

FAITH REVIVAL FOR THE NATIONS
BIBLE INSTITUTE, FReNBI
COURSE SYLLABUS
[Course Code: BMM 503]

COURSE UNIT: MINISTRY MANAGEMENT
& ADMINISTRATION

COURSE UNIT CODE: MMA 501

FACULTY: AUSTRALIAN SCHOOL OF MINISTRIES,
AUSOM (IN CONJUNCTION WITH)
AFRICAN SCHOOL OF MINISTRIES,
AFRISOM

TABLE OF CONTENTS:

- METHOD OF STUDY
- COURSE DESCRIPTION
- COURSE OBJECTIVES
- COURSE OUTLINE
& LESSON NOTES
- COURSE GRADING
- COURSE EXAMINATION

METHOD OF STUDY

[A] Classroom And/Or Self-Directed Learning:

Classroom instructions and/or self-directed learning or facilitation are primarily by - (1) The Scriptures/the Bible itself (King James Version, KJV). (2) The Holy Spirit & Prayer. Thus, the Word and the Spirit, therefore, are the basis and strength of the FReNBI curriculum.

Adjunct Faculty, Recommended Books & Materials (Disclaimer):

The FReNBI faculty is non-denominational, where Instructors/Facilitators are proven Bible scholars/ministers and mentors drawn from diverse ministries, churches or denominations. Being at the liberty of the Holy Spirit to teach according to their individual abilities, Instructors/Facilitators may draw upon the examples, teachings and testimonies of the early Church fathers, Bible scholars, historians, and theologians of the Christian Faith, and/or recommend relevant books and materials. Nevertheless, such are, and must be limited to, non-denominational teachings, books and materials. FReNBI has no official list of recommended books and materials. The reason being that some books or materials may directly or indirectly draw upon denominational doctrines which may be distinct from the doctrine of the Word or the revelation of the Spirit. FReNBI, however, is and shall remain a non-denominational Institute which offers to the whole Body of Christ a non-denominational curriculum based on the doctrine of the Word and the Holy Spirit. It is a Word-based and Spirit-filled curriculum aimed at facilitating the unity of the Faith through knowledge (Ephesians 4:11-13). Thus, FReNBI does not get tied up with the non-essentials of the Faith, such as the socio-cultural issues and the debatable details of denominationalism which divide the Body of Christ. Any of such conduct or teaching is exterior to, and does not reflect the purpose and scope of, the FReNBI curriculum.

[B1] SELF DIRECTED LEARNERS (FCBS/DISTANCE LEARNING OR FReNBI ONLINE STUDENTS) ARE TO CONTINUE HERE:

PREPARING TO START

(1) Your study time is to be accompanied by prayers. Whenever the revelation of truth dawns on you or the power of truth takes hold of your spirit, such is a good time to pray it out. Don't miss this chance. Such a moment is the time to pray and meditate, observing moments of silence or quietness, making proclamations and confessions, prophesying etc. as the move of the Spirit dictates. That is the time to check up related scriptures that flash through your mind. Singing, praying more, and doing as that spiritual occasion serves you.

Be sure to write down any spiritual development in your FCBS Notebook. What occurs to you, what God may be saying to you, what you may see or feel concerning issues of your life, etc. Expect things to be revealed to you while you study. This is to be a prayer-driven study.

(2) Review the document: "Certificate/Diploma in Ministry – Course Units & Time Frame". Then - CHOOSE BETWEEN A DAILY STUDY PLAN: (MON –FRIDAYS) 2 HRS OR MORE DAILY, OR A WEEKLY STUDY PLAN: ANY 10 HOURS OF THE WEEK OR WEEKEND. SPECIFY IN YOUR NOTEBOOK ON PAGE 1 WHICH DAYS OF THE WEEK YOU HAVE CHOSEN AND BE ACCOUNTABLE TO YOURSELF.

GAINING A GENERAL OVERVIEW

Set aside your first 6 hours and be able to read through the entire Syllabus. Starting from this Method Of Study to the Examination page (optional) at the end of this Syllabus. For example, you can set aside these hours in 2 periods of 3 hours

each to achieve the combined total of your first 6 hours.

