

# **CHURCH MANAGEMENT**

**by**

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## **INTRODUCTION**

The issue of good Management has been a great need in so many areas in the Nation, Economy, Political, Organizations and various Institutions such as Education, Marriage, and Churches etc.

In the cause of this study we shall focus on Church Management as we discuss on the followings. The Meaning of Church, What is Management, How to manage a Church, Church Management Skills, How to manage Church Effectively Problems in Church Management, How to solve some of the problems in Church Management, Conclusion.

### **THE MEANING OF CHURCH**

Church could be defined as a building made for Christian worship. A church is a religious organization that meets in a particular location.

The Church consists of God's people. It is the assembly of believers in Jesus Christ. The physical building facilitates the fellowship, worship and Ministry of God's People.

The Church also could be define as the body of Christ- His heart, His Mouth, His Hands, and Feet to reach out to the world "Now ye are the body of Christ, and Members in Particular" (1Cor. 12:27). The Church is the People of God's Kingdom.

## **BACKGROUND OF STUDY**

### **WHAT IS MANAGEMENT?**

Management is the process of dealing with or controlling things or people.

Management is the process of planning, making decision, organizing, leading, Motivating and Controlling the human resources, financial, physical and information resources of an organization to reach its goals efficiently and effectively.

Management is the act of getting people together to accomplish the desired goals and objectives using available resources efficiently and effectively.

According to George R. Terry “Management is a distinct process consisting of planning, organizing actualizing and controlling, utilizing in each both science and arts and followed in order to accomplish pre-determined objective”.

### **THE OBJECTIVE OF MANAGEMENT**

1. The main objective of Management is to get maximum output with minimum efforts and resources.

Management is so important because people in an organization have to work together in other to achieve the desired goal of the Company.

2. To increase the efficiency of the factors of production proper use of various factors of production lead to increase in their efficiency. This can be obtained by reducing spoilage, wastage, and breakage of all kind. As a result of this will also lead to saving of time, effort and money which is essential for the growth and prosperity of the organization.

3. To get maximum prosperity for employer and employees: Management make sure there is smooth and coordinated working condition the employee will have maximum benefit, suitable wage system, incentive plans on one hand and higher profits to the employer on the other hand.
4. Human betterment and social justice: Management serves as a tool for upliftment and betterment of the society. Through increased productivity and employment, Management ensures better standard of living for the society. It provides Justice through its uniform policies.

## **IMPORTANCE OF GOOD MANAGEMENT IN AN ORGANISATION**

The success of an organization could be traced down to how it is managed. There are certain things about Management that makes it inevitable in the pursuit of success in any organization. An organization that is running on the essential function of Management will be successful. There are: planning, organizing, staffing, directing and controlling. Therefore, the importance of Management can be discussed through its functions.

### **A) Planning**

1. Proper planning helps the organization to achieve its goal and objectives. It ensures that the organization follows a mapped out course towards its Vision and Mission.

It arranged the factors of production, assembles and organizes the resources; integrate the resources in effective manner to achieve goals.

It provides a sense of focus and direction. A management that plans can easily anticipate problems and how to cope. Failure to plan can throw any organization into disarray.

**B) Organizing:** Organizing involves strategic Management of defining and grouping roles, establishing authorities and frameworks that are geared towards achieving the goal. In other words, it breaks down how plans will be implemented and assigned the resources needed to do so.

2. For optimum utilization of resources: Management provides maximum utilization of available resources to achieve the organizational goals. It made use of the professionals who will use their skills and knowledge and avoid wastage.
3. Management helps to maintain responsibility and order. If the workforce is well organized, it will make them effective. They will work as a team toward one common goal.

**C) Staffing :** To staff means to select, develop, maintain and utilize personnel's in such a way that the organization can achieve its goal effectively and economically

4. Management help to get the most qualified personnel for the job. Staffing help the Management to discover skilled people to fill various positions in the organization. This leads to fair compensation and job satisfaction.
5. It help to reduce workload pressure: Efficient staffing ensures that work is divided among the employee according to the roles they have been assigned. They can do their work faster and better.

**D) Directing:** In Management directing is the same as supervising or leading. It is difficult to run an organization without leadership.

6. Management helps to facilitate good communication. Good directing help to build a two way communication between the leadership and subordinates. In an environment where the workers can easily expresses themselves it will help to address matters. Good communication is crucial effective for performance of an organization.
7. It helps to initiate action and keep the organization moving, without management in an organization, there will be no sense of direction, and the whole establishment will just collapse. Directing establishes authority in which the employees are answerable to.

