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LEADERSHIP, ADMINISTRATION & MANAGEMENT



GOAL SETTING

specific, measurable and feasible strategies are planned and executed in order to fulfill one's vision.

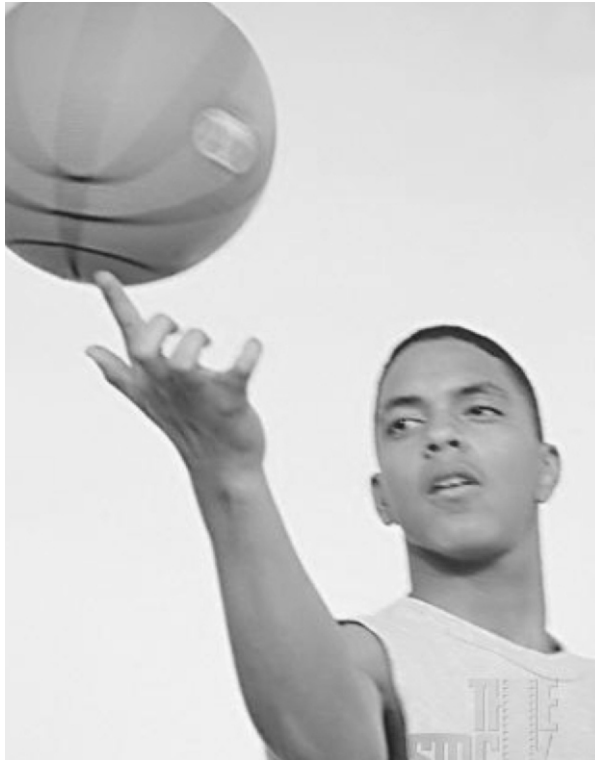
A. THE IMPORTANCE OF GOAL-SETTING.

1. It increases enthusiasm.
2. It gives room for a result oriented programme.
3. It allows you to measure your progress and achievement.
4. It gives you a direction to follow.
5. It allows you to accept responsibility.
6. It gives room for review and improvement.
7. It permits you to accomplish your vision.
8. It generates respect and discipline.

B. SET A GOAL.

1. Identify your vision (i.e. What God wants you to accomplish).
2. Plan specific strategies/steps in realizing it.
3. Prayerfully follow the steps.
4. Be strict and disciplined in executing the plans.
5. Be positive and optimistic about its realization.

Memory Verse: I Cor.9:26. I therefore so run not as uncertainly so fight I not as one that beateth the air.



6.5

It is a reality that man did not come into existence by accident. God allows the existence of each individual for a purpose. For example, Jesus was made manifest to destroy the works of the devil (1 John 3:8). John the Baptist was a fore-runner (John 1:15,23,34), Moses was created to lead the Israelites out of Egypt's slavery - Ex.3:1-12). Even Pharaoh was raised for evil so that man would fear God - (Ex.9:12-16). Shedrach, Meshach and Abednego were raised to demonstrate the power of God - (Daniel 3:28). Jeremiah was created to be a prophet unto the nations - Jeremiah 1:4-5.

To live a purposeful life one must be able to have a goal, a direction and a vision. Goal-setting therefore is a process whereby a set of



1. Concept for Leadership
2. Need for Leadership
3. Qualities of a successful Leader.

Concept for Leadership. Gen. 1:28 .

It is God's idea right from the Garden of Eden. God created man in his image and gave him dominion over his creation. You are created to lead. So understand whom you are and know what you are to do.

Need for Leadership. Gen. 2:5

The absence of man made God not to release his blessing upon the earth. Lack of a proper leadership will affect the way things will function in any society or organization.

Every lead should have the ability to influence.

A leader is one who has the ability to get people do what they do not want to do and like it - Truman

A Christian leader does two things:

He knows who he is.

He knows where he's going – he has clear-cut objective

He is able to persuade others to go along with him

A leader knows the way, goes the way and shows the way to people.

Are you a Leader?

