

ADMINISTRATION

(Shiloh Bible College – Mandalay – Myanmar - September - 2003 – EKB)

One of the responsibilities of pastors is **administration**. This is ensuring that the **life of the church family runs smoothly and effectively** on the lines of the vision that God has given, *Hab 2:1-3*. There are various aspects of administration, such as **planning, organising, controlling and leading**.

Planning

When David was planning the building of the Temple, which his son Solomon built, **he was given the plans by the leading of the Holy Spirit**, *1Chr 28:10-12,19*.

God has prepared His plans for each of our lives and the ministry He has given to us, *Jer 29:11, NIV*. When the time comes to prepare plans for the ongoing progress of the church, turn to God and seek Him. He will show you how to plan and prepare.

Planning is important. Seek God for His plans. Do not just go along from day to day and let things happen. Seek God for His plans for the rest of the year and for next year. What does God want you to do? No one knows the way he should go, *Jer 10:23*. A man's ways come from the Lord and no man knows the way he is to go, *Pro 20:24*. Seek God for His plans, *Is 55:8,9*.

Plan and think through the details of how each event in the church is to occur, so that it runs smoothly. Paul took his planning seriously and worked out the details beforehand, *2Cor 1:15-17, NIV*. "...I planned to visit you first... I planned to visit you on my way... when I planned this... or do I make my plans in a worldly manner?"

Delegate planning responsibilities of details to others who are faithful and capable.

Organising

Once the plans are established **of what is going to be done**, the organisation **of how it will be accomplished**, is important. This involves the people who are to fulfil various responsibilities, transport, car parking, seating, lighting, funding, security, safety, sound, videos, counselling, follow up, discipling, heating, lock up after the event, care of little children, advertising, ushers, taking the offering, worship leading, speakers and so on.

Making a list of things to be organised is important. Tick them off as you have done them.

Delegate the organising of the many details to faithful, able people as much as possible.

Controlling

Any particular event, or aspect of church life, needs to be under the control of someone who is responsible. **The pastor has overall control** of the life of the church, but the many departments of the church need to have someone in charge to ensure that things run properly and smoothly.

For example, someone needs to be responsible to control the flow of traffic in and out of the car park. Probably that person will have a team of helpers.

Control is not to be dominating or harsh. It is for the well being of the church. Control is not to be for the benefit of those in authority. It is necessary to protect the church, bring harmony and avoid uncertainty. Sheep need a shepherd. In all aspects of leadership like controlling, the purpose is to serve and bring blessing to the people of God.

If someone resists the direction of the person in control, do not try and force them. Listen to what they are saying. They may have a better way of doing something. You may need to change.

Keep a meek and quiet spirit within you. Do not react in insecurity, anger or fear. Be at peace in God. Rest in Him. Let God lead you as you lead others, *Mat 5:5, Mat 11:29*.

Maintain a joyful, positive attitude at all times. Avoid confrontation where possible. Do not allow a head on clash to occur. A merry heart does good like a medicine. Be relaxed, gentle, patient, joyful, encouraging and light hearted. Be flexible and willing to change and follow another way.

Control is important to make sure that the best result is achieved for the maximum number of people.

Delegate the responsibility of control over the various departments of the church to faithful, wise, caring overseers.

Leading

The pastor is the leader of the church leadership team. Each church needs a leadership team of mature, godly, wise, able, Spirit led people, who are **free from selfish ambition and seeking only to obey the Lord and serve one another in love.**

All the leadership team needs to be seeking God for a clear understanding of His way day by day.

The leaders give the church a clear lead to follow in the purposes and plans of God. They need to be bold, confident, encouraging and purposeful. The believers will follow leaders who know where they are going in God, and who are giving a clear lead.

Leaders are to lead from the front but their motive is to seek the highest good of each person following them.

Jesus gives us some clear instruction on this in *Mat 20:24-28, Jn 13:4-17, Phil 2:5-8*. The basic instruction of the Lord Jesus and His Word is that leaders are to care for and provide for those that they lead, *Jn 10:3,4,11,14,27,28*.

It is important that leaders have a secure identity of who they are in Christ and be free from fear and insecurity. Identity, significance, self worth and security are necessary before a person takes the responsibility of being a leader of others. Refer to Pastors' Notes for details of these issues. These are available on A4 paper, CD, or on the Web. www.pastornotes.com

Postal address: P.O. Box 18-137, Glen Innes, Auckland, New Zealand. Please ask if you need these.

Office Administration

Mail and emails – Answer letters as soon as they come in and do not let them accumulate. Be quick to write thank you letters to those who have given you hospitality and to those who have given you finance. People appreciate thankfulness and recognition of their help, *Eph 5:20, 1Thes 5:18*.

If you do not answer mail quickly, you can easily forget about it. This will cause unnecessary offence.

Use a file for inward mail and write “answered” on each letter after you reply.

Any letters that you send which are very important, make sure you keep a photocopy.

Sometimes you get a lot of advertising mail. If it is not in line with your ministry and interests, do not waste time on it. Try and limit the number of monthly newsletters and periodicals that you receive. You can't read everything and your time is precious.

Money – As a pastor, appoint faithful men or women to look after the collection, counting, banking and recording of all money received and spent. Always have at least two counting the money and signing the receipt and cheque books. Avoid handling the money yourself, so that you cannot be accused of taking finance. This is very important.

Allow the leadership team to decide what financial support the church will give you as you labour full time or part time.

Tithe the income of the church to missions.

Watch over the spending of the church income so that money is not wasted.

Pray and believe God for the supply of all financial needs. You are serving the Lord and He will supply your every need, *1Cor 9:7-14, Phil 4:19, Mal 3:10, Lk 6:38, Mat 6:33, 3Jn2*.

God's work, done God's way, will not lack God's provision. (as you believe His promises).

Filing – Obtain a filing cabinet and file our sermon notes, resource material, unpaid accounts, receipts, mail, periodicals, newsletters so that they can be readily found. This saves a lot of time searching for mislaid documents.

Time management Keep a list of all the things you need to do. Sort them into three columns of “Now”, “Soon”, “Later”. Focus on the “now” items and attend to the most urgent first. Do not put off the more unpleasant until later.