

**INDIANA AREA EXTENSION COURSE OF STUDY SCHOOL**  
The United Methodist Church  
Spring 2024

**COS 223: WORSHIP AND THE SACRAMENTS**

*This course examines worship within The United Methodist Church including liturgy, sacraments, and special services. Attention will be given to the pastor's role as leader in worship.*

**INSTRUCTOR:**     **Rev. Shalimar W. Holderly**  
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**COURSE OBJECTIVES:**

1. Gain a basic understanding of the history of worship and the development and practice of worship in American Methodism and be able to articulate a theology of worship consistent with Wesleyan tradition
2. Examine the historical and theological grounding and practical application of the church year
3. Reflect upon worship practices, including but not limited to worship order, corporate prayer, traditional and non-traditional liturgies, the use of multi-media, lay involvement, cultural diversity, and music
4. Examine the theology and practice of the Sacraments
5. Interpret theologically the rites of Christian Marriage and of Death and Resurrection and other occasional services and their application

**REQUIRED TEXTS**

Felton, Cayle Carlton Felton. *This Holy Mystery: A United Methodist Understanding of Holy Communion*. Nashville: 2005. ISBN: 0-88177-457-X

Felton, Gayle C. *By Water and the Spirit: Making Connections for Identity and Ministry*. Nashville: 2002. ISBN: 0-88177-201-1

Hickman, Hoyt L. *Worshipping with United Methodists: A Guide for Pastors and Church Leaders*. Nashville: 2007. ISBN: 978-0-687-33526-8

Stookey, Laurence Hull. *Calendar: Christ's Time for the Church*. Nashville: 1996. ISBN: 0-687-01136-1

Stookey, Laurence Hull. *Let the Whole Church Say Amen!: A Guide for Those Who Pray in Public*. Nashville: 2001. ISBN: 0-687-09077-6

*The United Methodist Book of Worship*. Nashville: 1992

*The United Methodist Hymnal*. Nashville: 1989.

## GRADING

Grades are assigned as letter grades. **Students must use one of the documentation methods demonstrated on the attached documentation guidelines.** Every assignment should demonstrate that you have read and applied the assigned materials. Assignments will be evaluated and graded as follows:

- A Demonstrate above-average understanding of the material along with above-average ability to think critically and independently; near-impeccable attention to grammar, spelling, and proper documentation; must demonstrate obvious, documented use of required reading materials
- B Demonstrate average understanding of the reading along with average ability to think critically and independently; adequate attention to grammar, spelling, and documentation; must demonstrate obvious, documented use of required reading materials
- C Demonstrate average understanding of the material; less than adequate attention to grammar, spelling, and documentation, demonstrate use of required reading materials
- D Demonstrate below-average understanding of the reading; inadequate attention to grammar, spelling, and documentation; lack of obvious use of assigned reading materials; failure to follow instructions for the given assignment
- F Fail to fulfill requirements of assignment at even a minimal level; plagiarism in whole or part

<b><u>% of Final Grade</u></b>	<b><u>Assignment</u></b>	<b><u>Due Date</u></b>
5%	Introductory Survey	February 5
20%	Church Year Paper	February 10
20%	Written Prayers	March 9
25%	Worship Service & Commentary	March 9
30%	Local Church Study	April 13

## CLASS SCHEDULE AND ASSIGNMENTS

All assignments are due at the beginning of our class period each month. Please write your name on your assignment paper. You are expected to have completed the reading assignments as well as the written assignments. Some assignments are to “overview” portions of the Hymnal and Book of Worship. You need not “read” these sections, simply flip through and become familiar with what is there. **Your mastery of the reading assignments should be reflected in all of your written assignments.** Written assignments that do not demonstrate use of required readings through proper documentation cannot hope for a grade higher than a “C.” Written assignments should be typed in a neutral 12-pt font such as Times New Roman, Arial, or Calibri and double-spaced with 1-inch margins. Use appropriate documentation of readings and other outside sources as demonstrated in the attached documentation guidelines. If you are unhappy with your grade for your February assignment, you may do a **re-write** of that assignment. Re-writes must be turned in along with the original paper prior to our April class session. There will be **NO** opportunity to re-write the March and April assignments. Please do not hesitate to contact the instructor with questions or concerns about the assignments.