Please do get back to the beginning of METHOD OF STUDY and re-read the whole of this Syllabus. In doing so, do pay special attention to specific lessons, paragraphs, phrases or verses that you may feel a need to re-read. The Holy Spirit will be prompting you on certain points that will be triggers for your present and future miracles. Keep re-reading until you accomplish the combined total of 6 hours required for the OVERVIEW.

COMMENCING YOUR STUDY, LESSON BY LESSON

- (1) Start your study time reading-through the entire lesson for the day/week, e.g. Lesson 1.
- (2) Next, go over the same lesson. This time, slowly and meditatively. As things occur to you; you may feel like praying it out, speaking it out, or repeating scriptures aloud to yourself...and writing down any revelation in your FCBS Notebook, along with the date.

Remember to apply this important requirement to all subsequent lessons in this study. You will no longer be reminded of this requirement beyond this point.

QUESTIONS TO MIND AS YOU STUDY

- (a) How do these scriptures apply to my life and destiny?
- (b) What is the vital principle of scripture, correction, reproof, or direction that I need to apply from these scriptures to my life, to fulfil my obedience?
- (c) Is there any personal message that the Lord is passing across to me?
- (d) What prayer do I need to pray from these scriptures to shape my life and Calling?

[B2] CLASSROOM INSTRUCTORS ARE TO CONTINUE HERE:

METHOD OF DELIVERY OF A FReNBI COURSE

- (1) The teaching of the Word by the Instructor.
- (2) Praying the revealed Word by the students: students led by the Instructor; That is, engaging students to pray-out the revelation of truth as it flows out of the delivery: 1, 2, or 3 times (in each period of 45 mins - 60 mins) as the flow of the Word and the move of the Spirit dictates.
- (3) Singing spiritual songs, hymns and psalms, spontaneously when the Spirit leads, in the course of Instructions/lectures.
- (4) Ministering the revealed truth by the Instructor; that is, ministering the truth revealed in the course of the teaching, praying for the students with the truth studied, and proclaiming the blessing of the revelation upon them.
- (5) Contribution to classroom-ministry by students; under the direction of the Instructor, through spontaneous songs, prophecies, exhortations, testimonies, questions & answers, etc.

-Both classroom Instructors and self-directed Learners continue here-**COURSE DESCRIPTION**

MMA 501 has the core vision of tracing and recovering the biblical model for organising, coordinating and running the business aspect of Ministry.

In MMA 501, we study how the ministry of Jesus and the apostles handled the human aspect of ministry, that is, the organising, the coordinating, the appointments, the delegations, and matters of accountability, without hindering the move of the Holy Spirit.

Learners will complete a historical study, mainly covering the Gospels and the Acts, in order to uncover and highlight biblical patterns for ministry management and administration.

Learners will carefully identify the balance in allowing the move of the Spirit without compromising a reasonable or acceptable level of management.

In this study, the two extremes in Ministry management, namely, Pentecost without management, and management without Pentecost, are avoided.

COURSE OBJECTIVES

1. That the student will be able to track clearly the existence of management in the ministry of the Lord Jesus and the apostles and to examine the pros and cons of ministry management. We want to restore the biblical pattern for the management of the Ministry.

2. That the student will be able to handle the human aspect of a divine assignment with good success. Ministry is doing the will of God among human beings. Wherever humans come together in the name of God, there still will abound human problems which need to be constantly resolved.

Ministry without management will result in unresolved problems and confusion. The move of the Spirit will easily be quenched.

3. That the student will be able to establish a reasonable/balanced level of organising, coordinating and running the affairs of the Ministry in such a way as to make enough room for the move of the Spirit to fulfil the purposes of God.

Learners will be able to establish the balance between the liberty of the spirit and organisational control, and between leadership authority and membership liberty.

Ministry without management will result in confusion and problems, while too much management & administration will mean a loss of the liberty of the Spirit.

