The Use of Basic Skills of Administration for Church Growth

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ABSTRACT—The Church exists for the work of mission, and for this to be accomplished, effective church administration is required. This will help in bringing into light the mission of the church. The growth and achievement of divine purpose and usefulness of a local church in the African society depends on the quality of leadership through effective and adequate use of administrative skills: Pastors as leaders are expected to lead the church of God effectively in order to produce growth. Hence, this paper examines some basic administrative skills and how such skills can be used to enhance church growth.

Keywords: church administration/leadership/management, church growth, administrative skills

I. Introduction

Administration is about people in organizations (such as the church of God). It involves functions such as planning, leading, organizing and controlling. These four are the basic management functions (PLOC). “Management in God’s church or Christian circles is basically the stewardship of the talents of the persons entrusted to our care” (Hendrix, 1981, p. 17).

P. Planning – Planning involves looking at the future, establishing objectives, policies, programming for the future, developing procedures, scheduling and budgeting.
L. Leading relates to decision making, communicating, motivating, enlisting the right people, and developing people.

O. Organizing – Organizing involves organizing effectively, delegating within the organizational structure, and establishing effective interpersonal relationships that enable that structure to operate.

C. Controlling – Controlling relates to developing standards for performance integral to the persons operating within that management structure – performance standards, performance measuring and evaluating, and performance correcting (Hendrix, 1981, pp. 17-23). These functions or administrative processes enable the person in the administration or management role to have defined skills or habits that increase effectiveness of that person within the organization, such as a local church.

The church has been given the responsibility of church growth via the task of the Great Commission (Matthew 28:19-20) and the church must come to grips with the clear call to ‘make disciples’ (Falwell, 2008, p. 112) . In the achievement of this task, church leadership towards growth is of paramount importance. Leadership has been defined as “the capacity of enabling and influencing people to carry out their responsibilities and to do their best work” (Carter, 1989, p. 6). The definition of leadership begins with an assumption of a mission to perform, a task to be done, a goal to be reached. They are measures of the effectiveness of the ministry (Mosley, 1973, p. 94). To perform the mission some organization is necessary and some assessment of responsibility is desirable.

Church leaders serve as “midwives” with God in a church, giving birth to an organizational structure that is to be faithful to its mission structure. An organizational structure enhances the freedom of church members in using their gifts in the work of a church and become a vehicle for helping a church go into action (Powers, 1991, p. 32). The ability to know the course of action and to motivate and convince others to follow that course makes a big difference. This is what the church needs to advance in the work of God. “The catalyst that can make a church move from the wilderness of stagnation or decline into the promised land of growth and vibrancy is good leadership” (York, 2001, p. 15).

Weems (1983, p. 21) enunciated that God has endowed His people with spiritual gifts, which are tools for service in His church. The good deposit that has been entrusted to God’s people by God needs to be guided, directed, and put into action properly to ensure