

## Motivational Gift of Administration/Leadership

### Description:

The gift of administration is the special ability that God gives to some members of the Body of Christ to understand clearly the immediate and long range goals of a particular unit of the Body of Christ and to devise and execute effective plans for the accomplishment of those goals.

### Romans 12:8 he who leads, with diligence

Proistemi: To place before or to set over, meaning to administrate, superintend, to organize or to facilitate.

### 1 Corinthians 12:28 God has appointed these in the church: ... administrations

Kubernesis: Helmsman of a ship, steer, guide, govern

**It is Possible to be a leader and not strong in administration, and an administrator and not a leader, but is best to have both**

### Traits:

- Thorough
- Goal-oriented
- Objective
- Efficient
- Responsible
- Conscientious
- Organized
- Methodical

### Characteristics:

1. Sees the need for organization as a primary need of the church in doing its job
2. Organizes people, tasks, or events, managing details carefully and thoroughly. They have a deep satisfaction when everything fits together and runs smoothly.
3. They have the ability to work with and through others. They have insight to know who fits where.
4. They can create order out of organizational chaos.
5. They are able to get things running and functioning properly in order to meet needs.
6. They see the resources that are available to get the job done.
7. Is able to set and maintain priorities.
8. Is highly motivated to organize that which he is responsible for.
9. Prefers to be under authority in order to have authority.
10. Can take orders from those over him or her and does so until called to lead.
11. Will not take responsibility unless delegated by those in authority.
12. Will assume responsibilities if no leadership exists.
13. Ability to know what can or cannot be delegated.
14. Willing to endure reaction from other workers in order to accomplish the ultimate goal.
15. Desire to move on to new challenges when a task is completed.
16. Enjoys working on long-range goals and projects, and seeing all the pieces come together.
17. Is able to envision the finished project.
18. Has zeal and enthusiasm for whatever they are involved in.
19. Is willing to let others get the credit in order to get a job done.
20. Constantly writes notes to self.
21. Desires to complete tasks quickly; not a procrastinator.
22. Needs loyalty and confidence from those under them or over them.
23. Makes jobs look easy.
24. Task oriented (Philippians 3:14)
25. Very alert to details
26. Finishes what they start (Titus 1:5)
27. Able to be decisive
28. They are self starters (From Romans 12:8)
29. Sees the overall picture and clarifies long-range goals (Acts 6:1-7)

### Abuses of an Organizer/Leader

1. They may have confidence in their own strengths, abilities and plans, not God's; needs to be open to adjusting their plans so that they don't stifle the vision of leaders and the activity of the Holy Spirit; could fail to see God's purposes being fulfilled in the process of meeting a goal.
2. Is proud of his or her power
3. May be Overbearing
4. Becomes upset when others do not share same vision or goal. They may try to force all of their ideas, plans, and goals, upon the rest of the group.
5. Develops outer callousness due to being a target for criticism
6. Can regress into "using" people to accomplish own goals rather than meeting personal needs
7. Tends to drive self and neglect personal and family needs
8. Failing to explain or praise. The Leader often Forgets to Explain why a task must be done. The Leader has thoroughly thought it through, and tells others "Just do it and don't ask questions." This may lead to misunderstandings of being misused among church members.
9. Loses interest in job once it is completed. Needs to realize completion involves clean-up.
10. Uses people to meet his/her goals rather than meeting their personal goals. People viewed as resources; projects seem more important than people.

11. Overlooks major character flaws in those who are useful to reaching their goals
12. Shows closeness and favor to those who are more loyal or those who are harder workers.
13. Viewing the long range goal from their prospective, valid suggestions and complaints are often overlooked.
14. Viewing the whole goal in their mind often causes improper explanation of what needs to be done.
15. May not be Self-Controlled, Disciplined or Diligent. When priorities are wrong with God their life is in disarray!
16. Responds to criticism with criticism

### **Misunderstandings:**

1. Ability to delegate responsibility may appear as laziness in avoiding work.
2. Willingness to endure reactions may appear as callousness.
3. Desiring to complete tasks swiftly may appear to be insensitive to the schedule, weariness, or priorities of workers.
4. Tending to direct in a leadership vacuum may be interpreted to be taking over leadership.
5. Enjoying loyalty of workers may appear to be favoritism

### **Biblical Organizers**

- Joseph: Gen. 30-40
- Nehemiah: Neh. 1-7
- Deborah: Judges 4-5
- David: 1 Sam. 16-31, 1 Kings 1-2, 1 Chron. 10:13-30
- James: Matt. 13:55, Mark 6:3, Acts 12:17, 15:13, 21:18, 1 Cor. 15:7, Gal. 1:19
- Jairus: Matt. 9:18, Mark 5:22-43, Luke 8:41-45
- Jesus: Mark 9:2, 3:13-14, Luke 10:1, Heb. 12:2, Matt. 28:18, 10:5-8

### **However, the Old Testament character Nehemiah is probably the best Biblical example of leadership. By scanning the first seven chapters of Nehemiah's book, the following characteristics of a leader emerge:**

