



**CHURCH MINISTRY
ADMINISTRATION EDUCATION**

**COURSE MANUAL
No. 7**

(From p. 8 in Manual #7)

Course 7

CHURCH MINISTRY
ADMINISTRATION EDUCATION

Syllabus

Course Description:

This course is designed to introduce pastors and church leaders to the basic principles related to the nature, structure and function of the church and to teach them the practical knowledge and skills necessary for the local church to effectively carry out its functional roles in the areas of ministry, administration and education.

Course Goals:

1. To teach pastors and church leaders the nature, structure, purpose and priorities of the church as a spiritual organism.
2. To instruct pastors and church leaders with regard to the principles and practice of “body life” in the church.
3. To train pastors and church leaders in how to meet the ministry needs of church members.
4. To equip pastors and church leaders in the principles and practice of operating and administering the church as a structural organization.
5. To enable pastors and church leaders to understand and implement an effective ministry of biblical education in the church in order to “build-up” the body of Christ.

When the church properly and effectively functions as a spiritual organization in the areas of ministry, administration, and education the real needs of people will be met, the church will grow to spiritual maturity and God will be glorified as His kingdom is advanced.

(From p. 12–16 in Manual #7)

Course Outline

CHURCH MINISTRY • ADMINISTRATION • EDUCATION

- I. Ministry—The Church As A Spiritual Organism** (pp. 17–80)
- A. **Portrait of the Church** p. 17
1. Concept of the church
 2. Universal church and local church
 3. Spiritual nature of the church
 4. Spiritual structure of the church
 5. Spiritual function of the church
- B. **Purpose of the Church** p. 21
1. Making disciples
 2. Maturing believers
 3. Manifesting God’s glory
- C. **Priorities of the Church** p. 23
1. Three balanced priorities
 - Evangelism of unbelievers
 - Edification of believers
 - teaching
 - fellowship
 - Exaltation of God
 2. Relational aspects
 3. One Basic rule
 - timeless principles vs. cultural practice
- D. **Practice of the Church** p. 27
1. NT presuppositions regarding church ministry p. 27
 2. “Body life” among church members p. 28
 - principles of body life

- practice of body life
 - Fellowship
 - Edification
 - Worship
- 3. Relating to unbelievers and the world p. 43
- 4. Meeting the needs of church members p. 45
 - spiritual/moral needs
 - friendship/relational needs
 - mental/emotional needs
 - physical/financial needs
 - special needs
- 5. Family Ministry p. 51
 - concept of the family
 - promoting the Christian family
 - marriage and divorce
- 6. Giving and stewardship p. 58
 - basic concepts
 - principles of Christian giving
 - hindrances to biblical giving
 - practical hints for personal stewardship
- 7. Spiritual gifts p. 65
 - definition
 - key passages on spiritual gifts
 - basic teachings related to spiritual gifts
 - kinds of spiritual gifts
 - spiritual gifts in the church today
 - how to determine your spiritual gift
- 8. Church Discipline p. 74
 - What is church discipline?
 - Why should church discipline be used?
 - When should church discipline be used?
 - How should church discipline be exercised?
 - What form should church discipline take?
 - Who should be involved in church discipline?

9. 25 Causes of problems in the church p. 77

10. 5 Marks of a biblical church p. 80

II. Church Administration—The Church As A Structural Organization

(pp. 81–112)

A. Introduction

p. 81

- key concept
- principles vs. practices

B. Organizational Structure of the Church

p. 83

1. Church government p. 83

- 3 basic historical forms
- suggested form
 - structure
 - church covenant
 - church constitution and by-laws

2. Church Staff p. 91

- pastor
- other staff members
 - associate pastors
 - minister of music
 - minister of education
 - administrator
 - secretary
- church boards
 - elders
 - deacons
 - committees
- role of women in the church
 - key Scripture
 - Biblical qualifications for women in ministry
 - ministry for women in the church

- C. **Operation of the Church** p. 102
1. Records
 - membership rolls
 - attendance records
 - visitor cards
 - decision cards
 - financial giving records
 2. Church budget
 3. Accounting procedures
 4. Borrowing money
 5. Stewardship and raising the Church budget
 6. Fund raising for special ministry projects
 7. Maintenance of property, etc.

