

CHURCH ADMINISTRATION

Lecture 7

Chapter 7: Administering Physical Resources

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What You Should Learn From This Lecture

By the end of this lecture, you should be able to:

- Understand the biblical and historical foundation for church facilities
 - Explain the role of physical resources in supporting ministry
 - Identify key leadership roles in facility management
 - Describe the responsibilities of the building supervisor and custodian
 - Understand the importance of scheduling and inspection systems
 - Explain how computerized systems assist facility management
 - Recognize the importance of accessibility in church facilities
 - Apply administrative principles to managing church property
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Lecture Roadmap

1. Biblical and historical foundation for church facilities
 2. The role of church facilities in ministry
 3. Organization and delegation of facility responsibility
 4. The building supervisor and leadership responsibilities
 5. The custodian and operational responsibilities
 6. Scheduling for maintenance operations
 7. Inspection systems and facility evaluation
 8. Computerized maintenance systems
 9. Accessibility and ministry responsibility
 10. Chapter review and administrative application
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I. Biblical and Historical Foundation for Church Facilities

Church facilities have a biblical foundation and developed over time as places for worship and ministry. While early worship was not limited to buildings, God later established structured places for worship.

Exodus 25:8-9

And let them make me a sanctuary; that I may dwell among them. According to all that I shew thee, after the pattern of the tabernacle...

Key ideas to understand:

- Early worship practices and altars
- The transition to structured worship spaces
- The purpose of the tabernacle and temple
- How church buildings function today as ministry tools

Notes:

II. The Role of Church Facilities in Ministry

Church buildings are not the source of ministry but serve to support and enhance it. Facilities provide space for the church to carry out its mission.

Key ideas to understand:

- Facilities support worship, evangelism, fellowship, discipleship, and ministry
- Buildings are tools, not the focus
- Ministry effectiveness is supported by well-maintained facilities

Notes:

III. Organization and Delegation of Facility Responsibility

Effective facility management requires clear organization and delegation of responsibilities.

Key ideas to understand:

- The importance of delegation
- The role of the Church Business Administrator
- Assigning responsibility for maintenance and operations
- Maintaining accountability

Notes:

IV. The Building Supervisor: Responsibilities and Leadership Role

The building supervisor is responsible for overseeing all aspects of facility management.

Key ideas to understand:

- Oversight of maintenance, repairs, and housekeeping
- Supervising personnel and contract work
- Conducting inspections and ensuring safety
- Coordinating facility use with the church calendar

Notes:

V. The Custodian: Operational Responsibilities

The custodian plays a vital role in maintaining the day-to-day readiness of the facility.

Key ideas to understand:

- Cleaning schedules and routines
- Basic maintenance responsibilities
- Preparing the facility for services and events
- Supporting special activities

Notes:

VI. Scheduling for Maintenance Operations

Scheduling ensures that all maintenance and housekeeping tasks are completed consistently and efficiently.

Key ideas to understand:

- The purpose of scheduling
- Aligning maintenance with church activities
- Ensuring all areas receive attention
- Managing workload effectively

Notes:

VII. Inspection Systems and Facility Evaluation

Inspection systems help identify issues early and maintain the condition of the facility.

Key ideas to understand:

- The importance of regular inspections

- Involving church members in reporting issues
- Preventing larger problems through early detection
- Responding to and communicating about reported issues

Notes:

VIII. Computerized Maintenance Systems

Computer systems can assist in organizing and managing facility operations.

Key ideas to understand:

- Benefits of computer-assisted management
- Improving efficiency and cost control
- Standardizing maintenance and reporting
- Using scheduling software and database systems
- The continued need for leadership oversight

Notes:

IX. Accessibility and Ministry Responsibility

Church facilities should be welcoming and accessible to all individuals.

Key ideas to understand:

- The importance of accessibility
- Removing barriers for individuals with disabilities
- Creating a welcoming environment
- Reflecting the ministry heart of the church

Notes:

X. Chapter Review and Administrative Application

Church facilities must be properly managed to support the mission of the church.

Key ideas to understand:

- The relationship between facilities and ministry
- The importance of organization and planning
- Developing policies and procedures
- Maintaining resources effectively

Notes:

Exam Anchors (Things to Know)

- Church facilities have a biblical foundation and support ministry
- Buildings enhance ministry but are not the source of it
- Facility management requires organization and delegation
- The building supervisor oversees all facility operations
- Custodians maintain daily readiness of the facility
- Scheduling ensures consistent maintenance
- Inspection systems help prevent larger problems
- Computer systems improve efficiency but require leadership oversight
- Accessibility is a key part of ministry responsibility
- Facilities must be managed to support the church's mission

Assignment

Read Chapter 7 — *Administering Physical Resources*