4. That the student will know the meeting point between the vision of the Ministry as an organisation on the one hand, and the vision of individual members on the other hand.

Learners will realise the meeting point where the vision of the Organization will fulfil and release the gifts and calling of the individuals. (Mk 9:33 – 35) (Luke 22: 24 – 27).

COURSE OUTLINE & LESSON NOTES

LESSON 1

THE NEED FOR MINISTRY MANAGEMENT

Duration of classroom work: 2 hours

Scripture Reading: 1st Corinthians 14:14, Titus 1:4-5

God speaks or shows a person what to do (his calling), and equips the person to do it (gifts and abilities). However, God always leaves the person to take care of the human aspect of the assignment using divine principles revealed in His Word, guided by the Spirit.

The Minister must keep an eye on Ministry management in order to achieve the desired results as per the God-given vision (Hebrews 8: 5).

Ministry is the work of the Lord in human affairs. The two sides involved in this deal consist of a) The Holy Spirit b) Human beings.

It is this human involvement with the work of the Spirit (otherwise called the work of the ministry) that needs planning, organising, coordinating, delegating, recruiting, deploying, reporting and accountability.

The Difference Between Ministry Management And Ministry Administration

In Ministry Management, we are concerned with vision casting/planning, and the biblical principles for formulating policies and procedures for doing the work of the ministry.

It is about planning, organising, coordinating, delegating, recruiting or employing and deploying human and material resources to fulfil the purpose/vision of the Ministry.

However, in Ministry administration, we are implementing the policies, executing the plans, and fulfilling organisational objectives through procedures set forth by ministry management.

Hebrews 8:5

- Do the ministry and put things in order according to the way God showed it to you.
- You have to come up with the policies and procedures of the ministry.
- Administration will help you exercise faithfulness in stewardship.

WHY SET THINGS IN ORDER?

1 Corinthians 14:40; Titus 1:5

(1) WITHIN THE BODY OF CHRIST (CHURCH/MINISTRY)

- a. Due to excesses: Some people are overzealous, and zeal without knowledge is dangerous. (Romans 10:2).

As a ministry/church, develop procedures of how things should be done. How groups and departments should run effectively and efficiently. This should be done stage by stage to match the level of growth.

- b. Errors and heresies: Some people may go into errors and heresy. Galatians 1:6-9. 1 Timothy 1:3.
- c. Competition and divisions: the possibility of competition amongst folks can be avoided if some rules are in place. 1 Corinthians 1:11-13.
- d. Due to possible disorder in churches 1 Corinthians 11: 17 – 22; 34. Social and financial disorders cause the ministry to be blamed.
For example, we need to set the order on how the spiritual side of ministry like prophecies, testimonies, etc. should run and how the natural side like funds, etc; should be handled.

(2) OUTSIDE THE BODY OF CHRIST (OUTSIDE THE CHURCH/MINISTRY)

LUKE 20:25; 2 Corinthians 8: 20-21.

Whatever God has called you to do, you'll do it within the confines of the society, which itself has other interested parties, e.g. the Government departments, other institutions or establishments, etc.

For example, Government laws would require the registration of the ministry/church, and also require it to conform to certain legal requirements.

We are looking at the large society or the secular world around us. In the eyes of the government, your ministry is considered as an entity, and as such, you must fulfil such requirements as having a constitution, books of accounts, etc.

We need all these, not just for internal purposes. We are to be good stewards of ministry provisions, wise in the use of talents, and let our honesty appear not only to God but also to men, both inside and outside the Ministry.

SIGNS OF EXTREMES/EXCESSES

It is the purpose of ministry management to avoid extremes and excesses. Extremes and excesses may arise:-

1. When a disorder is allowed to continue in the work of the ministry.
2. When the leadership and/or the people are not obedient to the Holy Spirit in fulfilling the work of the ministry.
3. When extreme order (without liberty) is due to human control or a controlling spirit at work.

