**BMi SALTS COURSE**

**ADMINISTRATION**

**This course is couched in MBA terminology and should be approached with caution.**

**1. The Gift of Administration**

Greek: kubenesis, kubernetes, kuberneo = pilot, steer, govern, guide, administration, leading statesman, divine guidance and rule, a mediating function of keeping order within the whole life of the church.

Scriptures: 1 Corinthians 12:28, Acts 27:11, Revelation 18:17.

Hebrew: Two related words *chebel* (hebel) 50 times in OT. Lit. - a rope puller. Pilot, captain, etc. Ezek.27:8, 27,29; Ecc.4:12; Mic.2:5

 *tahbulot*(tachbuwlah) Lit. wise counsel. Plan, steering, good advice, guidance, administration. Proverbs 1: 5; 11: 14; 24:6

**2. An Example of an Administrator**

Ezra - name means ‘help’

a) A leadership role, Ezra 7:1-5, of a priestly family.

b) Ezra 7:6a,10, A scribe, skilled in the law. Studied, obeyed (practiced it) and taught it.

Scribe Heb. *sopheerim*= to write, order, count. Heb. *soter* (from satar-to write). Scribe, leading council official, secretary of state.

c) Ezra 7:15-20, 8:25-30,34, Responsible for finances, assessing the need, prioritizing, distributing and accounting.

d) Ezra 7:25a, Wisdom.

e) Ezra 7:25b, A teacher and trainer. Responsible to identify the skilled and then train them. Neh.8:13ff.

f) Ezra 7:28b, Hand of the Lord on him.

g) Ezra 8:15, Kept records of the people.

h) Ezra 8:21,25, 9:5f, A person of prayer for the people responsible for as well as the goods.

i) Ezra 10:4, a person of action.

j) Neh. 8: 1-10, stood before the people and declared the word of the Lord.

k) Neh. 12:31-36, a person of praise, even a leader in this area.

**3. Scribes in the New Testament**

a) Greek = *grammateus*, scribe, clerk, secretary, scholar, teacher of the law

 = *nomikos,* lawyer, scribe

*Grammateus* occurs 60 times in the New Testament, mainly in the synoptic gospels. Refers to scribes, clerks, copyists, teachers, lawyers. Some were a part of the Sanhedrin, where they interpreted the law and advised the king. They were noted for their abilities in business and administration.

b) Responsibilities;

1) interpretation of civil and religious law and its application to daily life;

2) study of scriptures, doctrinal matters;

3) teaching; each had a group of disciples;

4) proselytizing;

5) trustees for widows, etc.;

c) dangers;

1) not recognizing Jesus - spiritual blindness;

2) Satanic inspiration;

3) worldly desire for prominence; and

4) taking advantage of their authority.

**4. Time Management**

*Take Time (From “As Eagles Rise” by Dennis Slape p240)*

*Take time to work - it is the price of success.*

*Take time to think - it is the source of power.*

*Take time to play - it is the secret of perpetual youth.*

*Take time to read - it is the fountain of wisdon.*

*Take time to be friendly - it is the road to happiness.*

*Take time to dream - it is hitching your wagon to a star.*

*Take time to love and be loved - it is the privilege of redeemed people.*

*Take time to look around - it is too short a day to be selfish.*

*Take time to laugh - it is the music of the soul.*

*Take time for God - it is life’s only lasting investment.*

Three basic processes are involved:

Elimination - those things that don’t need to be done.

Delegation - those things that can be better done by someone else.

Evaluation - the ongoing usefulness of each activity.

a) **Plan carefully**. Know your goals and objectives and keep them in focus when planning.

Have you worked toward your dream today? - Alan Bean, Apollo 12 Astronaut, wrote from a Humanist view – thus replace self with God.

“The most important quality I have noticed in successful people is that they have a dream. They want to be someone or something. They want to have something. They want to go somewhere. They think and work toward that dream every day.

I often ask those who tell me their dream, ‘What did you do today to move closer to your dream?’

Eighty-five percent didn’t do anything. They are planning to do something next week; they’re just too busy today. These eighty-five percent will probably never see their dream come true.

Ask yourself the same question - What have I done today to make my dream come true?

If the answer is nothing specific, then you will never make it unless you change your ways.”

