



Session 11

Lesson 20: Administration of the Ministry



Quote

- “Behind every administrative task is the reality of the sovereignty of God – that is – the sovereign placement by God of each youth worker in their own unique calling, with their own unique gifts. This theological truth, when understood and embraced, will buttress each youth minister when the storms of ministry hit. ... The reality in many youth ministries is that the youth worker must be both a leader and a manager. He is a *leader* in that he must see the over all vision for the ministry and articulate that vision to those who work with him. He is a *manager* in that he must insure that the details are accomplished.”

-- *Starting Right*, p.346



Key Terms

- Administration
- Benefits
- Strengths & Weaknesses
- Administrative Assistants
- Delegate
- Time management



Lecture Objectives

- Describe the benefits (and difficulties) of administration
- Identify ways to improve as an administrator when you are not naturally an administrator



To Think About Before You Go On

- How would you describe and assess your organizational and administrative skills? How would you describe your understanding of the importance of administrative skills for effective ministry?



Administration of the Ministry

Whether you like administrative duties or not, leading a youth ministry will require effective administrative skills. Many youth ministers fail to understand this reality. As a result, they lead a ministry that is less fruitful than it could be and is frustrating to parents, students, and the leadership of the church. Many youth ministers are let go because they never learn the importance of competent administration. This is tragic, for many youth ministers are not, by nature, administrative animals. The following is a list of guidelines that can help anyone, particularly those who have no passion for administration, effectively administrate the youth ministry for which they are responsible.

How to Administrate when you are NOT an Administrator

Recognize the Benefits of Good Administration

- Gains parents' trust
- Protects the youth minister
- Reduces the likelihood of errors
- Adds validity to the ministry
- Breeds confidence
- Keeps the ministry on track
- Lessens the potential for personal stress
- Increases involvement from others

Admit to yourself that this is not your Strength

- Don't pretend you are something you are not
- It's OK to not be great at everything
- Admit your weakness in this area but don't broadcast it

Recruit Administrative Assistants

- The best move I ever made
- You don't have to be in a large church to get assistance
- Make sure they understand the importance of youth ministry
- Make sure you can work together
- Recruit more than one person for this position
- Allow them to work in their strengths and passions
- Give them specialized tasks

Administrative Resources:

- Youth Ministry Management Tools, by Youth Specialties
- Franklin Covey (franklinquest.com)
- 7 Habits of Highly Effective People by Steve Covey.
- Daytimer (daytimer.com has many articles re: time management)
- Crown Ministries (www.cfcministry.org) and Crosswalk Ministries (crosswalk.com) Larry Burkett's financial tools.
- John C. Maxwell Leadership Resources (injoy.com is a site from Maxwell which offers resources, some free, in developing Christian leadership)
- Internet Searches:
 1. Time Management
 2. Administrative Tools
 3. Youth Ministry management
- Mindtools.com
- Tentmakersym.org
- youthspecialties.com/ywj/articles/amanage. (a series of articles on youth ministry management)
- themint.org (A web-site designed for helping kids, parents and teachers develop management skills)

Delegate Administrative Duties

- Learn the art of delegation
- Don't be afraid to ask someone to do something
- Give specific instructions
- Supply needed support
- Don't abuse an individual

Exercise Good Time Management Skills (See Handout)

- Recognize the benefits of good time management
- You will be able to accomplish more
- You will be better prepared to say no
- You will have less stress
- You will have more balance
- You can justify how you spend your time
- You will be a better steward
- Study good time management resources
- Attend a time management seminar
- Purchase, use, and carry a day planner



- Go back and rethink the 'To think about before you go on' questions on the first page of this lecture.