**E) Controlling:** In an organization, the controlling function of management focuses on checking details whether progress is being made.

8. Management helps to monitor progress and chart the way forward: The Management conduct audits and review how the organization has been performing. It helps to measure progress, correct mistakes, and make improvement towards more successful future. An organization with strong internal control manages to sustain good result for long period of time.
9. Management helps to hold individual accountable: Controlling help to identify who is doing what in an organization. It helps to decide who to keep in your team and who is not worthy. This helps the management to perform appraisal. Good Management is necessary in any organization to avoid waste. Confusion, lack of direction and failure.

## ANALYSIS

### WHAT IS CHURCH MANAGEMENT?

Church Management could be described as the process of planning making decision, organizing, leading, motivating and controlling the human resources, financial, Physical and information resources available to the Church to reach the Church's goal effectively and efficiently.

It is the act of mobilizing the Church Members to accomplish the desired goals and objectives using the available resources effectively and efficiently.

### HOW TO MANAGE THE CHURCH EFFECTIVELY

According to Patricia Patricia, "Effective Church Management is the appropriate administration of Church resources (People, time and Money)"

Church Management should be handled as a business function. Though some people do not believe that; But you should realize that whenever there are people and money involved, there need to be structured business practices to ensure the organization's resources are managed appropriately **SOME OF THE KEYS TO EFFECTIVE CHURCH MANAGEMENT.**

1. **Church Board Governance:** Effective Board Governance should be responsible for Ministry oversight and proper Management of Church resources. Effective Board Governance lays the ground work for efficient Church Management by directing and holding Church leaders accountable for proper oversight of resources, this include the Ministry budget, capital expenditures, legal compliance and managing the risk of Church operations.

2. **Church Strategy:** Church growth is the result of a carefully considered church strategy and plan. Strategy and plan can help a Church fulfill its passion through implementing the Vision, Mission and Values statement of the Church.
3. **Church Goal Setting:** Implementation of Church strategy is dependent on how well goals are developed, tracked and achieved. Goal setting should be SMART (Specific, Measurable, Attainable/Achievable, Relevant and Time-Bound) to create a structured performance management process to help ensure focus and timely completion of Church goals that support its Mission.

Instance, in writing SMART goals, it should be able to identify –what, *who*, how, and when.

*What needs to be done*

*Who will do it*

*How it will be done*

*When the goal is due*

The goal document will help to know what should be done and hold the responsible persons accountable for their job assignment.

4. **Budgeting Process:** Churches have limited resources so they need a structured budgeting process to identify expenditure requirement and prioritization of Church spending.
5. **Legal and Risk Management:** Churches need to manage their risks and be legally compliant with Governing Laws: A Ministry needs to understand its risks and be proactive in minimizing exposure.

6. **Facilities Management:** Managing the Church building and other equipment is very important whether the church own the building or not. Therefore, the Church buildings and the equipment and the church environment need to be routinely cleaned, maintained and repaired to provide a comfortable environment for members and guest.
7. **Managing how works get done:** strategy and goal completion is as good and effective as the processes that manage it. Therefore, a structured process to monitor goal completion, hold people accountable and support. Implementation of strategy has to be established. Someone would be responsible for managing that process to ensure the assignment gets completed as requested.

## **CHURCH MANAGERIAL SKILL**

1. **Plan to attend to the members:** The Church is the body of Christ (Romans 12:5). This means that the Church has so many people involve. Some of them are broken by sin and need a saviour, some are broken by sickness, lack etc. You need to plan on how to disciple and serving them.

There have to be a process of how to lead the visitors to become members.

*How to identify the sick ones and help them,*

*How to provide financial assistance to people,*

*How to disciple the members.*

2. **Build a solid foundation on the Word of God (Matthew 7:24)**

The Church manager should be able to help the Pastor to focus and pay more attention to Spiritual matters more than any other thing. Activities that are non-essentials should not be allowed to encroach on the Prayer, or studying of Word. Such should be handled by other leaders of the Church.

3. **Steward your finances ( 1 Cor. 4:1-2):** A Church should be able to steward its finance very well. You have to track your giving and have a clear picture of your expenses. For receiving an offering and donations you can allow online and Mobile Giving options for your Church.
4. **Manage your facilities:** Regardless of your meeting place, whether it is owned or rented. The facilities need to be managed well. Cleaned and serviced regularly.
5. **Communication:** The Church need to be able to manage communication by providing a location people can visit to ask question. Sometimes people get confused because they do not know who to ask question or how to get needed information.
6. **Protect your children and youth:** You need a plan on how to protect the Children and the Youth of the Church. You can screen volunteers for this service then provide proper training for staff and volunteers.