III. Education—The Church As An Edification Organization (pp. 112–135)

- A. **Introduction** p. 112
- B. **Philosophy of Biblical Education** p. 113
- C. **Purpose of Biblical Education** p. 114
- D. **Practice of Biblical Education** p. 115
1. Involvement of church leadership p. 115
 - role of the pastor
 - role of the elders
 - role of church members
 - role of minister of education
 - role of the biblical education committee
 2. Implementation of biblical education in the church p. 119
 - the pulpit
 - facilities
 - library
 - curriculum

-
- teacher training
 - teacher recruitment
 - small group biblical education
 - class size
 - benefits of small groups or classes
 - organizing and teaching various small groups
 - men
 - women
 - married couples
 - young marrieds
 - median adults
 - older adults
 - children
 - youth
 - college/career singles
 - basic follow-up discipleship
 - advanced discipleship
 - teacher/leadership training
 - evangelism/witnessing training
 - factors to consider in establishing groups
 - other teacher training opportunities
 - communication techniques for various groups
 - characteristics and teaching hints
 - children
 - babies to age 3
 - younger children (4 to about age 7)
 - older children (8 to about age 12)
 - youth
 - younger youth (age 12–15)
 - older youth (age 16–18)
 - college and career singles (age 18–30)
 - married adults
 - young marrieds (age 18–30)
 - median marrieds (age 30–40)
 - mature marrieds (40–55)
 - older adults (55 and up)
 - concluding thoughts on biblical education

(From pp. 17–18 in Manual #7)

I. **Ministry—The Church As A Spiritual Organism**

A. **Portrait of the Church**

1. Concept of the church

To understand the ministry of the church it is critically important to keep in mind the true nature of the church as the Bible teaches it.

Most unbelievers and many Christians still think of the “church” as a building or place of worship when in fact it is God’s **called-out assembly** gathered for worship and work to accomplish God’s purposes.

Mt. 16:13-19

2. Universal church and local church

It is also helpful to remember that the word “church” is used in two basic ways to refer to

- the universal church

which is composed of every true Christian all over the world and is known as the body of Christ.

1 Co. 12:13

Ro. 10:12-13

Eph. 3:6

- the local church

which is the physical expression of the universal church in a particular place.

1 Co. 1:2

Ro. 16:5

The “church” is composed of God’s people, not the place where they meet for they can meet in a cathedral, church building, house, tent, under a tree or anywhere else. This course will concentrate on the ministry of the local church regardless of where it meets.

And because in nature the church is essentially a **spiritual organism**, **Col. 1:24**, the ministry of the church is also primarily:

a spiritual ministry	Col. 1:27
with	
a spiritual message	Col. 1:25
to be carried out by	
spiritual people	Col. 1:9-14
for	
spiritual purposes	Col. 1:28
relying on	
spiritual power	Col. 1:29

With that in mind let's look at how the Bible portrays the church.

3. Spiritual nature of the church

The church is seen in Scripture with regard to

its nature

- as the body of Christ
Eph. 4:12
- as the household of God
Eph. 2:19
- as a spiritual building (holy temple)
Eph. 2:21-22

4. Spiritual structure of the church

its structure

- with Christ as the head and chief cornerstone
Eph. 1:22-23
Eph. 2:20
- with believers as living stones making up the church
1 Pe. 2:5
- with all members being saints and servants
Eph. 1:1
Eph. 4:12

(From p. 11 in Manual #7)

Suggestions For Teaching Course 7

CHURCH MINISTRY • ADMINISTRATION • EDUCATION

Pages: 135 **Hours required:** 40–45 **Class sessions:** 30
Pace and schedule: 4-1/2 pages per 1-1/2 hour class session, adjusted for natural divisions. Instead of working on a page number basis per class it is possible to approach the material as 3 units allocating a certain number of days (or class sessions) to each unit. For example:

- Unit 1 - Church Ministry** - 16 class sessions/8 days
- Unit 2 - Church Administration** - 8 class session/4 days
- Unit 3 - Church Education** - 6 class session /3 days

Hints and approach

Church Ministry

- The objective here is to enable the pastors to see church ministry in light of New Testament spiritual principles of “body life” with each member being a participating part.
- A great deal of time should be spent in the key passages cited in the manual.
- “Functional ministry”, not structure and form, must be emphasized with each church having the freedom to use different forms to implement the principles.
- Lively discussions are likely and students should be encouraged to share how they carry out ministry in their churches.
- Marriage and divorce will generate a great deal of discussion, disagreement, and controversy since there is no consensus among evangelicals. No dogmatic position should be asserted.
- Spiritual gifts will likely cause debate. The course presents a sensitive biblical balance.

Church Administration

- There will be a wide variety of church governmental structures and forms represented among the students. The concept of principles which do not change versus patterns which do is critical. Again the New Testament places stress on function not form.
- The practical aspects of church administration are presented in simple, basic form with a great deal of flexibility and latitude depending on the context and culture.
- The pastors must understand that ministry cannot be effectively carried out except through some structural system but that the system must not overwhelm the ministry.

Church Education

- By this time the pastors will be committed to teaching the Word. The emphasis here is on practical ways to implement a church-wide program of biblical education.
- Suggestions as to the make-up of small groups and division into age groups are general and not definitive. The idea will likely be new to most. Again, it's the concept that is important.