BALANCE BETWEEN MANAGEMENT AND THE MOVE OF THE SPIRIT

In this end time, expect the move of God in your ministry. Expect people to be seeing visions and dreams (Joel 2:28) and pursuing the same. Expect the Spirit to lead people.

Make room in your management system to accommodate the leading of the Spirit for your team or members. If you don't make room for it, it will create room by itself, e.g. Acts 13: 1-2, 42 – 44.

Prayer and the laying on of the hands of the presbytery is the way you release ministries (Acts 13:2-3; 1 Timothy 4:14; 2 Timothy 1: 6).

'BREAK-AWAY' MINISTRIES OR 'SPIRIT-LED AWAY' MINISTRIES?

In Acts 13, we have two examples of 'Spirit-led-aways':

1. Acts 13: 1–2, where the leadership team supported and facilitated a move of the Spirit.
2. Acts 13: 43, where the leadership team failed to support and facilitate a move of the Spirit.

Another scenario to reflect on:

In Acts 14: 3–4, there was a division of people into two groups. Those who followed the unbelieving Jews, and those who held up with the Apostles. The division came about with the move of the Spirit.

One important thing we should constantly do is to wisely update administrative procedures. Make it flexible enough to accommodate the leading of the Holy Spirit. Build it with brotherly-love enough for the unbelieving or the rebellious to easily walk-away. Hence, many 'break-aways' will be avoided.

Required In-depth Personal Study: Numbers Chapter 16:

A break-up without the Spirit is a break-away. A seed of evil always brings consequences. Please, just walk away. Don't ever be tempted to convince others against spiritual leadership, nor try to take people along. Don't be a tool for evil in the house of God. Study the entire Numbers 16. Prayerfully glean wisdom for your life and journey.

The Spirit doesn't lead people into excesses, but humans can fall into this trap. Always remember that when you have the move of the Spirit without management (personnel training and development), there will be excesses. And when people don't manage themselves well, they become casualties.

As a Leader, you must be ready to keep acquiring knowledge as a life-long pursuit. Why? There is always a present truth (1 Peter 4:12) which leadership must always keep abreast of. Keep reading. Keep studying. Keep learning. Keep applying what you learn to your conduct. Keep obeying the Spirit. Be in constant touch with the Lord, who chose you to lead. If you do these things, you will never become stale as a leader.

LESSON 2

MANAGEMENT & ADMINISTRATION AND THE MOVE OF THE HOLY SPIRIT IN THE EARLY CHURCH

Duration of classroom work: 2 hours

(i) Acts 1: 14 - 16

- Revival began with the word and prayer.
- The Spirit of God waited until management & administration were put in place. That is, making the necessary plans, announcements, and selection of the 12th, the new apostle, Matthias (vs 26).

(ii) Acts 2

The Holy Ghost finally came down. Through the preaching of the gospel, 3,000 souls were added to the church in one day (vs 41). From the preaching point of view, it was a blessing.

From the managerial and administrative point of view, it was a problem. When management & administration is put in place, problems disappear, and the blessing remains. The Holy Spirit remains. The devil leaves and the flesh dies.

(iii) Acts 3

More signs and wonders, e.g. the man at the beautiful gate received healing, resulting in multitudes turning to the Lord. Multitudes; meaning more human problems to be solved.

(iv) Acts 4

More prayer and waiting on the Lord, alongside preaching. Five thousand souls believed (vs.4), and no one lacked (vs 34). That must be sound management & administration for no one to have lacked, despite the multitudes!

(v) Acts 5

The church moved into the prophetic realm of ministry, leading to more increases, multitudes both men and women. They even lost count, and the bible says, multitudes of both men and women were all the more added (vs 14).

(vi) Acts 6

With multitudes increasing, the problems increased (vs 1, 2). These problems could have stopped the ministry of the word and prayer; except for the timely action of vision casting, re-planning, re-viewing procedures, re-selection, new appointments and more of delegation in this chapter.

That was management and administration in practice. It helps the ministry of the Word to go forward without further issues that simply divert focus (Acts 6:7).

