

## Thinking Organizationally as an Administrator/Manager

Bishop David Allen Hall, D.Min.

General Board Member

Good management and administrative processes are vital to ministry success. The measure of one's commitment is enhanced by the knowledge of how your church organization works. What is the sociology and culture of the church you participate? I know there will be those who manage and a few who serve as administrators. The following are personal definitions.

- I. Administrator defined: The individual that determines the total operation, policies, resources, both technical operations and daily philosophy behind operations. So, their name is often on the check—and maybe the church's pastor.
- II. Manager defined: From the Latin Manus, meaning hands that guide the horse's reign. This definition speaks of hands-on control and manipulation of the people or associates of the endeavor. In the church, it is related to auxiliary leaders and ministry leadership. Possibly a titular member that controls a sub-grouping: Department or auxiliary.
- III.
  - a. Church members must recognize the weight and responsibility of those who carry these titles. This charge includes trustees, auxiliary and department leaders
  - b. Religious institutions are nonprofits, and their leadership is charged with the Duty of good faith, which means one must act in principle and be faithful in one's dealings.
  - c. Duty of Loyalty means acting with undivided intent and in the best interest while complying with the organization's rules.
  - d. Duty of Care means one must act reasonably as a prudent person, which covers aspects of fiduciary responsibilities and social and personal relations.
- IV. The Church Of God In Christ is a nonprofit and is subject to the law and protocols of the state in which the church functions. Specifically, in COGIC, the tenets are those of the Headquarters located in Memphis, Tennessee
- V. There is a culture synonymous with the sanctified inorganization we purport to be. Our culture is built upon a personal commitment to Christ and free will commitment to labor, resources, and the belief the church is an organism. Treat the people right!

Resource: Edgar H. Schein: Organizational culture and Leadership ( Very heady text)



## **Excellence in Ministry and Administration**

### **The Star Model**

- I. Defining the Strategy
  - a. Goals
  - b. Objectives
  - c. Values
- II. Developing the Structure
  - a. Specialization
  - b. Shape
  - c. Distribution of Power
  - d. Departmentalization
- III. Describing the Processes
  - a. Planning
  - b. Operating
- IV. Designing the Rewards
  - a. Alignment of Employee and organization goals
  - b. Motivation and incentives
- V. Deciding the People
  - a. Skill Set
  - b. Mind Set