

CHURCH ADMINISTRATION

Effective Leadership For Ministry

- ▶ presented by Bishop S. T. Goodlow
- ▶ Objectives
- ▶ To define Church Administration
- ▶ To understand church administration for equipping ministries
- ▶ Discuss Biblical Models
- ▶ To give resources and Techniques for more effective Leadership
- ▶ What is Church Administration
- ▶ *Church administration is the leadership which equips the church to be the church and to do the work of the church.*
- ▶ *It is the guidance provided by church leaders as they lead the church to use its spiritual, human, physical, and financial resources to move the church toward reaching its objectives and fulfilling its avowed purpose.*

Tidwell, C. (1985). Church Administration: Effective Leadership for Ministry (27). Nashville, TN: B&H Publishing Group.

- ▶ The purpose of Church Administration
- **Ministry of Administration is to**
 - **Perfecting the saints**
 - **Equipping the saints for ministry**
 - **Edifying the church**

Ephesians 4:11-12

11 And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers;

12 For the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ:

- ▶ **To benefit the entire church**
 - According to 1 Cor 12:4-7

4 Now there are diversities of gifts, but the same Spirit.

5 And there are differences of administrations, but the same Lord.

6 And there are diversities of operations, but it is the same God which worketh all in all.

7 But the manifestation of the Spirit is given to every man **to profit withal.**

▶ **Biblical Models of Church Administration**

▶ **The Jethro-Moses Model**

- It is recorded in Exodus 18:13–27.
- Jethro prescribed an Equipping Ministry
 1. Pray for Them
 2. Teach them the guidelines
 3. Show them the way
 4. Show them the work
 5. Organize the people into manageable groups
 6. Choose qualified men to lead each group
 7. Give the chosen leaders continuing authority
 8. Have leaders decide routine matters
 9. Bring great matters to the chief leader

▶ **Jesus' Model of Equipping the Apostles**

- Jesus in His earthly ministry presented an instructive model of the equipping ministry. While no single passage of Scripture offers a comprehensive concept comparable to the Jethro-Moses model, a study of the total approach of Jesus in relation to His apostles shows Him clearly in the role of preparing them to minister. He furnished them the essentials for performing ministry. He equipped them to do “greater things than he was doing” (John 14:12)

▶ **Good Church Administration is Organized**

▶ **CHURCH ADMINISTRATION**

▶ **Session two**

▶ **What is church organization?**

▶ **Church organization is simply the arrangement of persons to get a job done.**

▶ **Good organization creates Functional areas. These areas lead a church to:**

▶ **Clarify its purpose**

▶ **Determine its objectives**

- ▶ Develop ministry plans
- ▶ Design organization
- ▶ Administer human resources
- ▶ Administer physical resources
- ▶ Administer financial resources
- ▶ Provide controls
- ▶ Pastor's Role
- ▶ The church must begin to define the pastor's role as that of leader rather than manager or caregiver. The congregation and lay leaders must come to the realization and acceptance of the fact that the pastor simply cannot do it all. Members of the congregation who prefer a smaller or middle-sized church need to release the small and medium-sized church mentalities that expect the pastor to be personally involved in everyone's lives or to administer every detail of the church's organizational structure.
- ▶ The Pastor as Visionary
- ▶ In the centralized church the pastor takes on the role of a visionary. People in the largest churches expect the pastor to cast a vision for the future of the church. If the senior pastor doesn't point the way to the future, people will wonder what's wrong. Thus the pastor must be a strategic thinker or at least build a team around him that can assist in the development of strategy.
- ▶ Team of Specialists
- ▶ The staff team must change from being a group of practitioners, who are good at doing the ministry, to a team of specialists, who are excellent at designing ministries, which they lead.
- ▶ No longer are staff needed who are able only to do the ministry themselves.
- ▶ Staff must be able to build a larger program or ministry around their particular specialty.
- ▶ Leadership Development
- ▶ The church must focus on leadership development.
- ▶ The church will not grow unless additional leaders are developed.
- ▶ If the church continues to grow, but leaders are not developed, eventually leaders will burn out.
- ▶ As leaders burn out, programs will collapse and the church will decline.
- ▶ New Ministry Development

- ▶ For a church to grow, it must develop new ministries, programs, groups, and classes. One way of doing this is for the church to identify new niches to reach people for Christ. As newcomers start attending the church, they bring with them new needs, interests, and desires. A church will grow as it identifies the new needs and builds ministries to meet them.
- ▶ Decision-Making Authority of Staff
- ▶ As a church grows larger, it becomes increasingly difficult for the board to make decisions about church ministry, so decision-making authority is vested in the staff.
- ▶ Lead staff members will have great authority in deciding how to conduct the ministry under their care and will set the direction for its future, apart from oversight by a committee or board. Staff members report directly to the pastor who is over their area, with everyone essentially under the oversight of the senior pastor and the executive team.
- ▶ Pastor Directed and Board Protected
- ▶ Every church needs a single voice before the congregation. Since the senior pastor has the primary platform before the entire congregation, this role naturally falls to him or her. The board of trustees trusts the senior pastor to set direction, allows him to do so, and protects him from those in the church who may be overly critical of the direction he sets.
- ▶ Management Divisions
- ▶ The management structure of the church is focused in divisions.
- ▶ Each area of ministry develops around a leader who specializes in that particular field of ministry.
- ▶ Each leader builds a ministry that specializes in his or her chosen field of interest. A multiple-level staff is developed within each division and they work mostly within their division.
- ▶ Ministry Divisions

Outreach & Assimilation

- ▶ Small Groups
- ▶ New Members Class
- ▶ Visitor Follow-up
- ▶ Lay Mobilization
- ▶ Visitor Tracking
- ▶ Baptisms
- ▶ Greeters

- ▶ ushers
- ▶ CHURCH ADMINISTRATION
- ▶ Session three
- ▶ Two functional areas of the church
- ▶ **Fiduciary Ministry**
 - Officers and directors of churches—most commonly understood to be church board members or members of church finance committees with decision-making power—must bring intentional care and oversight to the financial affairs of their churches.
 - **Ecclesiastical Ministry**
 - Of or relating to a church, such as ministering to the spiritual needs of the church
 - Give an example of each ministry.
- ▶ Use the Constitution and Bylaws of the Church Of The Living God to answer .
- ▶ Create an Organizational Chart for your Temple
- ▶ Technology in the Church
- ▶ The New Norm in Church Administration
- ▶ Staying connected with the membership
- ▶ How to maintain the offering level
- ▶ Virtual worship
- ▶ Resource Material
- ▶ **Taking Your Church to the Next Level: What Got You Here Won't Get You There** by Gary McIntosh
- ▶ **Church Administration: Effective Leadership for Ministry** by Charles A. Tidwell
- ▶ **Team Leadership in Christian Ministry** by Kenneth Gangel
- ▶ Church O The Living God, Constitution & Bylaws
- ▶ The Bible