### Resources on Moodle & Online Course Contingency Plan:

A number of videos and other resources that correspond with each class session are posted on Moodle for your use. Viewing these videos is **optional**. You will not be required to watch them unless we are forced to move to an online-only format at some point during our course. If we are forced to move to an online format, additional asynchronous material will be added and coupled with synchronous time on ZOOM.

## **Due February 5: Introductory Survey**

**Assignment:**

Answer the questions posted in the Q&A Forums on Moodle under “Introductory Survey”. This is a pass/fail assignment. If completed on time, you will receive 100% credit. If you fail to complete this assignment *on time* you will receive a “0”. Please note that this assignment is due a week before our first class session in order to give the professor adequate time to review your answers prior to class. This assignment is intended to give the instructor an overview of your current worship environment and learning needs.

**February 10: “Worship through the Years in Time and Space”****Reading Assignments:**

Stookey “Calendar” pg. 17-154

Hickman “Worshiping with United Methodists” pg. 1-65, 123-128

Book of Worship pg. 13-14, Overview of pg. 224-420

United Methodist Hymnal--Overview of #196-336

**Writing Assignment: *Please submit through Moodle.***

- 20%--Write a 3-5 page paper in response to the question, “What is the Church Year and what are the benefits and drawbacks to using the rhythm of the Church Year in worship planning?” utilizing reading in Hickman and Stookey.

*NOTE: This is not a “reflection paper.” Your paper **must** draw research from the **required** reading materials and may draw from readings beyond those required. You should use the readings to support your own reflections and thoughts on these two questions. Papers that do not demonstrate use of the required readings through proper documentation will not receive a grade higher than a “C. Please do not exceed five pages.*

**March 9: “The Service of the Word: Prayer, Liturgy, Hymnody”****Reading Assignments:**

Hickman “Worshiping with United Methodists” pg. 67-122

Stookey “Prayer” pg. 11-22, 27-33, 37-48, 59-64, 87-98, 105-110, 131-134, 147-148

Book of Worship pg. 15-32, overview of #455-567

The United Methodist Hymnal pg. v-x & overview of pgs. 736-737 and 880-896

**Writing Assignments: *Please submit through Moodle.***

- 15%--Write out the following prayers following the guidelines in Stookey’s *Let the Whole Church Say “Amen.”* These should be your own original prayers, not a re-writing of Stookey’s examples or other already-existing prayers. You will be graded based on the guidelines in Stookey’s book: use of vigorous verbs, avoidance of empty phrases, variety and breadth, Trinitarian language, ease of reading for unison prayers, etc. *Footnote any Scripture references you utilize in your prayers.*
  - **A Prayer of Pure Praise**
  - **A Unison Opening Prayer for worship following the Basic Form for Brief Prayers**
  - **An Offertory prayer following the Basic Form for Brief Prayers**
  - **A Litany of Thanksgiving for a Christian service honoring public servants**

- **A Unison Prayer of Confession (under 150 words please)**
- **A Corporate Lament in Time of Anguish following a devastating natural disaster**
- 20%--Design a Sunday morning worship service. This service must be of your own design and not a service put together by your senior pastor or worship team apart from your input! This may or may not be a service that reflects the order of worship in a church you are currently serving. Clearly indicate which portions of your service are intended to function as the Entrance, Proclamation, Response, Thanksgiving, and Sending Forth portions of the service. Write out all prayers and liturgies; provide UMH page numbers or links to hymns, songs, or videos. Provide scripture references and a brief summary of your sermon (100 words or less). Attach a two to four page commentary on your service in which you explain why you chose each element of the service (songs, videos, etc.), why you ordered the service in the way that you did, and what you hope to accomplish in the lives of the worshipers through this worship experience. Be sure to refer to supporting documentation from our assigned readings with regard to your thought process in designing the service. Document all sources, including sources from which you have used prayers, liturgies, songs, and hymns and indicate clearly where these are of your own authorship. In grading, primary attention will be given to service unity and your explanation of why you chose each element of the service and ordered it as you did.