Children ministers

Parents

Training instructors, etc

Some Qualities of a Good Leader

1. Set his heart to fulfill the task assigned to him. He's determined. Acts 20:24; John 4:34; 2 Tim 4:7.
A good finisher.
2. Motivates others through his commitment. Jos. 24:15c-16; Neh. 2:9-18; 1 Tim. 4:12; Tit. 2:7
3. A leader must be courageous. Ex. 14:13-14; Dan. 5:22-23; Matt 14:4
4. A good leader sees himself as a servant, and so is humble. 2 Sam. 16:7-12; Heb. 3:8; Phil. 2:7-8; Mk.10:16
5. Ability to handle crisis situation wisely. Ex. 32:19-20; Acts 5:33-39; Matt. 13:27-30; 1 Cor. 9:19-23
6. He must be an intercessor. Ex.32:31-32; Num.14:11-12, 15-20; Ezek. 22:30; Gal. 4:19
7. A leader should keep his followers in the picture (visitation, caring, prayers, etc). 1 Thess. 5:14; Prov. 27:23. He should listen to his followers and be able to communicate to them
8. He should be able to delegate authority, and expect result at a specified time (Ex.18:17-23)

You are not too young to be a leader. You can influence you world.

Bible Verse

Let no man despise thy youth, but be thou an example of believers, in Word, in conversation, in charity, in spirit, in faith, in purity. 1 Tim. 4:12



THE Teacher



The important role of the teacher in child evangelism cannot be over emphasised. The teacher is the vessel that God uses to help the child to know Christ. He therefore has to meet certain requirements of God in order to fulfill the purpose of God effectively in the life of the child.

THE TEACHER: Who he should be:

- * Must be born again; The teacher who does not have Christ cannot help the child to know Christ (John 3:3-5).
- * Must have the vision: The teacher must believe that children can be saved and live godly lives. Should have a burden for lost souls.
- * Should be convinced of his calling.
- * The teacher should be a dedicated worker. "A vessel unto honour" (consecrated) 2 Tim.2:19-21.
- * A lover of children. The child should not have cause to doubt the teacher's love.
- * A man or woman of integrity, and not one with a questionable character.
- * Should be knowledgeable in the Word of God and able to rightly handle the Word of God (2 Tim.2:15). He should believe all Bible Doctrines.
- * Should be gentle and patient and not easily provoked to anger
- * He should be neat and modestly dressed.
- * Should be interdenominationaly minded.
- * A man of prayer.

HIS CALLING AND GOAL

His Calling

The teacher's calling is embedded in the Great Commission of our Lord Jesus Christ to go into all the world and preach the Gospel to all nations (Matt.28:19-20).

The teacher is primarily called to teach the child the Word of God. This involves bringing the Word of God down to the child's level of understanding. The child is to be established in the Word of God for proper growth (Prov.22:6). The teacher is an instrument of God's plan in the life of the child.

His Goal

- * To help the unsaved child to know Christ. The child needs to know Christ personally as his Saviour.
- * To establish the child in the faith.
- * To encourage the child to grow in the Lord (2 Pet.3:18).

- * To make a disciple of the child. The child needs to discover his place of service.
- * To see the child grow into an effective Christian leader.
- * To help the child to grow in the Lord and lead others to Christ (Joel 1:3; 2 Tim.2:2).

THINGS TO KNOW FOR EFFECTIVE TEACHING

- * Trust the Holy Spirit to impact the message to the child (John 15:5).
- * Be sure of your Bible facts. The child should not be left in any doubt or in confusion about any teaching.
- * Simple language should be used to communicate effectively, to the child.
- * The child understands faster what he sees. Use Visual Aids.
- * The child comprehends more by repetition.
- * Appropriate illustrations help the child's understanding.
- * Involve the child by asking him questions.

HIS SOURCE OF POWER AND VICTORY

The teacher is faced with many challenges in the course of his service to God and in his daily Christian living. He is prone to temptation to sin, to trials and attacks from the devil. He needs power to overcome these challenges and live victoriously. Since the teacher's calling is of God, God cares and has made the necessary provisions to meet his need in all situations and circumstances.

