**MS-SOM Student Name:**

**Text Study Guide**

**© 2019 MS-SOM # Missed: \_\_\_\_\_ Grade: \_\_\_\_\_
 Grader’s Initials \_\_\_\_\_\_\_\_\_\_\_\_\_**

**ORD - Church Administration, Law and Finance**

TEXT: *Management Essentials for Christian Ministries* ISBN 978-0-8054-31230

1. As His servants we are responsible for the care and proper distribution of what resources?
2. What is the biblical perspective on stewardship?
3. Why is management of ministry necessary?
4. There is nothing accomplished apart from what two things?
5. Although planning is an important aspect of ministry stewardship, what must planning never take the place of?
6. Organization can be defined as doing things in an orderly manner. In an organizational context, this involves what two primary activities?
7. What are two evidences of sound planning?
8. Staffing is a relatively straightforward process of what?
9. While staffing is critical to the success of a church ministry, it must be done with what?
10. What do the activities associated with directing include?
11. What does the four-step process of Evaluation require?
12. What are the axioms of theological integration?
13. In the Gentile paradigm, how is leadership exemplified?
14. In Jesus’ paradigm, how is leadership exemplified?
15. A mission statement paints two stroke styles of ministry. What are they?
16. When preparing a vision statement, it is precise. What are the elements is provides?
17. What two levels does real leadership operate on simultaneously?
18. What are the four stages of goal setting?
19. Goal setting is the process of what?
20. What is the most common reason for failing to set goals?
21. What is the difference between long range plans and strategic plans?
22. What type policy has been defined as an explicit statement of a belief and/or attitude intended to shape and control ministry action?
23. What helps make a ministry policy the most effective?
24. What are two significant issues in belief about budget preparation?
25. What will a budget reflect the leadership’s belief in?
26. A solid budget process includes what three things?
27. What are the basic types of budgets?
28. List the five budget models outlined by Margret Barr.
29. What principles of budgeting apply throughout the process of forming a budget and effectively using it?
30. The ministry-by-objective process is broken down into what three phases?
31. List and describe the two organizational structures.
32. What is a statement of performance expectations with concomitant performance assessments in light of financial remuneration and promotion?
33. What is a statement of performance expectations of volunteer personnel for nonpaid services and thus performance assessments need to be made in light of that status?
34. What type of description does very volunteer on a ministry team need?
35. What are the three types of meetings?
36. What are the basic assumptions about the nature of change?
37. According to the text, what are the 8 types of decisions?
38. Staffing is viewed by helping do what two things with positions in the organizational structure?
39. What are the suggestions to facilitate the motivation of volunteer church workers?
40. When it comes to completing a nationwide criminal history background check of its employees or volunteers, how should a church view its responsibility?
41. What are the problems identified in recruiting volunteers?
42. What are five consistent principles for developing a ministry staff?
43. According to the text, what are two guarantees of any ministry employment?
44. What is the type law that ministry is exempt not from?
45. What are the four types of laws?
46. What is the essence of the leadership role?
47. What does SHAPE stand for?
48. What should one who desires to train future leaders remember?
49. What are steps that Maxwell uses as the process for training?
50. What are the models of mentoring?
51. List three things mentors do that are fundamental to the mentoring process.
52. What are stages in the mentoring life cycle?
53. What is the main difference between a group of individuals and a team?
54. Administration as a concept encompasses what?
55. What is the main reason why pastors elect to leave their ministry position or are forced out?
56. List the benefits to performance assessments.
57. List the theological themes that influence our approach to performance appraisal.
58. How do you permanently release someone?
59. What are the performance indicators that are common to almost every church or Christian organization?
60. What parameters are common to most evaluation systems?