transformation in the spirit of the gospel
6. Analysis of the context of ministry in local congregations for the development of strategies and leadership skills for the transforming mission of the church

COS 514—Theology and the Practice of Ministry

This course emphasizes the integration of the role of the practicing pastor with the church's theological heritage and its particular Wesleyan expression. The course also stresses theology as an ongoing task of critical reflection for the purpose of action. Consideration is given to issues, events, and institutions that form the context within which the pastor is required to think, speak, and act with theological clarity.

Objectives:

1. Continued growth of the pastor's identity as theologian and the development of his or her own credo (a written statement of the pastor's own understanding of Christian doctrine)
2. Focus upon thinking theologically about everyday activities and contemporary events in the political, economic, and social areas of life
3. Reflection upon a variety of theological perspectives in order to apply a faithful critique to persons who claim to be God's voices in our time
4. Integration of the pastor's theological understanding in the practice and evaluation of ministry
5. Encouragement of lifelong theological reading, reflection, and growth

Licensing & Course of Study (www.gbhem.org)

If God is calling you to become a licensed local pastor, we welcome you to the start of your journey.

Where Do I Begin?

1. Talk to your pastor.
2. Read The Ministry of the Licensed Local Pastor.
3. Locate License Schools, Course of Study Schools and Advanced Course of Study Schools.
4. Read the FAQ for more detailed answers to licensing questions.

The Course of Study

The Course of Study (COS) is prescribed by the General Board of Higher Education and Ministry – Division of Ordained Ministry (§ 1421.3d). It includes License School, the Five-Year Basic Course of Study, Advanced Course of Study, and Correspondence Studies. In prescribing the COS, the Division of Ordained Ministry is responsible for developing curriculum, purpose and learning goals; providing resources; establishing, maintaining, and evaluating License Schools and Course of Study Schools (COS); keeping central records on all students, and reporting on student progress to each Board of Ordained Ministry every year.

Regional Course of Study Schools

Regional Course of Study Schools are established by the Division of Ordained Ministry at locations central to the student populations, taking into consideration such factors as availability of United Methodist theological school faculty, library resources, dormitory space, the density of student populations, etc. Full time local pastors shall attend one of the approved Regional Course of Study Schools.

Extension Schools for Part-Time Local Pastors

When the Division of Ordained Ministry determines that there is a need for a Basic Five-Year COS school for part-time local pastors who are unable to attend a Regional Course of Study School, the division may negotiate its development as an extension of an existing Regional Course of Study School. Regional Schools establishing Extension Schools shall not cross jurisdictional lines without consultation with other Course of Study Directors in the jurisdictions involved.

Curriculum

The Basic Five-Year Course of Study is a year-round experiential and classroom learning process. This process assumes cooperation between the instructors in the Course of Study Schools and the clergy mentors in the annual conferences. Each Regional Course of Study School shall offer all 20 courses of the Basic Five-Year COS and shall seek to meet the needs of both the full-time and part-time local pastors. Normally courses are to be taken in the sequence prescribed by the curriculum. At a minimum, students are expected to take first year courses in the first year of study and fifth year courses in the final year of study. In addition to these basic curriculum courses, the school may provide a communication skills program for students. Other special programs may be funded at the discretion of the schools or the Division of Ordained Ministry and other programs that meet student needs.

Advanced Course of Study

Candler Theological Seminary at Emory University
Contact: Michelle Levan michelle.levan@emory.edu

For program information go to the website below
<http://www.candler.emory.edu/programs/cos/acos.cfm>

Extension Schools

Candler School of Theology is a professional school of Emory University and one of thirteen official seminaries of The United Methodist Church. The theology school offers programs leading to Master of Divinity, Master of Theology, and Master of Theological Studies degrees. Candler is accredited by the Association of Theological Schools in the U.S. and Canada, and by the University Senate of the United Methodist Church. Emory University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Baccalaureate, Master, and Doctoral degrees.

Mission Statement

Candler School of Theology, of which the Emory COS School is a part, is grounded in the Christian faith and shaped by the Wesleyan tradition of evangelical piety, ecumenical openness, and social concern. Its mission is to educate-through scholarship, teaching, and service-faithful and creative leaders for the church's ministries in the world.

Emory Extension Schools

Emory's COS Extension Schools are listed below. These schools offer weekend courses specifically designed for, and only offered to, part-time local pastors. Please call the contact persons for more details.

- [Alabama Course of Study School](#)
- [Appalachian Local Pastor's School](#)
- [Florida Course Of Study School](#)
- [Memphis-Tennessee-Holston COS](#)
- [Mississippi Course of Study](#)

Florida Course of Study School

The Florida Course of Study School is sponsored by the Florida Conference of the United Methodist Church and holds classes on the campus of Florida Southern College, Lakeland, FL.