To receive power and live victoriously, the teacher should:-

- * Depend on the Lord Jesus for strength (John 15:5). God, the Holy Spirit is the source of power (Acts 1:8; Zech.4:6; Rom.9:16; Ecc.9:11) 1:8.
- * Trust God for victory (1 Cor.15:57).
- * Exercise his faith (1 John 5:4).
- * Realise his position in Christ (Eph.2:6).
- * Know appropriate promises of God in the Bible for various situations and circumstances. Believe the promises and appropriate them e.g., Phil.4:13; Rom.8:37; Isaiah 40:31; 1 John 4:4.
- * Be prayerful (Luke 18:1). As an adage goes - a prayerless Christian is a powerless Christian.



CHURCH ADMINISTRATION

Definition

The word Administration derives from the Latin word “administrare” which literally means “to serve”.

Since this must be directed to some end, to serve who or what becomes the necessary natural question that follows.

This makes administrations not to just be activity, but purposeful activity.

An administrator is thus one who is vitally concerned with the achievement of a purpose.

An administrator's sole criterion for determining whether a project is a legitimate administrative activity is if it will further the desired purpose.

Administration is the task of discovering and clarifying the goals and purpose of the field it serves, and of moving in coherent, comprehensive manner toward their realization.

Implications of the definition

1. It spells the qualification of the Administrator:
 - i. He must share with his group a common understanding of its purpose.
 - ii. He must have a comprehensive understanding of his field to determine the means of operation
 - iii. Needs to be able to work with other persons whose contributions are as essential to his own
 2. Each field of administration is unique and
 3. Administrative method will vary in different situation within any one field.
- The basic foundation on which all church administration rests is a clear understanding of the Christian faith and of the mission of the church.

The sole objective of Church administration is to realize Church's purpose. This necessitates a theological dimension to Church administration.

What is Church Administration?

- Effective church administration is the task of thoroughly understanding the mission of the church and then helping God's people to achieve it.
 - Church Administration involve many interrelated tasks including discovering, communicating, clarifying and implementing the mission of Christ and His church in the world.
 - Church Administration at its best, is the lofty work of managing the mission of Christ in the world through His church.
- Administrative endeavours are now calling for more and more of every Pastor's time: up to 40%.

Why is Administration Needed?

Administration is needed to bring efficiency, order, and organization to the work of the church, so all resources – including human resources are used effectively for significant kingdom achievements.



The Administrative Process is Continual

- Administration stimulates activities, allocates resources, recruits personnel, and accomplishes mission; it is the way a congregation fulfils its reason for existence.
- Administration is the continual process of connecting the gifts of individual believers to help them develop into a spiritually healthy church that effectively wins people to Christ and discipless the people of God.

Myths Concerning Administration

- Activity is achievement.
- God requires faithfulness but not effectiveness.
- Institutions are more important than people.
- Numbers are not important.
- Administration is not Biblical.
- Administration can be ignored because one would rather preach or contact people.
- Administrative order is automatic if other phases of ministry are doing well.
- Students cannot learn administration until they start serving a church.
- Administration is something new that came into church life in the last 100 years.
- The cynicism caused by corporate dishonesty, government waste, and misused authority on many levels of society does not carry over into the church.

There are two basic approaches to Church Administration today.

1. Develop a complete programme for every area of the life of the church
2. Be aware of a set of administrative principles that can be adapted and applied to every kind of situation and problem.

The following are the advantages and disadvantages to the first method:

Advantages

1. It is born out of experience and tested to an extent
2. Resource materials are available. This is very desirable to Pastors or local committee with little or no experience.
3. Assurance is given on the anticipated result. This provides real motivation for action.
4. Such plans always provide much activity and sometimes proper results. In the case of failure, it can be placed outside the local committee.

The Drawbacks

1. It does not take into account the considerable differences among local situations and personnel. No two churches ever come to any project from exactly the same starting point.
2. It cannot take into account what happens to persons as they participate in the project.
3. Fixed programmes rob the local committee of initiative both in diagnosing its ills and evolving a prescription for the cure.
4. It will not be absolutely correct to assume that there is one answer for the problems of every church.

