

## **Susquehanna Conference Board of Ordained Ministry Policy on Course of Study**

¶318.1 (2012 Discipline) indicates that **Full Time Local Pastors** who are in the Course of Study (COS) program shall complete 4 courses each year until they have completed COS. This is the standard expected. Any change from this standard (fewer courses or extra courses) **MUST BE APPROVED** in advance by the DCOM. The COS classes must be completed within 8 years. The DCOM is to notify the Local Pastor's registrar in writing of any and all such exceptions.

¶318.2 (2012 Discipline) indicates that **Part-time Local Pastors** who are in the Course of Study (COS) program shall complete 2 courses each year - and may complete 4 if they choose - until they have completed COS. This is the standard expected. Any change from this standard (less than 2 or more than 4) **MUST BE APPROVED** in advance by the DCOM. The COS classes must be completed within 12 years. The DCOM is to notify the Local Pastor's registrar in writing of any and all such exceptions.

### **Course of Study classes are offered in several formats**

#### **For Full or Part-time Local Pastors**

**Summer Intensive:** Most COS classes are offered in 2 consecutive 2 week modules during the summer, allowing the Full time student the ability to complete 4 courses each summer in 4 weeks.

#### **For Part-time Local Pastors ONLY**

**Weekend or Extension School:** There are regional extension schools that are designed for bi-vocational part-time Local Pastors.

***FULL TIME Local Pastors who wish to take courses at a weekend or extension school MUST BE APPROVED by the DCOM AND by Rena Yocum – GBHEM, COS Division.*** A request for approval must be sent to her, along with an explanation for the approval, prior to registering. The DCOM is to copy the Local Pastor's registrar on the request and the response from GBHEM.

#### **On-Line or Distance Education**

COS Students who are unable to attend either the intensive or the extension school, may, with permission of the DCOM, take up to 4 courses through the correspondence curriculum offered through the Division on Ordained Ministry. The DCOM is to notify the Local Pastor's registrar in writing of any and all such approval.

**All Local Pastors must make progress in their education each year.** If not attending college or seminary, they must be in the Course of Study. Only under exceptional circumstances (family crisis, illness, etc.) may a Local Pastor be continued who does not make some progress.

**Course of Study grades should be sent to the Local Pastor's Registrar and the DCOM.** Following completion of a course with a grade of "C" or higher, the Board will reimburse the Local Pastor at the rate of \$200 per course.