

# Rhythms and Routines: Administration and Life Management

Often ministry leaders rely on their spiritual gifts and abilities to be effective. But being unequipped in the administrative aspects of personal and ministry responsibilities limits their ability to ultimately succeed. Even if it is not a natural strength, it is essential for you to develop the ability to manage the administrative aspects of your life and ministry.

### Talking Points: Questions to Consider

- Do you struggle organizing your time and responsibilities? Is procrastination a challenge for you? Why or why not? If so, how can you overcome it?
- How do you spend your free time? How much time do you spend on social media or other forms of entertainment?
- How do you establish priorities? Why do you think it is important to distinguish between good and best? How can you discern the difference?
- How do you manage your finances? Do you consider yourself a “spender” or a “saver”? Do you give consistently and sacrificially? What is the proper motivation for giving?

## Teaching Points: Scriptures to Consider

- **Matthew 25:14-30** – God’s Definition of Success is Faithfulness
- **1 Thessalonians 4:11-12** – Pursuing Anonymity
- **Colossians 3:17,23; 1 Corinthians 10:31** – Effort and Excellence for Christ
- **2 Corinthians 8:1-15; 9:6-15** – Grace Giving

## Thinking Points: Resources to Consider

- ***Liberating Ministry from the Success Syndrome*** by Kent and Barbara Hughes
- ***The Trellis and the Vine*** by Colin Marshall and Tony Payne
- ***The Treasure Principle*** by Randy Alcorn

## Training Points: Opportunities to Consider

- **Walk through the principles and practices of schedules and calendars**, both personal and church.
- **Walk through the principles and practices of budgeting and stewardship**, both personal and church.
- **Attend administrative meetings** related to budget and finance, church calendar and schedule, and organizational management.