Church administration must be person oriented and not programme or project oriented. The person of the administrator is also important.

Purposeful Church Administration cannot be programme centered. Programme must be seen as means to certain ends. Programmes exist for persons not persons for programmes.

Areas (Spheres/Coverage) of Administration

1. **Men** - Members, Leaders, Workers
2. **Meetings:** - Worship and Business
3. **Materials:** - Structures, Vehicle, machines and equipment
4. **Money** - Receipts & Payments



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Administration is the continual process of connecting the gifts of individual believers to help them develop into a spiritually healthy church that effectively wins people to Christ and discipled the people of God.

BIBLICAL BASIS AND CASES AND PRINCIPLES OF CHURCH ADMINISTRATION

1 Corinthians 12:28; Romans 12:6-8

From the scriptures above, administration is found to be an endowment by the Holy Spirit. It is not just natural and physical, especially when it relates to church.

Church Administrator is one who organizes and projects plans and spiritual programmes in the church.

The fountain of Administration can be traced back to God from the prime recorded revelation of Him; it is found henceforth in all of creation.

At creation

- Genesis 1:1-2, the earth was without form: chaotic, unorganized, not administered.
- Gen. 1:3-26, God began to put order to the earth.

God delegated Man: Genesis 1:26.

It looks like it was man's administrative failure that brought about the fall (Genesis 3).

Perverted administration could exist (Genesis 11).

Principles of Church Administration

Distinct from Administration in the world, Administration in the Church are guided by the following principles:

1. The Source of Inspiration is God.

It is crucial to lean on God's leading cf. Proverbs 3:5-7

Example.

Moses: At several points in leading the children of Israel administered by leaning on God's leading. Cf. crossing the red sea.

However, on other instances, he leaned on some other sources than God cf. Numbers 20; Deuteronomy 1:22-23.

However, God can still use counsel from others in one's Administration (Exodus 18:13ff.).

2. Shared Responsibility not Sole Responsibility

Administration is spreading and sharing the works to be done among the people God has prepared and provided (Exodus 18:24ff; Luke 9:1-6, 10-17; Acts 6:1-7).

3. Servant Spirit

Administration should be done in humility (John 13:12-17; Luke. 22:24-30).

4. Not 'lording' it over the people (Matthew 26:47-50; 1 Peter 5:1-4).

5. No sense of infallibility (Acts 11:1-18; Galatians 2:11-14).



BUILDING RELATIONSHIP IN MINISTRY

Text: Eph. 4:1 - 16

Introduction: The relationship in the early church was very cordial at the beginning (Acts 2:41-47). This good relationship was evident in the way the brethren lived and shared their goods with one another. This resulted in the growth and expansion of the church, physical and spiritual blessings and favour before outsiders.

But as the number of disciples began to increase, problems began to emerge in the area of food distribution, which threatened their relationship (Acts 6:1ff).

Problem also arose in doctrinal issue (Acts 15:1ff). The church fathers did not ignore or pretend that these problems exist. Instead they took some positive steps to address the situation so that the good relationship could be sustained.

A. How can we maintain good relationship in our ministry?

1. Appreciating one another
2. Recognizing the potentials / gifts in each other
3. Having respect for one another – Obeying those in authority
4. Genuine love
5. Bearing one another's burden
6. Humility / brokenness
7. Be concerned about others welfare

B. Benefits

1. Enthusiasm among workers/members
2. Commitment of members e.g. David's men (2 Sam. 23:15 – 17)
3. Openness / honesty
4. Growth / Explosion
5. Anointing / strength (Psalm 133:1ff)

C. Things that affect relationship in ministry

1. Selfishness and Pride
2. Our relationship with God
3. Understanding of one another
4. Lack of tolerance
5. Malice / Unforgiveness
6. Unhealthy expectation

D. Consequences of bad relationship

1. Withdrawal of people from the ministry
2. Hypocrisy among members
3. Bitterness

Conclusion: Good relationship enhances fruitfulness and progress of the work. We must pursue things that promote good and cordial relationship among members of the ministry.