

Church Administration

Lecture 5

Instructor: **Dr. Jody Jenkins**

Chapter 5: **Administering Personnel Resources**

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 lecture, you should understand:

- Why personnel management is a stewardship responsibility in the church
 - The purpose and role of a **personnel committee** in church administration
 - How churches develop **personnel policies and manuals**
 - The major stages of the **church hiring process**
 - How churches establish a **healthy work environment**
 - How salary plans and compensation structures support ministry work
 - Why **personnel evaluation and development** are necessary for effective ministry
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Lecture Roadmap

During this lecture the professor will explain the major elements of personnel administration in the church:

1. Biblical stewardship of ministry workers
2. Structure and function of the personnel committee
3. Personnel manuals and employment policies
4. The process for hiring and orienting employees
5. Creating a healthy ministry work environment
6. Salary planning and compensation systems
7. Personnel evaluation and development

1. Personnel Stewardship in the Work of the Church

(Matthew 20:1–4)

Jesus used the parable of the vineyard workers to illustrate the need for laborers in the kingdom of God.

As the professor teaches, listen for:

- The need for workers in the ministry field
- The responsibility of leadership to organize workers
- The stewardship responsibility of church leaders toward people
- How the vineyard parable illustrates kingdom labor and leadership

Notes on Personnel Stewardship

2. The Personnel Committee

Churches are encouraged to establish a **personnel committee** responsible for overseeing staff matters.

Topics discussed in the lecture may include:

- Purpose of the personnel committee
- Typical committee structure and membership
- Relationship with the pastor and church leadership
- Oversight of hiring, personnel policies, and staff needs
- Role in compensation and personnel planning

Notes on the Personnel Committee

3. The Personnel Manual

A **personnel manual** provides the policies and procedures governing church employment.

Key areas typically addressed include:

- Personnel philosophy and authority structure
- Hiring and employment procedures
- Workplace expectations and conduct
- Salary and benefits policies
- Evaluation and disciplinary procedures

Notes on the Personnel Manual

4. The Church Hiring Process

Church employment should follow a **clear, structured process**.

Topics covered in the lecture include:

- Reviewing the church staff plan
- Establishing employment qualifications
- Receiving and evaluating applications
- Establishing employment agreements
- Orientation of new employees

Notes on the Hiring Process

5. Creating a Healthy Work Environment

Church administrators must establish a workplace that allows employees to focus on ministry.

Important elements discussed may include:

- Work hours and responsibilities
- Holidays and leave policies
- Employee conduct and professional demeanor
- Workplace expectations for ministry staff
- Legal and ethical considerations in employment

Notes on Work Environment

6. Salary Planning and Compensation

Churches should establish a **structured salary plan** for employees.

The lecture may address:

- Biblical principles related to ministerial support
- Total compensation (salary, benefits, reimbursements)
- The purpose of a salary plan
- Steps used to develop a compensation structure
- Benefits and reimbursable ministry expenses

Notes on Salary and Compensation

7. Personnel Evaluation and Development

Personnel evaluation helps ensure that ministry work is carried out effectively.

Topics explained in this section include:

- The purpose of performance evaluation
- Establishing job descriptions and standards
- Methods for evaluating staff performance
- Developing employees for ministry effectiveness
- Correcting or addressing poor performance when necessary

Notes on Personnel Evaluation

Exam Anchors (Exam Review Section)

1. Personnel administration is the stewardship of people so the mission of the church can be accomplished.
2. The personnel committee functions as the church's human resource manager responsible for hiring, policy development, and staff oversight.
3. A personnel manual provides the policies and procedures that govern employment practices within the church.
4. The church hiring process includes reviewing the staff plan, receiving applications, evaluating applicants, contracting employment, and orienting the new employee.
5. A healthy work environment removes obstacles so employees can focus on meaningful ministry work.
6. A church salary plan ensures fair compensation through structured salary ranges, benefits, and reimbursements.

7. Personnel evaluation connects job performance to ministry goals and provides accountability for church staff.
 8. Personnel administration requires development, correction, and sometimes termination to maintain ministry effectiveness.
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Assignment

Read **Chapter 5 — Administering Personnel Resources**