Church Administration
Chapter 2: Basics for Administration

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Use this handout to follow along during class. Take notes as the professor teaches.

What You Should Learn From this Lecture
By the end of this section, you should understand:

• How mission and vision are rooted in the Great Commission

• The four basic functions of administration: planning, organizing, leading, and evaluation

• How biblical leadership differs from secular management styles

• How delegation, accountability, and structure protect ministry effectiveness

• How vision from God must be translated into organized action in the local church

1. The Necessity of Organization in Ministry (Ecclesiastes 4:9–12):
2. Determining Mission and Purpose (Matthew 28:18–20; Acts 16:9–10):
3. The Four Functions of Administration:

A. Planning (Luke 14:28–30)

B. Organizing (Exodus 18:21–22)

C. Leading (1 Timothy 4:12; Mark 10:43–45)

D. Evaluation (1 Corinthians 9:24–27)

4. Dynamics of Biblical Leadership (1 Timothy 3:1–7; 1 Peter 5:1–3):
5. Vision and Leadership Responsibility (Proverbs 29:18):
6. Warnings Concerning Leadership Tendencies:
7. Closing Summary

Chapter 2 emphasizes that effective administration is not corporate imitation.
It is organized obedience to Christ's mission, carried out through planning, delegation, leadership, and evaluation.

Things to Know (Exam Review Section):

1. The Great Commission establishes the unchanging mission of the church.

2. The four basic functions of administration are planning, organizing, leading, and evaluation.
3. Planning is supported by the teaching of Jesus in Luke 14:28–30.
4. Delegation requires responsibility, authority, and accountability.
5. Christ models servant leadership in Mark 10:43–45.
6. Evaluation ensures results conform to plans and supports stewardship.
7. Biblical leadership requires character qualifications as outlined in 1 Timothy 3:1–7.
8. One of the test questions will ask if you did the assigned reading.

ASSIGNMENT

Read Chapter 2 BASICS FOR ADMINISTRATION