

BICM404 PRINCIPLES OF CHURCH ADMINISTRATION

Introduction

Church administration is the process, carried out under the leadership of the Holy Spirit, whereby the human, physical, financial, and time resources are combined and coordinated in the most efficient manner possible and directed to the task of undergirding and carrying out the mission of Christ for His church.

Concepts of leadership applied to the organization of the local church, with special emphasis given to the work and relationships of the pastor and church staff, and to the administrative structure and functions of the church.

Course Objectives

As a result of having taken this course, the student will demonstrate his ability to...

- Understand and apply biblical and contemporary principles related to leadership and administration;
- Understand the organizational structure of a typical church, including responsibilities and relationships of the pastor, staff, officers, deacons, committees, and organizational leadership;
- Understand and apply principles of effective management related to the human, physical, and financial resources of the church;

Students will also develop a working model for church administration and an administrative framework for its implementation.

A Process. -- Let's take a closer look at this definition. In the first place, administration is a "process," not an activity to be scheduled on the calendar. It does not really have an end or termination point. The process will continue until Christ calls for His church. Further, administration is a "*shared*" process. There is no sole administrator in a Baptist church -- not even the staff minister who carries the term as part of his title. The pastor is *an* administrator, even the *chief* administrator, but certainly not the *only* administrator. Many share in this process with him, whether they be fellow staff workers or laymen. Most will have special tasks. Some will direct their efforts to caring for and channeling the financial resources which God has entrusted to the church. Others will be concerned with the enlisting and equipping of personnel -- human resources -- to lead out in the various ministries of the church.

Under the Leadership of the Holy Spirit. -- The process of administration must be carried out under the leadership of the Holy Spirit.

The Primary Task -- The primary task of church administration is the task of the church itself. Just before He ascended into heaven, Christ gave the church an assignment to be carried out until He returns. This assignment was related to us by each of the four Gospel writers.

The Resources -- Each church has been entrusted by Christ with certain resources to be utilized in fulfilling the task described above. These resources may be categorized as human, physical, financial, and time. These resources are simply means to an end. They are the process, not the product.

Learn more by purchasing the entire course that covers the following topics:

- Lesson 1 – Introduction
- Lesson 2 - The Nature and Mission of a Church
- Lesson 3 - Leadership Styles
- Lesson 4 - Leadership Skills
- Lesson 5 – Planning
- Lesson 6 - Church Program Organizations
- Lesson 7 - Officers and Committees
- Lesson 8 - Personnel Administration
- Lesson 9 - Managing Physical Resources
- Lesson 10 - Planning and Budgeting
- Lesson 11 - Financial Procedures
- Lesson 12 - What Goes on Down at the Church
- Lesson 13 - The Minister's Personal Life