

SHEFFEY BIBLE COLLEGE

CHURCH ADMINISTRATION — STUDENT HANDOUT

CHAPTER 10: ADMINISTERING PLANNING ACTIVITIES

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LEARNING OBJECTIVES

- Understand the biblical foundation for planning
 - Explain the relationship between vision and mission
 - Identify the three levels of planning in the church
 - Understand how planning supports growth and stewardship
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I. THE BIBLICAL FOUNDATION OF PLANNING

Planning begins with vision given by God and carried out through faithful administration.

Proverbs 29:18 (KJV)

“Where there is no vision, the people perish: but he that keepeth the law, happy is he.”

Acts 2:17 (KJV)

“And it shall come to pass in the last days, saith God, I will pour out of my Spirit upon all flesh... and your young men shall see visions, and your old men shall dream dreams.”

Key Principle:

Planning is the organized response to God-given vision.

II. MISSION AND PURPOSE STATEMENT

Vision vs. Mission

- **Vision** is given by God through the Holy Spirit
 - **Mission** is the practical expression of that vision
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Foundations of a Mission Statement

1. Scripture defines the mission

Matthew 28:19–20 (KJV)

“Go ye therefore, and teach all nations, baptizing them... Teaching them to observe all things whatsoever I have commanded you...”

2. Christian community influence

- Historical ministry (hospitals, schools, outreach)

3. Congregational involvement

- Members express spiritual gifts
- Leadership guides and organizes

Key Principle:

A mission must be understood and owned by the church.

Developing the Mission Statement

- Assign responsibility to leadership
 - Include spiritually mature individuals
 - Cast and communicate vision
 - Compare with Scripture and historical ministry
 - Formulate a clear and concise statement
 - Communicate and implement
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III. PLANNING TO IMPLEMENT THE MISSION

Planning moves from vision to action through three levels.

Long-Range Planning

- Establishes direction and strategy
- Maintained by leadership group

- Evaluates progress toward mission
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Short-Range (Annual) Planning

- Developed by ministries and leadership units
 - Covers a one-year period
 - Connected to budgeting and programming
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Strategic Planning

- Detailed plans for implementation
- Defines who, what, when, where, and how
- Must align with mission and budget

Key Principle:

Each level of planning builds on the other.

IV. PLANNING FOR BUILDING AND EXPANSION

Planning must include preparation for growth and facilities.

Matthew 7:24–25 (KJV)

“Therefore whosoever heareth these sayings of mine, and doeth them... built his house upon a rock...”

Biblical Example — David and the Temple

1 Chronicles 28:19 (KJV)

“All this... the LORD made me understand in writing... all the works of this pattern.”

Key Truths:

- Vision came from God
- Plans were written
- Resources were prepared in advance

- Leadership was organized
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Importance of Planning Ahead

- Prevents crisis decision-making
 - Supports continued growth
 - Maintains ministry momentum
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V. THE MASTER PLAN

The master plan answers three key questions:

- Where are we now?
 - Where can we go?
 - What resources are required?
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Four Phases of the Master Plan

1. Assess potential (growth and community factors)
2. Evaluate current assets (facilities and limitations)
3. Pattern growth (identify expansion triggers)
4. Develop a stewardship plan (prepare funding early)

Key Principle:

Planning ahead protects future ministry.

VI. BUILDING PROJECT ORGANIZATION

Steering Committee

Responsible for:

- Planning
- Design
- Financing
- Construction

- Communication
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Subcommittees

May include:

- Site selection
- Design
- Construction
- Finance
- Promotion and communication

Key Principle:

Effective organization ensures successful execution.

FINAL PRINCIPLE

Planning is an act of stewardship that organizes God's vision into practical ministry.

Proverbs 29:18 (KJV)

“Where there is no vision, the people perish...”