Plans are:

1) the responsibility of a good steward. Matt.25:14-30

2) the response of a disciplined and motivated person. Gal. 5:22,23; Acts 16:6-12

3) keep you focused on the task and goal ahead. 1 Cor. 9:26; Phil. 3:13b-15

4) save time and help you manage every area of your life. Eph. 5:15-16; Phil. 1:9-11

5) help you keep balance in your life. Phil. 4:9; Col. 3:17

b) **Keeping a diary**, not only helps to manage appointments, but is a valuable record of what has been accomplished.

c) **Rest**, the importance of a Sabbath rest.

d) **Be a self starter**, take the initiative in organizational matters. It can be helpful to identify the tasks that need doing, then prioritize them and work through them systematically. Don’t procrastinate, it shows a lack of organization and matters weigh unnecessarily on your mind.

e) **Delegate wherever possible**. A false assumption in the church has been that the pastor has to do everything. Give clear guidelines for the task yet allow for the individual creativity of each person. Relate to them re following up on the task, allow time for questions and clarification as necessary. Relate the importance of the task and their value in performing it, help them to ‘own’ the task as theirs, give encouragement. Set a time for the completion of the task ie. if it is for a specific meeting etc.

f) **Problem Solving**. Learn to work through problems systematically, don’t rush decisions but allow time for prayerful consideration of all the options. Be open to new ways of handling things, studying or research can shed new light on a situation.

Task: Keep a record of activities for one week, recorded hour by hour. Before bringing it back next week, examine and identify time that has been not been used fruitfully. Are there aspects of your schedule that you feel to change? Why? Is there time that could be used more profitably? How?

**Managing Self**

**1. Biblical Key to Managing Yourself**

Love the Lord your God with all your heart and with all your soul and with all your strength and

your mind; and, Love your neighbour as yourself - Matt. 22:37; Mark 12:30; Luke 10:27

**2. Biblical Principles in Managing Yourself - ABC...**

Arm yourselves also with the same attitude as Christ - 1 Pet 4:1

Build yourselves up in your ... faith - Jude 1:20

Clothe yourselves with compassion, kindness, humility, gentleness and patience - Col 3:12

Clothe yourselves with Christ - Gal 3:27

Clothe yourselves with humility toward one another - 1 Pet 5:5

Come with me by yourselves to a quiet place and get some rest - Mark 6:31

Cmduct yourselves in a worthy manner - Phil 1:27

Consider others better than yourselves - Phil 2:3

Count yourselves dead to sin but alive to God - Rom 6:11

Devote yourselves to prayer - 1 Cor 7:5; Col 4:2

Devote yourself to the public reading of Scripture, to preaching and to teaching - 1 Tim 4:13

Do not deceive yourselves - I Cor 3: 18; James 1:22

Do not discriminate among yourselves - James 2:4

Do not let yourselves be burdened again - Gal. 5:1

Do not store up for yourselves treasures on earth - Mat 6:19

Do not worry about how you will defend yourselves - Luke 12:11; 21:14

Examine yourselves - 2 Cor 13:5

Gain friends for yourselves - Luke 16:9

Give yourself fully to the work of the Lord - 1 Cor 15:58

Give yourself wholly to these matters - 1 Tim 4:15

Have salt in yourselves - Mark 9:50

Honour one another above yourself - Rom 12:10

Humble yourselves - James 4:10; 1 Pet 5:6

Judge for yourselves what is right? - Luke 12:57; Acts 4:19, 1 Cor 10:15; 1 Cor 11: 13

Keep yourself pure - 1 Tim 5:22

Keep youreslves from idols - 1 John 5:21

Keep yourselves in God’s love - Jude 1:21

Love your neighbour as yourself - Mat 19:19; 22:39; Mark 12:31; 12:33; Luke 10:27; Rom 13:9; Gal 5:14; James 2:8

Offer yourselves to God - Rom 6:13,16

Present yourself to God - 2 Tim 2:15

Prove yourselves - 2 Cor 9:13

Purify yourselves by obeying the truth - 1 Pet 1:22

Rid yourselves of all malice and all deceit, hypocrisy, envy, and slander of every kind - 1 Pet 2:1

Rid yourselves of anger, wrath, blasphemy, filthy language - Col 3:8

Save yourselves from this corrupt generation - Acts 2:40

Showing yourselves to be my disciples - John 15:8

Stop grumbling among yourselves - John 6:43

Store up for yourelves treasures in heaven - Mat 6:20

Submit yourselves to God - James 4:7; 1 Pet 2:13

Submit yourselves to your masters - 1 Pet 2:18

Think of yourself with sober judgment - Rom 12:3

Train yourself to be godly - 1 Tim 4,7

Unity among yourselves - Rom 15:5

Watch yourselves - Luke 17:3; Acts 20:28; Gal 6:1

Weep for yourselves - Luke 23:28

You are God’s temple - 1 Cor 3:16

**3. Strategies for Managing Yourself**

Strategy for Living

Timms definition of self management is

“SELF MANAGEMENT is the process of maximizing our time and talents to achieve worthwhile goals based on a sound value system.”

(Successful self-management, Paul r Timm, PhD Chrisp Publications, Inc. Los Altos, California.)

The strategy to achieve successful self management:

How we live our life is determined by our GOALS

What goals we choose is determined by our PRIORITIES

Whether we reach our goals is determined by our PLANNING.