- |                          |                             |  |
|--------------------------|-----------------------------|--|
| • compassionate          | • good prayer life          | • pays attention to details and timing             |
| • goal-oriented          | • courageous                | • discerning; knows when to wait and when to act   |
| • full of faith          | • works well under pressure | • recognizes the ability in others and utilizes it |
| • lead by example        | • diplomatic                |  |
| • knows when to delegate | • not easily discouraged    |  |
| • personally involved    | • good planner              |  |

### **How to develop in administration:**

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|----------------------------|------------------------------------|--------------------------------|
| • Keep your car clean      | • Study time management principles | • Stick with priorities: A B C |
| • Keep your house in order | • Finish what you start            | • Keep a personal budget       |
| • Keep a to do list        |                                    |                                |

### **People with this gift are needed in the church for**

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|-------------------------|-----------------------|------------------|
| • Treasurer             | • Finance committee   | • Office manager |
| • Church secretary      | • Public relations    | • Apostle        |
| • Head deacon/deaconess | • Project coordinator |                  |

### **Scriptures:**

Exodus 18:19-26 "Listen now to my voice; I will give you counsel, and God will be with you: Stand before God for the people, so that you may bring the difficulties to God. 20 "And you shall teach them the statutes and the laws, and show them the way in which they must walk and the work they must do. 21 "Moreover you shall select from all the people able men, such as fear God, men of truth, hating covetousness; and place such over them to be rulers of thousands, rulers of hundreds, rulers of fifties, and rulers of tens. 22 "And let them judge the people at all times. Then it will be that every great matter they shall bring to you, but every small matter they themselves shall judge. So it will be easier for you, for they will bear the burden with you. 23 "If you do this thing, and God so commands you, then you will be able to endure, and all this people will also go to their place in peace." 24 So Moses heeded the voice of his father-in-law and did all that he had said. 25 And Moses chose able men out of all Israel, and made them heads over the people: rulers of thousands, rulers of hundreds, rulers of fifties, and rulers of tens. 26 So they judged the people at all times; the hard cases they brought to Moses, but they judged every small case themselves.

Matthew 20:25-28 But Jesus called them to Himself and said, "You know that the rulers of the Gentiles lord it over them, and those who are great exercise authority over them. 26 "Yet it shall not be so among you; but whoever desires to become great among you, let him be your servant. 27 "And whoever desires to be first among you, let him be your slave-- 28 "just as the Son of Man did not come to be served, but to serve, and to give His life a ransom for many."

Luke 7:8 "For I also am a man placed under authority, having soldiers under me. And I say to one, 'Go,' and he goes; and to another, 'Come,' and he comes; and to my servant, 'Do this,' and he does it."

Acts 6:1-7 Now in those days, when the number of the disciples was multiplying, there arose a complaint against the Hebrews by the Hellenists, because their widows were neglected in the daily distribution. 2 Then the twelve summoned the multitude of the disciples and said, "It is not desirable that we should leave the word of God and serve tables. 3 "Therefore, brethren, seek out from among you seven men of good reputation, full of the Holy Spirit and wisdom, whom we may appoint over this business; 4 "but we will give ourselves continually to prayer and to the ministry of the word." 5 And the saying pleased the whole multitude. And they chose Stephen,

a man full of faith and the Holy Spirit, and Philip, Prochorus, Nicanor, Timon, Parmenas, and Nicolas, a proselyte from Antioch, 6 whom they set before the apostles; and when they had prayed, they laid hands on them. 7 Then the word of God spread, and the number of the disciples multiplied greatly in Jerusalem, and a great many of the priests were obedient to the faith.

Acts 20:28 "Therefore take heed to yourselves and to all the flock, among which the Holy Spirit has made you overseers, to shepherd the church of God which He purchased with His own blood.

1 Corinthians 14:40 Let all things be done decently and in order

Titus 1:5 For this reason I left you in Crete, that you should set in order the things that are lacking, and appoint elders in every city as I commanded you—

1 Timothy 3:4 one who rules his own house well, having his children in submission with all reverence

1 Timothy 3:5 (for if a man does not know how to rule his own house, how will he take care of the church of God?);

1 Peter 5:2-3 Shepherd the flock of God which is among you, serving as overseers, not by compulsion but willingly, not for dishonest gain but eagerly; 3 nor as being lords over those entrusted to you, but being examples to the flock;

Matthew 25:14-17 "For the kingdom of heaven is like a man traveling to a far country, who called his own servants and delivered his goods to them. 15 "And to one he gave five talents, to another two, and to another one, to each according to his own ability; and immediately he went on a journey. 16 "Then he who had received the five talents went and traded with them, and made another five talents. 17 "And likewise he who had received two gained two more also.

Luke 14:28-30 "For which of you, intending to build a tower, does not sit down first and count the cost, whether he has enough to finish it-- 29 "lest, after he has laid the foundation, and is not able to finish, all who see it begin to mock him, 30 "saying, 'This man began to build and was not able to finish.'

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