## **CHALLENGES OF CHURCH ADMIN**

1. **Internal Communications:** Healthy Communications are very important to any organization. Internal Communication shares information about the company so employees can perform their jobs well. It keeps people informed. The purpose is to ensure clarity for everyone in the organization. Internal Communication help the leaders and employees communicate about project, progress, bigger picture goals and determine how successful they will be

2. **Financial Management:** Most Churches are ignorant of their financial Management since the church is not a profit making organization. Poor financial management can lead to debt and income problem. Poor financial management can lead to dangerous liability and reputation damage.
3. **Inefficient administration:** Things are changing and most of the equipments use in time past has today become outdated. For instance we used post Office to deliver letters, but today it is email, Whatsapp and so many others. The Church administrator and leaders should be able to upgrade themselves so that they will be able to move the organization forward.
4. **Silos :** This is a process whereby information lives separate department and never crosses to another. It is common in Churches. It operates when various departments have different agenda. For instance, the financial department manages Tithes and Offering and report expenses, the worship department plan event and rehearse for service etc.  
Silos can hinder communication and prevent staff from working together on reaching common goal. To avoid this, department can use the same management platform to share information, and communicate effectively.
5. **Managing different Personalities, ages and professional background.**  
The Church is made up of different type of people from different background, different culture, the elderly and the younger generation. Managing this different group of people is not very easy.

- 6. Getting insight:** The Challenge with Church growth is an increased lack of insight. As your community grows. It becomes more and more difficult to know who exactly is coming, how often they are coming and how they are participating. And as a result, it becomes more and more difficult to manage communicate with and serve people well.

## **HOW TO SOLVE THE PROBLEM OF CHURCH MANAGEMENT**

Developing a healthy internal administration is not achieved suddenly. It is a gradual process. So whatever stage you are in Ministry you have to start and continue developing a healthy internal administration in your Ministry.

- 1. Work on Team Dynamics:** According to Deakinco, “Team dynamics are the unconscious, psychological, factors that influence the direction of a team’s behavior and performance”. To be able to form a healthy team in your organization. You should be aware of the common causes behind poor group dynamics, such as weak leadership, blocking behaviours of some members (Aggressiveness, withdrawing etc) poor communication, lack of focus etc.

To build on a team dynamics, you should be able to build good communication network and encourage your team to communicate clearly to each other. Always pay attention to what is happening in the team, address problem quickly and encourage them to resolve issues and always return to positive group dynamics

- 2. Adopt a tool for financial Management:** Healthy churches take financial responsibility and management seriously: According to Ali Morris. “ We had to have tools in place to be effective and even safe ... You are not going to be able to do outreach or even serve you community”

According to him “The bottom line is that financial management is key for success and one crucial part of financial management is the ability to monitor and manage giving.

3. **Delegate duties:** Good leaders know how to delegate well. According to Donald Rumsfeld “Don’t be a bottleneck” force responsibility down and out. In organization as complex as the Church delegation is critical for running various Ministries, department, project etc. Appointing others to lead out in administrative task, documentation, organization etc, can ultimately help you to become more organized and efficient.

## **CONCLUSION**

The Church is referred to as body of Christ “Now ye are the body of Christ and Members in Particular” (1Cor. 12:7). The Church is the people of God’s Kingdom. The Church comprises of different type of people from various tribes, having different culture, professional level, different age etc.

The process of planning, making decision, organizing leading, motivating and controlling the human resources, financial, physical and information resources available to the Church to reach its goal effectively and efficiently is not really an easy task.

It becomes, necessary that the manager should adopt some managerial skills that will be helpful in managing the Church effectively. The Management may be having some challenges, but the good news is that there are some solutions available for the challenges therefore such solutions have to be adopted.

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## QUESTIONNAIRE

1. Does your Church comprise of different tribes, age, profession etc? YES  NO
2. Does your Church have healthy internal communication network? YES  NO
3. Is your Church indebted to anybody or organization? YES  NO
4. Do you pay attention to what is happening in various teams in the Church? YES  NO
5. Do you address problem quickly and encourage the members to resolve issues fast?  
YES  NO
6. Is the Church Admin efficient in his/her duties? YES  NO
7. Do you really have clear insight of what is happening in the organization?  
YES  NO
8. Are you working as a team? YES  NO
9. Do you take the financial Management serious? YES  NO
10. Do you delegate responsibilities? YES  NO