These courses are offered for part-time local pastors only. To be admitted to the program, one must:

1. be a certified candidate for ordained ministry
2. complete requirements for license as a local pastor
3. receive endorsement by the Annual Conference Board of Ordained Ministry

Please use current registration forms only. You will not be enrolled unless all of the following items are complete and sent by the following deadlines. Registration form and fees are due **one month before the first class session**. The tuition for the Florida COS School is \$200 per course. In addition, there is a \$55 nonrefundable registration fee. Forms and brochures can also be found online at www.flumc.org. Please mail registration form and fees to:

Florida Course of Study School
P. O. Box 93070
Lakeland, FL 33804

Students are asked to make their own housing arrangements, should they wish to stay overnight. Information regarding area accommodations will be sent upon request.

Schedules & Information

Florida Course of Study class schedules, registration forms, and precourse assignments may be found by going to the Florida Conference Website and following the links:

<http://www.flumc2.org/page.asp?pkvalue=859>

or

www.flumc2.org
Ministries Tab
Center for Clergy Excellence
Florida Conference Course of Study School

Contact Information

Dr. Sam Ramirez, extension director
Florida Course of Study
P. O. Box 93070
Lakeland, FL 33904
863-868-5346

Alabama Course of Study School

The Alabama Course of Study School is sponsored jointly by the North Alabama and the Alabama-West Florida Annual Conference of the United Methodist Church with campuses at Birmingham-Southern and Huntingdon Colleges.

Birmingham-Southern College is a four-year collegiate liberal arts institution founded in 1856 and operating under the auspices of the Alabama-West Florida and North Alabama Conferences of the United Methodist Church. Birmingham-Southern is located in the western section of Birmingham and is served by six major airlines, AMTRAK, and Interstates 20, 59, and 65.

Huntingdon College is centrally located on the edge of one of Montgomery's most beautiful neighborhoods, Old Cloverdale, and is bordered on one side by the Montgomery Country Club. The beauty of the landscape in relation to the seventeen Gothic buildings owe much to the original campus design of 1908, by the Olmstead Brothers, who served as landscape consultants for such colleges and universities as Harvard, Yale, John Hopkins, Smith, and Wellesley. The campus is easily accessible from Interstates 65 and 85.

Schedules & Information

Alabama Course of Study class schedules, registration forms, and precourse assignments may be found on the [North Alabama Conference Website](#).

Contact Information

Rev. Walter Cash, Extension Director
P.O. Box 93
Crane Hill, AL 35053
Telephone: 256.747.3329
Fax: 256.747.3326
cashdeposit@aol.com

Appalachian Local Pastor's School

The Appalachian Local Pastors School (ALPS) was founded by the Red Bird Missionary Conference Task Force on Leadership and Parish Development in 1991.

ALPS is approved by the Division of Ordained Ministry for both full-time and part-time local pastors choosing to do the two years of Congregational Development emphasis. All of the Congregational Development (CD) courses have credit equivalency for the regular COS courses and are transferable. The eight courses of CD, though under different titles, do receive credit for the following: COS 112, 113, 114, 213, 214, 311, 313, and 513. After completion of the two years of Congregational Development emphasis, only part-time Local Pastors may attend ALPS. The CD courses are offered during a two-week May session (May 17-28, 2010) and on a weekend schedule.

The May session of ALPS meets on the beautiful campus of United Methodist affiliated Union College at Barbourville, Kentucky - accessible from two major highways (I-75 and Route 25E, the Cumberland Gap Parkway).

Weekend courses meet for two weekends (Friday evenings and Saturdays). Currently classes are held in Madisonville, Shelbyville and Prestonburg, Kentucky. Registration fees are \$40 per course with a \$200 tuition fee per course. Housing and meals are the responsibility of the student.

To learn more about ALPS you can visit their website at http://www.redbirdconference.org/alps_pastors_school.php and to request an application and information contact the Extension Director, Tim Bias.

Contact Information

Rev. Tim Bias, Extension Director
1345 Grace Avenue
Cincinnati, OH 45204
Phone: 513.979.8164
Fax: 513.871.3139

alps@redbirdconference.org

The main office for ALPS is located in Cincinnati, Ohio but all courses are held in Barbourville, Shelbyville, Madisonville, and Prestonburg, Kentucky. No ALPS classes meet in Jackson, Tennessee.

The Memphis-Tennessee-Holston COS

The Memphis-Tennessee-Holston COS School is hosted on the campuses of Hiwassee College and Martin Methodist College. Hiwassee College is affiliated with the Holston Annual Conference of the United Methodist Church. Hiwassee is located one mile outside of Madisonville, Tennessee in the foothills of the Great Smoky Mountains. Martin Methodist College, located in Pulaski, TN, is affiliated with the Tennessee Annual Conference of the United Methodist Church.

