

Susquehanna Conference Board of Ordained Ministry Policy on Course of Study

¶319.3 (2016 Discipline) indicates that a **Full Time Local Pastor** in the Course of Study (COS) must complete the program within eight years and a part time pastor within twelve unless a family situation or other circumstance precludes the ability to fulfill this requirement. An extension may be granted beyond the prescribed limit by a $\frac{3}{4}$ written vote of the DCOM, recommendation by the Board of Ordained Ministry and approval by the vote of clergy members (Clergy Session) in full connection.

Course of Study classes are offered in several formats. Check <https://www.gbhem.org/clergy/course-of-study-schools/> for more information.

As you plan your courses, please be aware:

- 1) **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 FT and PT Local Pastors)
- 2) **Part-time Local Pastors ONLY: Weekend or Extension School:** There are regional extension schools that are designed primarily for bi-vocational part-time Local Pastors. These may be in-person or hybrid classes. Permission may be needed for Full time local pastors to take courses at Weekend or Extension Schools.
- 3) **On-Line or Distance Education**
COS Students may take up to $\frac{1}{2}$ of COS courses in a fully online format.

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. Local Pastors should notify the Superintendent as soon as possible if circumstances arise affecting attendance.

Course of Study grades should be sent to the Local Pastor's Registrar and the DCOM (via District Office). Following completion of a course with a grade of "C" or higher, the Board will reimburse the Local Pastor at the rate of \$225 per course.