## **April 13: “The Sacraments, Weddings, Funerals, & Other Services”**

### **Reading Assignments:**

Felton “This Holy Mystery” pg. 7-63 (*inside column required; outside column recommended*)  
 Felton “By Water and the Spirit” pg. 1-48 (*inside column required; outside column recommended*)  
 Book of Worship—Overview of pgs. 33-171  
 The United Methodist Hymnal pg. 32 and overview of pgs. 613-656

### **Writing Assignments: *Please submit through Moodle.***

- 30%--Do a “Local Church Study.” Interview members of your congregation (a minimum of 4) regarding their experience of worship in your church and their understanding of the meaning and significance of worship and the sacraments. Then write a 6-9 page paper on the practice and understanding of worship and the sacraments within your church along with your own assessment of any further training that may be needed in order to guide your congregation into a fuller understanding of worship and the sacraments. You must use supportive material from both your interviews and your readings. *Document all sources, including interviews and historical documents.* In order to receive a grade higher than a “C” you must support your findings and reflections with material from our assigned readings. The following questions are not intended to be used as a survey, but are intended to serve as guidelines for your conversations with your parishioners and your own reflection around worship and sacramental practices and understandings in your congregation. Your paper should be written in paragraph form and cover information from each of the five categories listed below. The questions within each category are only meant to serve as a guideline for your conversations and the type of information I am looking for, not as a way to structure your paper. If you serve multiple churches or churches with multiple services, feel free to focus on one church or service for this assignment. Please note that this assignment is to focus on the WORSHIP SERVICE ALONE and is not concerned with other ministries of the church.

### **BACKGROUND INFORMATION (1 pg)**

- When was your church founded? What were the circumstances surrounding the founding of your church? Given what you have learned about the history of worship, how might those beginnings have impacted worship practices?

#### **UNDERSTANDING & PRACTICE OF CHRISTIAN WORSHIP (2-3 pgs)**

- According to your parishioners, what is Christian worship? Why do they worship? What do they see as being the purpose of worship?
- What is the current worship pattern of your congregation? Which portions of worship receive the most attention? The least attention? What components of worship do your parishioners find to be especially meaningful and why? What rhythms of worship (church year, special celebrations) are most meaningful to them?
- How has the practice of worship in your church changed over the past 50 years? The past 5-10 years? What brought about these changes? How did the congregation respond?
- What changes in worship might help to improve the worship experience of your parishioners? What do your parishioners see as their greatest need in worship at this time? What do you see as their greatest need?
- Are there any worship components that are missing or neglected and how might the neglect of these components be affecting the spiritual growth of the congregation?
- How do your parishioners' understandings of worship compare with what we have learned about Christian worship from Hickman and Stookey?

#### **UNDERSTANDING AND PRACTICE OF BAPTISM (1-2 pgs)**

- How is baptism practiced in your church? How are people prepared for baptism? In what ways does your congregation participate in the baptismal service and support those who are baptized?
- How do your congregants understand the meaning and significance of the sacrament of Baptism? What does their baptism mean to them? How do they understand the baptism of children? Of adults?
- How does your church's practice and understanding of baptism line up with what you learned about Baptismal practices in *By Water and the Spirit*?

#### **UNDERSTANDING AND PRACTICE OF HOLY COMMUNION (1-2 pgs)**

- How is Holy Communion practiced in your church? How has Holy Communion been celebrated and observed throughout the history of your congregation?
- How do your congregants understand the meaning and significance of the sacrament of Holy Communion? How important is it to them to receive Holy Communion frequently?
- Is your congregations' understanding and practice of Holy Communion consistent with United Methodist sacramental theology as expressed in *This Holy Mystery*?

#### **PERSONAL REFLECTIONS (1-2pgs)**

- Having talked with your parishioners, and having listened to the class lectures and read and studied all the reading assignments for this class, do you see any gaps in their understanding of what worship is and why we worship and celebrate the Sacraments? What help do your parishioners need in order to better understand the theology and purpose of worship and the Sacraments?

# GUIDELINES FOR DOCUMENTATION

## WHAT NEEDS DOCUMENTED:

**Any writing that makes use of information from sources outside of your own head.** This includes direct quotations, summaries, paraphrases, and any facts or ideas that are not common knowledge or that you learned out of a book, article, documentary, lecture, etc. For example, if you are looking at the page of a book and using information from that page, document that page # at the end of your paragraph.

