



CHURCH ADMINISTRATION

Using this Manual for Impactful Leadership Training

This resource can be used as a practical training guide for church leadership teams, ministry staff, and volunteers who support the daily operations of the church. Leaders may choose to walk through the material individually or use the book in a small group setting with ministry teams.

Suggested Training Approach

1. Read one section of the book each week.
2. Meet as a leadership team to discuss the ideas presented.
3. Identify areas where your church administration systems can be strengthened.
4. Develop one or two practical action steps to implement before the next meeting.

Current

What areas of our church administration are working well right now?

Identify Breakdowns

Where do we experience the most confusion or breakdown in communication?

Choosing the Right One

What systems or processes could help our ministry operate more smoothly?

Assessment

How can administrative excellence support the spiritual mission of our church?

What is one improvement we can begin implementing immediately?