

-Church Administration  
Lecture 3

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Chapter 3: Documents for Administration

**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:

- Why Scripture provides precedent for written documentation in ministry
  - The difference between a constitution, bylaws, incorporation, policies, and procedures
  - How written documents protect doctrine, mission, leadership, and legal integrity
  - The advantages and dangers of policies and procedures
  - How a church organization manual supports coordinated and orderly ministry
1. Biblical Precedent for Written Documents  
(Hebrews 9:1–11; Exodus 34:27; Luke 1:1–4)
  2. The Church Organization Manual

Three Major Areas:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

How does this compare to a “playbook” concept?

3. The Constitution and Bylaws  
(Exodus 19:3–8)

Purpose of Governing Documents:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_

Definitions:

Constitution:

Bylaws:

4. Incorporation  
(Proverbs 27:12)

Advantages:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Disadvantages / Concerns:

- \_\_\_\_\_
- \_\_\_\_\_

5. Policy and Procedures  
(1 Corinthians 11:34)

Policy —

Procedures —

Key Distinction:

Who approves policy? \_\_\_\_\_

Who develops procedures? \_\_\_\_\_

Advantages of Policies and Procedures:

- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

Potential Dangers if Misused:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 6. Manuals of Operation

Why must all manuals function under the authority of the constitution and bylaws?

Closing Summary

Documents in the church are not substitutes for spirituality.  
They are instruments of stewardship that preserve order, clarity, and coordinated ministry.

Things to Know (Exam Review Section):

1. Scripture establishes precedent for written documentation in covenant and ministry.
2. A church organization manual consists of authority, organization, and administration.
3. The constitution defines identity and structure; the bylaws govern operational detail.
4. Incorporation establishes legal identity and protects personal assets.
5. Policy states principle; procedures implement policy.
6. Policies require formal approval; procedures do not require a congregational vote.
7. Written documents must be reviewed periodically for relevance and legality.
8. Policies and procedures must serve ministry, not become substitutes for Scripture.

ASSIGNMENT

Read Chapter 3 DOCUMENTS FOR ADMINISTRATION