(vii) Acts 7

The success of management & administration in Acts 6, i.e. the selection, appointment and delegation, produced a new Minister of the gospel, Stephen. The delegation of duties to the people, including Stephen, surely 'pulled-out' their potential. He (Stephen) got so anointed that he summarised the entire history of Israel in one chapter (Acts 7).

We must understand that delegation helps to develop the potential of people, perfecting them for the work of the ministry (Eph 4:11-13). Giving opportunities to people to Minister in leadership positions will help to bring out their potential.

LESSON 3

THE MINISTRY OF JESUS AND MANAGEMENT

Duration of classroom work: 2 hours

Mark 6: 34 – 44

1. Take responsibility. Cast the vision. Define the objective. (vs. 37-38).

2. Organisation and planning; set up a system for co-ordination (vs 39 – 40).

3. Delegation of responsibility (vs 41).

➤ He gave to his disciple to give to people.

4. Accountability (vs 43-44).

- Jesus had his disciples pick all the leftovers from the feeding of the 5,000.
- Avoid wastage.

5. Progress report/Meeting (Mark 6:30).

- There must be progress report of various departments, indicating their areas of successes and challenges.
- Plan to hold meetings, review progress.
- Put in place the leadership training and development programmes.
- The regularity of meetings is also important.

6. Setting targets (vs 44)

- The feeding of 5,000 men with two fish and five loaves.
- What strategy have you laid down to implement your vision?
- This is the target of what you want to achieve.
- If you aim at nothing, you'll achieve nothing. Put in place the projects that you want to achieve and accomplish.

THE MINISTRY OF MOSES AND MANAGEMENT

Exodus 18: 13 – 26

- (i) Delegation of duties (vs 21, 22, 25)
- (ii) Organisation
- (iii) Co-ordination

- On hard cases, they reported to Moses. There must be pastoral feedback.
- Delegation works hand in hand with co-ordination.

Lack of management & administration weakens the Ministry. Things must be properly set in order, just like Moses made appointments and delegated responsibilities.

The most important thing to note in the delegation of duties is co-ordination. You must always get the feedback on the delegated responsibilities. Get to know what is constantly happening.

For pastors/teachers and all leaders, it is important to "know the state of thy flock". Proverbs 27:23.

LESSON 4**MANAGEMENT & ADMINISTRATION
IN THE LIFE OF PAUL AND TITUS IN CRETE**

Duration of classroom work: 2 hours

Titus 1: 4 – 5

Develop a sense of responsibility as a leader. At all levels of spiritual leadership, you've got to be responsible. If someone is irresponsible and then says, "I will change later"; well, your irresponsibility will only grow as you grow older. Now is the time to change and develop.

Here we see things being set in order, and elders being appointed to take up leadership roles. Titus had a gift of management. No matter your calling, you must develop the ability for management. Do it, and keep getting involved until you start enjoying it.

Even when you have managers & administrators to help you, you have to still get involved at some level. You have to know what is going on behind the scenes of the Ministry and keep an eye on it. You are responsible. Accept responsibility.

CASE STUDIES & EXERCISES ON MINISTRY MANAGEMENT & ADMINISTRATION

This session calls for classroom discussions, observations and comments on each CASE STUDY under the guidance of the Instructor, PLUS an Assignment on Case Study 3 below (50 marks).

In the case of FCBS students, this may be in the form of a webinar/online discussion under the guidance of the Unit coordinator, PLUS an Assignment on Case Study 3 below (50 marks).

In either case, please see the last page of this Syllabus on course grading.

CASE STUDY 1: 1 SAMUEL 30: 19 – 25

- A remuneration policy concerning how things should be done in God's way. From here, we can devise a suitable and fair remuneration policy or a reward system in the Ministry, while minding government legislation.

CASE STUDY 2: Paul and Mark - 2 Timothy 4:11. Peter and Marcus - 1 Peter 5:13

- God brings certain people to us to groom them. We must learn to reproduce the work that Christ has done in us in the lives of others.

CASE STUDY 3: Acts 6 and 8.