## WHAT IS PLAGAIRISM?

Plagiarism is the practice of taking someone else's work or ideas and passing them off as your own. Turning in a paper someone else wrote and claiming to have written it yourself is plagiarism. Using direct quotations of any length without placing them in quotation marks and attributing them to their author is Plagiarism. Incorporating ideas and facts you learned from a written or auditory source into your own writing without citing the source from which you learned those ideas/facts is plagiarism *even if you are putting them into your own words and not using any direct quotes from that source.*

## OPTIONS FOR DOCUMENTATION:

There are several different options for proper documentation. More detailed instructions for different methods of documentation can be found in the following sources:

- *A Writers Reference* by Diane Hacker
- *The Elements of Style* by William Strunk Jr. and E.B. White
- *A Manuel for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian

While there are other acceptable options available, I encourage the use of one of the two documentation styles explained and illustrated in the pages below. I have illustrated the way in which each style is used using a paragraph from a paper I wrote in seminary entitled "A Theology of Ordination" which includes the use of direct quotations, paraphrases, and ideas/facts from several sources outside of my own head. This particular paragraph is an introductory paragraph laying a foundation for the theology of ordination based on sources I read that will serve as the basis for my own thoughts and ideas about ordination that follow and is therefore heavy on quotes and citations. Paragraphs that involve more personal reflection (ideas and opinions that originate in your own head) would not require citations after nearly every sentence as in this example.

## USING DIRECT QUOTATIONS:

While you should use your own words as much as possible, carefully chosen direct quotations can be valuable. Regardless of your documentation style, direct quotations need to appear inside quotation marks. The one exception involves long quotations that use four or more lines of text which should be written as "block quotations." Block Quotations are indented and single spaced, are NOT contained within quotation marks, and should be used sparingly. For example:

As James F. White writes:

Much of the study of Christian worship revolves around studying the various service books that some churches use. Because the needs are so similar, certain types of service books recur in many different liturgical families and traditions. It is tempting, but dangerous, to identify worship with books. Books are indeed used for much, if not most, worship, and they are certainly the easiest evidence of worship to study and analyze (White 39).

## **DOCUMENTATION STYLE 1: Modern Language Association in-text citations**

In-Text Citations occur within the text. These citations require that you provide an alphabetical list of “works cited” *at the end of your document* that can be cross-referenced with your in-text citations. Within the text, you document your sources by putting the author’s last name and page number in parenthesis prior to the punctuation at the end of the sentence. For instance, **(Hickman, 10)**. On a separate page at the end of the document, you would site Hickman’s work with its full citation in your list of “Works Cited”: **Hickman, Hoyt T. Worshiping with United Methodists. Nashville: Abingdon Press, 2007.** If more than one book by the same author is used in the paper, include a brief indication of which work is being cited in the in-text citation. For example: **(Hickman, *Worship*, 10)**. Where no author is given, an abbreviated title is used, for example: **(*Hymnal*, 23)**. This method of documentation is likely easiest for those of you who are unfamiliar with documentation or unfamiliar with how to format footnotes and endnotes in your word processing software. An example follows:

The United Methodist Church maintains that all those baptized are commissioned for the primary ministry of the church: ministries of service to the world involving love, justice, and service in local congregations as well as the wider community (*Discipline* 191). In their baptism, all Christians are called to and commit themselves to this ministry in the name of Jesus Christ. In the Baptismal Covenant those being baptized affirm their commitment to “remain faithful members of Christ’s holy church and serve and Christ’s representatives in the world.” (*Hymnal* 34). As members of Christ’s Holy Church, the totality of the baptized share in Christ’s royal priesthood and are called to live their lives according to the example of Christ, proclaiming the good news of salvation to the world (*Hymnal* 35, 37). The responsibility of ministry rests on all of the baptized as “all are called forth by God to be priests and prophets.” As Willimon has said, “...the question for each Christian is not, ‘Am I called to ministry?’ but rather, ‘To which ministry am I called?’” (Willimon, 49). It is out of this general ministry of the church that God calls some to be apostles, prophets, teachers, miracle workers, healers, helpers, administrators and charismatics (1 Corinthians 12:28). The Discipline attests to this, pointing out the fact that “the early church, through the laying on of hands, set apart persons with responsibility to preach, to teach, to administer the sacraments, to nurture, to heal, to gather the community in worship, and to send them forth in witness [and]...to care for the physical needs of others” (Discipline 182). These specific ministries to which individuals are called are only possible within the all-encompassing call of the baptized to faithful Christian discipleship.

