

# Administrating

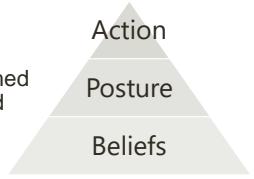
Belief, Posture & Action

## Objective

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Understand the role of administration as partnering with God in stewarding matters of the church.

Provide a framework for administration that is formed up by beliefs, posture and action.



## Definition

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Administration - the process or activity of running a business, organization, etc.

"Let all things be done decently and in order." 1 Corinthians 14:40

## Beliefs that form up the foundation of administration.

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- We believe stewardship is a Godly attribute.
- We care for the wellbeing of others. **Phil 2:4**
- Effectiveness and efficiency matters.
- We respect God's ordained secular leadership.
- We have the faith to believe it is God's work.
- We uphold the core character Issues of...
  - Honesty
  - Truth
  - Integrity

## Posture how we approach administration

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- Effective administrative practices.
  - Be proactive
  - Begin with the end in mind
  - Put first things first
  - Think "win-win"
  - Seek first to understand, then to be understood
  - Synergize
  - Sharpen the saw

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From "7 Habits of Highly Effective People" by Stephen Covey

- Necessary Biblical Directives
  - Seek a multitude of counselors.
  - Employ the spiritual gifts of others.
  - Delegate responsibility in the body.
  - Use the gift of a sound mind.

## Functions of Administration

- Documentation
  - Tracking events and people
- 1. Information management
  - 1. Filing and cataloging documents for retrieval
- 2. Project development
  - 1. Managing elements of an initiative or project
- 3. Project management
  - 1. Coordinating details of a church or ministry function
- 4. Decision making
  - 1. Prioritizing time and resources
  - 2. Reviewing alternatives
  - 3. Making decision
    - 1. Not making a decision is a decision

## Actions to take in administration

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- Prioritize (Moses and Jethro)
- Delegate (Moses and Jethro)
- Set boundaries
- Recognize Conflicts of interest
- Recognize Conflicts of expectations
  - Personal versus church
  - Husband and wife
- Identify conflict between people, families
- Seek to find balance of personal, family and church needs
- Don't take on responsibility to make decision for others

## Resources

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- Secretary or assistant
- Lists
- System of prioritization
- Accountability advisor
- Plagiarize freely (ask others for useful tools)
- Microsoft or similar tools

## Follow Up Discussion

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- Ministry team administration
  - Strengths
  - Needs or weaknesses
- Personal administration
  - Strengths
  - Needs or weaknesses
- A look at local administration
  - Managing schedules and calendars
  - System of delegation
  - Assuring follow up occurs with church situations