**GOALS**

1. Why are people afraid to set goals?

 Some people set goals so high they know they can never achieve them, others set goals so low they know they can’t miss.

2. How to set and achieve your goals, Ephesians 5:15-16 (Amplified version)

a. Be prepared to dream about your life and future - let God speak to you

 “If God be your partner, make your plans big!” (D.L.Moody)

 God delights in people who have vision and work to a plan. Psalm 37:4

b. Take time to set goals - don’t just make resolutions. Goals can help us achieve in many areas: spiritual life, family, business, office, health, education, etc. Prov. 24:3

c. Write down your goals and make them specific - specific goals and time-frames for achievement will enable you to judge your progress.

 “Write the vision and make it plain... “ Habakuk 2:2

d. Goals need to be realistic - enthusiasm and dreams need to be balanced with some wisdom and common sense.

e. Goals have to make you s t r e t c h . Our faith in God and the ability to take risks must come into action.

 “Without faith it is impossible to please God.” Hebrews 11:6

f. Achieving goals requires action and strategies—nothing happens unless you do something! Break your goal down into “chunks” that you can achieve one step at a time. “You can eat an elephant... if you take one bite at a time”

 eg: Noah and the ark, Moses and the tabernacle

g. Be flexible, refine and adjust your goals as you go.

h Achieving goals demands courage, commitment, concentration and continuance.

**PLANNING**

Jer 29:11

Plan your ways and God will direct your path.

Planning is working out how to accomplish your goals. Planning needs to be flexible, it is communicating your intention to yourself and others.

**Managing Others**

**1. The Purpose of Effective Management**

The Christian leader has some essential purposes in leading others. Our principle aim Should be to: to prepare God’s people for service so that the body of Christ may be built up…from him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work. Ephesians. 4:11 and 16.

**2. Three Management Styles**

a. The autocratic manager, manages by control they direct workers by telling them what to do and how to do it. Decisions and goals are set by the leader without consultation.

 Communication originates from the top and moves down. This style restricts communication and the flow of ideas, people are stifled and may feel dominated.

b. The passive manager, avoids decision making and conflict preferring decisions be handled by a committee where democratic decisions spread the responsibility. The organisation will tend to lose direction and disputes will increase.

c. The team manager communicates basic direction and then seeks input and ideas from team members. The leader acts as an enabler. Communication flows in both directions. The value of mutual support and cooperation is recognised and used.

**3. Leadership Through Team BuiIding**

God never intended for one man to carry all responsibility.

An Old Testament example - Exodus 18:13-26.

New Testament examples:

Jesus and His apostles (the Gospels)

Peter and John (Acts)

Phillip and then Peter and John (Acts 8)

Peter and certain brethren (Acts 10)

Paul and Barnabus (Acts 13,14)

Paul and his company (Acts 13:13)

Judas and Silas join Paul and Barnabus (Acts 15)

Barnabus and John Muark travel together and Silas goes with Paul (Acts I5)

Timothy joins Paul and Silas (Acts 16)

Paul takes Priscilla and Aquila with him (Acts 18)

Timothy and Erastus are sent to Macedonia (Acts 19)

**a. Team Members Support the Leader**

The leader as a servant becomes great at making others successful. The team members should:

1) Know God’s call.

2) See that ministry is service rather than self-fulfilment.

3) Be willing to accept any position in the team.

4) Demonstrate loyalty.

5) Be faithful.

6) Be available.

**b. Seven Essentials of a Winning Team**

1) A winning leader.

2) Clear goals and job descriptions.

3) A ‘give-it-all-it-takes’ attitude.

4) The ability to recover from failures.

5) Respect for the value of each person.

6) Attitude of excellence

7) Commitment to following the basic principles set by the team.

**c. Advantages of Team Ministry**

1) Team ministry demonstrates body ministry (1 Cor 12).

2) A team can more effectively find the mind of the Lord and pray towards the fulfilment of God’s will. (Matt 18:19)

3) It provides a greater possibility for safety and balance in ministry (Prov 11:14).

4) It enhances the development of less experienced ministries as they work with mature ministries.

**5. Developing a Team**

Carefully decide who your co-workers will be, ensuring they are people of faith.

a. Choosing team members

By character and not just by ability

After discussion with others.

By their dedication to Jesus Christ

By their specific ministry and calling

By their love for God’s people and for lost souls

By their servant attitude

b. Who not to choose

Don’t choose on their ability alone.

When under pressure to fill a position in the church

When he must compromise his own standards or the standards of God

Because the person would give a lot of money to the church, they have an academic education, they are young, with much talent and energy, they threaten to leave the church if you do not use them

c. Training the team members

Give direction

Give encouragement

Serve them

Give inspiration

Give discipline

Give opportunity.