If you do not have a registration form, you may obtain one from your District Superintendent, your Conference Board of Ordained Ministry, or from the Memphis-Tennessee-Holston COS office. Choose your courses and complete the full registration form. Ask your District Superintendent and the Local Pastor Registrar of your Conference Board of Ordained Ministry to sign the form. Then send the completed form to Ms. Pam Whitmore (address below), along with your \$60 registration fee or \$80 late registration fee. The cost of each course is \$270.00. If a Conference scholarship does not cover the entire tuition (\$270.00), come to the school prepared on arrival to pay the difference between the scholarship and the tuition cost.

Documents

www.alpsmc.org

Contact Information

Dr. Barbara Nye
Director, Memphis-Tennessee-Holston Course of Study
1204 Choctaw Trail
Brentwood, TN 37027
Telephone: 615.289.4332
bnye1@earthlink.net

Ms. Pam Whitmore
Memphis-Tennessee-Holston Course of Study Registrar
23 West 4th Street
Cookeville, TN 38501
Telephone: 931-239-5039
cosaccount@citlink.net

Mrs. Tina McGill
Site Coordinator
Memphis-Tennessee-Holston Course of Study
Martin Methodist College
433 West Madison Street
Pulaski, TN 38478 (931) 363-9898
chatinamcgill@gmail.com

Mrs. Sarah Boone Yarbrough
Site Coordinator
Memphis-Tennessee-Holston Course of Study
Hiwassee College
225 Hiwassee College Drive
Madisonville, TN 37354 (423) 443-2001
boonesar@hiwassee.edu

Mississippi Course of Study

Mississippi COS meets on the campus of Millsaps College in Jackson, Mississippi. Millsaps College is a four-year United Methodist college founded in 1890. It occupies a beautiful 100-acre residential campus in the heart of the Mississippi State Capital. Millsaps College offers the Mississippi COS a beautiful campus and superb facilities.

The city of Jackson is located at the intersection of Interstates 55 and 20. To reach the Millsaps campus, exit Interstate 55 onto Woodrow Wilson, Exit #98A. At the second light turn left onto North State Street. The Cabot Lodge Millsaps and Millsaps College are immediately on the right. The Cabot Lodge is where you will stay while attending Mississippi COS.

The MS COS at Millsaps offers its classes over two weekend periods, four times a year, in January, April, July, and October. This design allows part-time pastors the opportunity to fulfill their educational requirements while minimizing the amount of time taken off from work.

Registration Fee: \$75 (\$65 if registering no later than six weeks before class begins)

Schedules & Information

<http://www.centerforministry.com/pages/detail/1690>

Contact Information

Mississippi Course of Study
The Rev. Richard Robbins, extension director
1701 North State Street
P.O. Box 1500041
Jackson, MS 39210
Telephone: 601.974.1488
cos@centerforministry.com

Directions to Hiwassee College

From Knoxville

Take I-75 South to Exit 60 at Sweetwater

From Chattanooga and Atlanta

Take I-75 North to Exit 60 at Sweetwater

At Exit 60, turn onto US 68, toward Sweetwater

Continue on US 68 approximately 9 miles to Madisonville

Turn left at the traffic light onto Englewood Road (next to Wendy's)

From Maryville

Take US 411 South to Madisonville

In Madisonville, exit to the right just passed McDonald's onto Highway 68 toward Sweetwater

Immediately turn right at Wendy's

To Hiwassee College

Go straight through the two traffic lights at the courthouse

After a few blocks, turn right at the large Hiwassee College sign

Travel 2.5 miles to the Hiwassee campus

Turn left 300 feet beyond the brick Hiwassee College sign

Pass through the large brick entrance

The Admissions Office is immediately on the right

The Barker Learning Center (tan brick with flagpoles) is on this road passed

Brock Hall and Rymer Student Center

Parking is readily available without a permit

Hiwassee Map

COS class orientation meets on the first floor of the Barker Learning Center Building (usual room numbers for classes are 101-103. Enter campus at the main entrance by the alumni house. The Barker Learning Center building (tan brick) is towards the back of campus after you pass Brock Hall and the Rymer building on your left.

Local Motel Information

Directions to Martin Methodist College

From the East

Take US 64 West to Pulaski

Turn right onto US 64 BR/TN 15

Turn right onto South Fourth St.

Cross West Flower St.

Turn left into parking

From the West

Take US 64 East to Pulaski

Continue on TN 15

Turn left onto South Fourth St.

Cross West Flower St.

Turn left into parking

From the North or South

Take US 31 into Pulaski
Turn west onto Flower Street
Turn right onto South Fourth Street
Turn left into parking

MMC Map

The Johnston Classroom Building is on the corner of Flower and South Fourth Streets.