

# Iowa Annual Conference Licensing School Leadership, Polity & Administration Assignments 2023

**Faculty: Rev. Katie Z. Dawson**  
Lead Pastor Immanuel UMC  
Des Moines, IA  
[katied@iumc.org](mailto:katied@iumc.org)

**Rev. Dr. Barrie Tritle**  
Retired Clergy  
Iowa City, IA  
[barrie.tritle@gmail.com](mailto:barrie.tritle@gmail.com)

## Required Texts:

- *Administration in the Small Membership Church* by John H. Tyson (Nashville: Abingdon Press, 2007)
- *A Spirituality of Fundraising* by Henri J.M. Nouwen (Nashville: Upper Room Books, 2011)
- *The Method of our Mission* by Lacey C. Warner (Nashville: Abingdon Press, 2014)
- *Restart Your Church* by Dottie Escobedo-Frank (Nashville: Abingdon Press, 2012)
- *The Book of Discipline of The United Methodist Church 2016* (free pdf at <https://www.ctcumc.org/files/fileshare/2016-book-of-discipline.pdf>)
- Take the DISC profile online located here: <https://takeflightlearning.com/store/new-taking-flight-profile/>

## Recommended Texts:

- *The Necessary Nine: Things Effective Pastors Do Differently* by Bob Farr & Kay Kotan (Nashville: Abingdon Press, 2016)
- *4D Impact* by Olu Brown (Nashville: Abingdon Press, 2019)
- *Strengthening the Soul of your Leadership* by Ruth Haley Barton (Downers Grove: Intervarsity Press, 2018)

## Asynchronous Assignments:

*Note: For each assignment, make note of at least one lesson that you can apply in your own ministry. These will be used for our final paper, outlining your first 100 days of ministry.*

### **Complete before April 21:**

1. DISC Profile
  - a. **NOTE – DO AT LEAST TWO WEEKS BEFORE DEADLINE FOR TURNAROUND TIME:** Take the DISC Profile Test (cost \$50)  
<https://store.takeflightlearning.com/taking-flight-with-disc-profile-online-profile.html>

- b. Watch the video presentation by Jaye Johnson on the DISC Profile (30 minutes)
- 2. Contexts and Leadership
  - a. Differentiated Leadership: Watch the youtube video on Differentiated Leadership: <https://youtu.be/RgdcljNV-Ew> (6 minutes)
  - b. Read the pdf “Leadership and Church Size Dynamics” (available in Google drive or at <https://seniorpastorcentral.com/wp-content/uploads/2016/11/Tim-Keller-Size-Dynamics.pdf>)
- 3. United Methodist Distinctiveness
  - a. Read *The Method of our Mission*
  - b. Read Part III, sections 1,2,4 of the Book of Discipline
  - c. Read Part IV (Pages 93-103) of the Book of Discipline.
  - d. Read Part VI (Pages 147-204) of the Book of Discipline.
  - e. Watch the video interview with Rev. Brian Milford about ministry beyond the local church. (1 hr)
- 4. Local Church Administration
  - a. Read *Administration in the Small Membership Church*.
  - b. Watch the video on reporting with Katie Dawson (30 minutes)
- 6. Toolkit for Ministry
  - a. Read *A Spirituality of Fundraising*
  - b. Watch the video on Ministry and Money with Kathrine Yarnell (1 hour)
  - c. Read *Restart Your Church*
- 7. **Write a 3-5 page paper laying out your plan for your first 100 days in ministry.**
  - a. Utilize all of the materials that we have assigned for this class and describe how you will apply them in your ministry.
  - b. Be sure to consider your personality and leadership style, your context, change processes in churches, administration, and finances.

### **Leadership, Polity and Administration In-Class Objectives:**

#### **Opening Session: Sunday, April 30**

Who you are as a servant leader in your context?

#### **Session 2: Monday, May 1**

Develop an understanding and awareness of distinctive Wesleyan beliefs and a review of early UM History

#### **Session 3: Tuesday, May 2**

Develop an awareness of our connectional structure and how these parts are related

#### **Session 4: Wednesday May 3**

What you need to know about leading and managing in the church, including disciplinary responsibilities

#### **Session 5: Thursday, May 4th**

Discuss what you need to know about starting in your appointment (How-To, Toolkit)

## **Session 6: Friday, May 5th**

Class reflection about what we have learned and how our first 100 days plan has changed.

### **Evaluation:**

1. Instructors will be looking for critical engagement with the resources. We want to be able to see that you have read, and thought critically about, the texts.
2. You will also be evaluated on your level of engagement and interaction in class.
3. All written work must conform to the following style:
  - a. 12 font, Times New Roman, Double-spaced, 1" margins.
  - b. Top of the first page: Student's full name, Names of Instructors, Course Title, Assignment Title, Date of paper.
  - c. **Every page** after shall have a header with student's name and page number on the top of each page.
  - d. Use either Word or PDF formats for all documents. **All saved documents must have the students name in the save file name.**
  - e. Submit the documents using Google Classroom.
  - f. Questions about requirements may be sent to:

**Lisa Steel**

Director of Ministerial Services  
Iowa Annual Conference of the United Methodist Church  
2301 Rittenhouse St.  
Des Moines, IA 50321  
515-974-8939

**[Lisa.larson@iaumc.org](mailto:Lisa.larson@iaumc.org)**

You may also contact the instructors with questions [katied@iumc.org](mailto:katied@iumc.org) or [barrie.tritle@gmail.com](mailto:barrie.tritle@gmail.com)