

*NECF Tamil Pastors Conference*

# **An Introduction to Administrative Leadership**

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# Neglect of Administrative Leadership

- Over-emphasis on Spiritual Leadership
- Under-emphasis on Administrative Leadership
- Consequently, Pastors on graduation from Bible Colleges, are ill-prepared for the administrative tasks that confront them when they begin their church ministry
- Both are vital for a Pastor & his church to be effective in ministry



# The Pastor as Administrator

- Both spiritual & administrative leadership falls on the Pastor's shoulders
- The spiritual ministry and the administrative work cannot be separated. They are interweaved into each other
- Administration in the Bible is a ministry support gift
- Administration is the skeletal structure that holds and relates all the ministries of the church together
- A Pastor skilled in both will go further & higher in his calling



# It will make a difference between...

**Burning for  
Christ &  
Being Burnt-out**

**Order &  
Disorder**

**Growth &  
Status Quo**

**Success &  
Failure**

# How to go about church administration?



**The Pastor as the Prime Mover**

**The appointment of an Administrator**



# Greek word for 'Administrator' is 'kuberneseis'



- It has a metaphorical meaning of a nautical term 'Navigator' or 'Helmsman'
- Administration is navigation or steermanship
- It is:
  - Keeping the ship afloat
  - Piloting it through both calm and turbulent seas
  - Coordinating the work of the crew
  - Calming the passengers
  - Making frequent adjustments amidst constantly changing environmental conditions.

**and all the while pressing on towards the destination**

# Exact Picture of Pastor as Administrator

- Keeping the church in active ministry
- Leading the church through both good and difficult times
- Coordinating the work of the leaders
- Keeping the church members in good spiritual standing
- Making quick & necessary changes in the midst of changing conditions both inside & outside the church



# What is Church Administration?



The word 'administration' in Latin is 'administratio'. It means 'to give service'



# What is Church Administration?

- Church administration is an organizational approach that translates the purposes of God into effective ministry
- It is the organization, coordination & application of resources that are available for the effective work of the church ministry
- It is the process of organizing people & resources efficiently so as to direct activities towards common goals

# Benefits of Church Administration



- Administration is the vehicle that takes the spiritual ministry to the end-user ie, church members, and brings forth the results/fruits
- Administration servers every other ministry in the church. It enables the whole church to flourish
- Administration helps to get things done efficiently
- Good administration facilitates the ministry of the church
- Good administration avoids
  - Waste of time
  - Waste of people's gifts
  - Waste of money
  - Waste of effort

# Administrative Functions



# Functions of an Administrator in a nutshell

- Establishes and communicates goals & objectives
- Organises, analyses & divides work into tasks
- Motivates & communicates
- Analyses, appraises & interprets performance
- Develops people including self



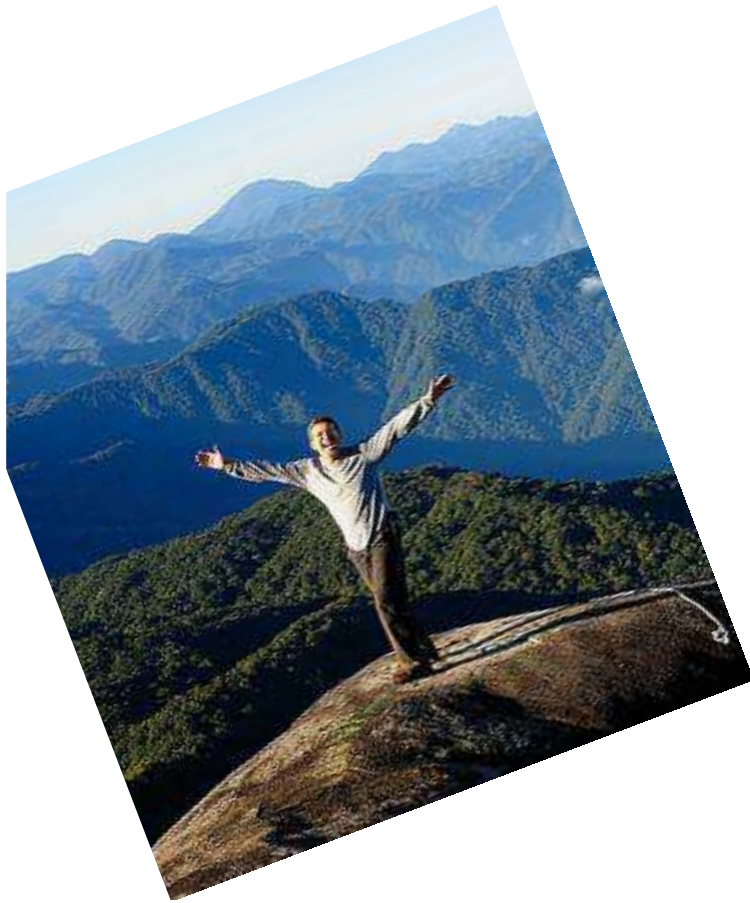
# Pastors excelling in Self Leadership



Self leadership is the process of motivating & influencing oneself towards achieving superb personal & church goals.

# Pastors excelling in Self Leadership

## How can it be achieved?



1. Have a personal vision
2. Do self evaluation periodically
3. Align with other successful leaders
4. Work hard
5. Be optimistic
6. Have a positive attitude
7. Have a life-long learning attitude



# Personal Administrative Leadership of the Pastor



# Church Administration

- Church Committee
- Setting up a bank account
- Committee Meetings
- Managing the Committee Meetings
- Submitting the Reports/Maintaining of Records

An Introduction to Administrative Leadership



# Delegation

Every position or role in the church should have defined responsibilities or functions together with the authority to carry them out.

Work should be delegated to capable people of godly character and integrity.

- Delegated leadership shares the workload
- God blesses delegation
- The kingdom of God advances with effective delegation



# Consequences of Not Delegating Work

Where a Pastor does not set up a system of administration,

Where a Pastor does everything himself,

Where a Pastor does not delegate his work to other competent people,

- The Pastor will come to a place of ineffectiveness
- The church members will come to a place of unfruitfulness
- The growth of the church will be stunted
- The church will remain in status quo
- God will not be able to do any new things
- The higher purposes of God for the church will not be fulfilled
- The volume of the church ministry will always be within the manageable limits of the Pastor
- There will be no opportunities in the church for the identification & development of gifts & ministries

# Training & Equipping

A man in a blue shirt is shown in profile, looking towards a chalkboard. The chalkboard is filled with mathematical diagrams, including a large 'V' shape and various lines and arrows. The background is a soft, out-of-focus green.

**In the business world, much time, effort & money are spent on training & equipping of managers in order that they will fulfill the agenda of the organization and take the organization to higher levels of productivity & profitability.**

**IT SHOULD BE THE SAME WITH THE CHURCH.**

**The End**