The appointment/selection and delegation properly done in Acts 6 reproduced a mighty evangelist, Philip, who went down to Samaria and took the whole city for the Lord.

Research and provide a typical example from another ministry (different from your church/ministry), where an established ministry has successfully birthed another ministry. Give four reasons why you think this is a great example, worthy of note.

CASE STUDY 4: Numbers 1:1-46

- Issues of accountability are critical matters requiring due diligence in Ministry Management & Administration.

CASE STUDY 5: Acts 13:1-4.

- Appointments and posting. Here there is a plan of God on Barnabas and Saul to be separated for the work the Holy Spirit had called them to do.

LESSON 5

PERSONNEL MANAGEMENT & ADMINISTRATION

Duration of classroom work: 2 hours

CRITERIA TO USE WHEN CHOOSING LEADERSHIP

- Choosing men that make the Ministry: Acts 1: 21-22.

"Men that have accompanied us all the time...": Those who have been around us. They have seen how we have been doing it, and believe in our way of doing it. This shows

They are humble, have a servant's heart and are learners. These are the true followers to be selected.

Acts 1:21-23; 1 Corinthians 4:17

- Spiritual men among you: Acts 1:21, 6:3
- Prayer. Appointments are to be done prayerfully:

Acts 1:23, 6:6/ Mark 3:13-15; Acts 1: 16, 21, 23, 24-26.

PRINCIPLE NO 1: "Amongst you" (Acts 1: 21-22).

Look from among you somebody who understands the way the system operates.

Those who have accompanied you all the time. 1 Corinthians 4:17).

People must know or get acquainted with your ways of doing things in the

Lord before they are chosen to do the same. Not people who will come from outside and try to make the system worldly or do it their way.

PRINCIPLE NO 2: Acts 6: 3 – 5. Men/women of good reputation, filled with the Holy Spirit and wisdom.

LEADERSHIP QUALITIES FOR BIBLICAL PERSONNEL MANAGEMENT

Study and prayerfully apply the following to your life. Make a note of your encounters.

(a) Self controlled/temperate 1 Corinthians 9:25-27. Titus 1:8

(b) Hospitable 1 Timothy 3:2, Titus 1:8.

(c) Apt to teach 1 Timothy 3: 2, Titus 1:8.

(d) Not quick temped Titus 1:7.

(e) Upright/holy Titus 1:8.

(f) Above reproach/blameless Titus 1:6; 1 Timothy 3:2.

(g) Holds to the truth and a good conscience Titus 1:9, 1 Timothy 1:19.

(h) Husband of one wife 1 Timothy 3:2, 12; Titus 1:6.

(i) Respectable behaviour 1 Timothy 3:2, 8.

(j) Not given to drunkenness 1 Timothy 3: 3, 8; Titus 1:7

(k) Manages well his own family 1 Timothy 3:4,12

(l) See that his children obey the Lord 1 Timothy 3: 4, 5, 12 Titus 1:6

(m) Not violent but gentle 1 Timothy 3:3; Titus 1:7

(n) Not quarrelsome 1 Timothy 3:3

(o) Not a lover of money 1 Timothy 3:3

(p) Not recent convert 1 Timothy 3:6

(q) Not overbearing Titus 1:7

(r) Loves what is good Titus 1:8

LESSON 6

BIBLICAL PATTERN FOR COMMITTEE OR BOARD/COUNCIL MEETINGS (HOW TO CONDUCT MEETINGS)

Duration of classroom work: 2 hours

Acts 15:6 – 26

- (i) We see from Acts 15:6 that a spiritual council or board is needed. In many Ministries, the problem is that unspiritual people make decisions for the spiritual organisation.

Always have a group of team leaders who are spiritual and skilled in all of the business undertakings.

Have a council of spiritually matured leaders, full of the spirit and faith (Acts 6:3). Remember, ministry management is the business aspect of the ministry, not of a secular vocation.

In the composition of a board/committee, remember the funny but true words of the Archbishop, Benson Idahosa: "A carnal committee will commit crime".

