



# CHURCH ADMINISTRATION

## LEAD18 CLASS SYLABUS

- I. Church Administration 101
  - a. Portrait of a Church Administrator..... pp. 5-7
  - b. The Necessity of Administration.....p. 8
  - c. Administration Basics.....pp. 9-24
    - i. Venn Diagram: Business vs Church (p. 16)
- II. If You Build It...
  - a. Building Organizations.....pp. 27-31
    - i. AFC Organizational Chart
    - ii. Organizational Span of Control
    - iii. AFC Policies & Procedures
  - b. Developing Your Team.....pp. 32-41
  - c. The Challenge of Communication.....pp. 59-61
  - d. Holding Successful Meetings.....pp. 63-71
    - i. Death by Meeting, Lenconi
  - e. The Planning Process.....pp. 83-93
    - i. AFC 2017 Churchwide Objective
  - f. Strategic Planning..... pp. 94-102
- III. We Want the Best
  - a. Staffing.....pp. 44-51
    - i. Review of Sample Resumes
    - ii. AFC Job Descriptions
    - iii. Onboarding/Offboarding ([www.bamboohr.com](http://www.bamboohr.com))
  - b. Performance Appraisal.....pp. 71-75
    - i. AFC Performance Appraisal
  - c. Corrective Action.....pp. 77-81
- IV. Show Me the Money
  - a. Budget Development..... pp. 107-119
    - i. Essential Guide to Church Finances, Vargo & Laue
    - ii. Review of Operating Plan Spreadsheet