### **WORKS CITED**

*The Book of Discipline of The United Methodist Church*. The United Methodist Publishing House: Nashville, 2000.

*The United Methodist Hymnal*. The United Methodist Publishing House: Nashville, 1989.

Willimon, William H. *Pastor: The Theology and Practice of Ordained Ministry*. Abingdon Press: Nashville, 2002

**THESE ARE THE ONLY DOCUMENTATION STYLES I ACCEPT. FAILURE TO USE ONE OF THESE TWO DOCUMENTATION STYLES WILL RESULT IN “C” GRADE OR LOWER REGARDLESS OF THE QUALITY OF YOUR PAPER.**

## **DOCUMENTATION STYLE 2: Footnotes or Endnotes**

Footnotes appear at the bottom of the page on which the notation occurs. Endnotes appear in a list at the end of a document. Your word processing software will most likely format your footnotes or endnotes for you if you learn to use it correctly. When you reach the end of your sentence you will go to either “Insert Footnote/Endnote” or “References” and then “Insert Footnote” or “Insert Endnote” depending on which type of notes you want to use. The first time each source is cited, it is listed in the footnote or endnote in its full citation. Subsequent references to the same source are listed in an abbreviated manner. “Ibid.” is an abbreviation for the Latin word “ibidum” which means “in the same place” and is used to refer to the same text that was listed directly above it in footnotes or endnotes. Sources used multiple times (but not subsequent to one another) are referred to in an abbreviated form, using author or abbreviated title and page number. For instance, the first time you reference Hickman’s book in your footnotes/endnotes you would use the full reference: **Hickman, Hoyt T. *Worshipping with United Methodists*. Nashville: Abingdon Press, 200, pg. 10.** If your next footnote also refers to White’s text you would write: **Ibid. Pg. 14.** Let’s say your third footnote refers to Stookey’s book, but then your fourth reference returns to Hickman’s book. Your fourth reference would read: **Hickman. Pg. 23.** If more than one text authored by Hickman is used in your paper, then references to White’s books would include an abbreviation of the title: **Hickman. *Worship*. Pg. 23.** An example follows:

The United Methodist Church maintains that all those baptized are commissioned for the primary ministry of the church: ministries of service to the world involving love, justice, and service in local congregations as well as the wider community.<sup>1</sup> In their baptism, all Christians are called to and commit themselves to this ministry in the name of Jesus Christ. In the Baptismal Covenant those being baptized affirm their commitment to “remain faithful members of Christ’s holy church and serve as Christ’s representatives in the world.”<sup>2</sup> As members of Christ’s Holy Church, the totality of the baptized share in Christ’s royal priesthood and are called to live their lives according to the example of Christ, proclaiming the good news of salvation to the world.<sup>3</sup> The responsibility of ministry rests on all of the baptized as “all are called forth by God to be priests and prophets.”<sup>4</sup> As Willimon has said, “...the question for each Christian is not, ‘Am I called to ministry?’ but rather, ‘To which ministry am I called?’”<sup>5</sup> It is out of this general ministry of the church that God calls some to be apostles, prophets, teachers, miracle workers, healers, helpers, administrators and charismatics.<sup>6</sup> The Discipline attests to this, pointing out the fact that “the early church, through the laying on of hands, set apart persons with responsibility to preach, to teach, to administer the sacraments, to nurture, to heal, to gather the community in worship, and to send them forth in witness [and]...to care for the physical needs of others.”<sup>7</sup> These specific ministries to which individuals are called are only possible within the all-encompassing call of the baptized to faithful Christian discipleship.

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<sup>1</sup> *The Book of Discipline of the United Methodist Church*. The United Methodist Publishing House: Nashville, 2000. Pg. 191

<sup>2</sup> *The United Methodist Hymnal*. The United Methodist Publishing House: Nashville, 1989. Pg. 34

<sup>3</sup> Ibid. 35, 37

<sup>4</sup> Willimon, William H. *Pastor: The Theology and Practice of Ordained Ministry*. Abingdon Press: Nashville, 2002. Pg. 49

<sup>5</sup> Ibid. Pg. 44

<sup>6</sup> 1 Corinthians 12:28

<sup>7</sup> *Discipline*. Pg. 182