- (ii) Further spiritualise your board or leadership team, empowering them to grow in Godly/spiritual wisdom (Proverbs 24:3-6) by making prayer and fellowship around the Word to remain as the centrepiece of your business meetings.

25 - 50 % of business meeting time may be generally devoted to God's word, prayer and intercessions. The suitable percentage of time will depend on the average level of spirituality of the board/committee. It is a principle that spiritualises the atmosphere of a Ministry's business meeting. It is a proven and time-tested pattern in preventing strife and fleshly wisdom in God's house.

- (iii) Allow the liberty of expression (Acts 15: 7, 12), but make the final conclusion As the chairperson, all the major decisions of the committees in the church/ministry should be subject to ratification by the vision/spiritual leadership or council.

- (iv) Allow the spiritual council or the vision council (not the carnal or business team) that run the vision to have the final say (Acts 15:6, 19). James and the apostles and elders decided for the Ministry.

LESSON 7

GENERAL CONCLUSIONS AND DEDUCTIONS ON MMA 501

Duration of classroom work: 1 hour

- In the end-time move of God (Joel 2:28-29), expect the Holy Spirit to make people see visions and revelations for themselves. Therefore:
 - Aim to make your Ministry structures strong, flexible, self-sustaining and self-propagating: e.g. Acts 8:5-Philip went to Samaria for evangelism.

- Acts 13:1-3. Paul & Barnabas were sent on a missionary trip.
- We see from Acts 15:6 that a Council/Board is needed. Always have a group of spiritual team leaders. Spiritualise your board. Proverbs 24:6
- A Ministry needs a council of the spiritually matured, full of the Spirit and faith (Acts 6:3) and skilled people to manage the business aspect of the Ministry.
- As a Ministry servant-leader/chairperson, allow the liberty of expression (Acts 15:7,12). Listen and entertain diversity of views.
- Listen to the Holy Spirit as you listen to these discussions and views.
- Keep biblical principles and the vision direction at the back of your mind. Always make the final conclusion (straight forward conclusion).
- James, as chairperson of this leadership group, did not shy away from his responsibility. He drew a line in the sand. He rounded up the discussion saying, "My sentence is, ..." (Acts 15:19). Remember, only a monster has two heads.

Ministry Management must be modelled after the pattern of the Trinity where all three are co-equal. Yet, their leadership team-work never diminishes the leadership of the Godhead within the Trinity.

The early church practised this biblical model where, for example, in Acts 15, the co-leaders, apostles and elders, still deferred to the final sentence of the apostle James (vs 19) who was a leader while Peter had gone on missions. James continued to lead at Peter's temporary return to base on this occasion.

COURSE GRADING
(Exams & Records Unit)

- A. Examination: ----- Total Marks: 40%
- B. Assignments/Practicum ----- Total Marks: 50%
- C. Any Other Task/bonus marks:----- Total Marks: 10%
-

COURSE EXAMINATION

FACULTY: AUSTRALIAN SCHOOL OF MINISTRIES, AUSOM
(IN CONJUNCTION WITH AFRISOM)

COURSE: MINISTRY MANAGEMENT & ADMINISTRATION

COURSE UNIT CODE: MMA 501

TIME ALLOWED: 60 MINS

DO ALL: Your answer to each question should not exceed $\frac{1}{4}$ of a page (A4 size).

In Biblical Personnel Management, explain the following leadership qualities. More marks apply for personalising your answer in the context of what God is showing you or saying to you.

What God is showing or saying to you:

To proceed with this examination; therefore, you have to firstly, begin to prayerfully receive God's wisdom to set your own boundaries for each of the qualities listed below.

Then return here to begin to clearly state what to do to enhance each of the following qualities in your own life:

- (a) Above reproach/blameless Titus 1:6, 1 Timothy 3:9
- (b) Self controlled/temperate 1 Corinthians 9:25-27. Titus 1:8
- (c) Not quarrelsome 1 Timothy 3:3
- (d) Not a lover of money 1 Timothy 3:3