

The primary characteristic of administrative leadership is *purpose*¹ (2 Tim.4:7-8).²

Sequencing: The stages in the process of goal setting and achievement.

Priorities: Importance. Putting first things first.

Deadlines: When certain goals will be achieved in the progress toward achieving our ultimate purpose.

How to Tell If Your Ministry Is Problem Oriented:

1. How often do I initiate change? (1 Cor.9: 22-23).
2. What has stimulated recent changes in our ministry?
 - a. Internal or external pressure?
 - b. Creative thinking?
3. Do I have a room for the 'free thinker'?
4. How do I spend the time in my business meetings?

MBO is the philosophy and process of managing based on identifying purpose, objectives, and desired results; establishing a realistic program for obtaining these results; and evaluating performance and achieving them.

¹ Chapter 5, Setting and Achieving Goals, page 84

² Summarized by Gokhan Kaya from Feeding and Leading by Kenneth O. Gangel

How Can A Problem-Oriented Organization Become Goal-Oriented? (Ministry-by-Objectives/MBO)

1. Decentralize the decision-making process.
 - a. Involve more people.
2. Ask God for a change in the people.
3. Eliminate timidity throughout the organization.
4. Program both administration and meetings for goal achievement.
 - a. Key is agenda.
 - b. Have goals/planning items and take the problems in the appropriate time.

MINISTRY OBJECTIVE PATTERN IN MY LIFE

- 1. Define my purpose and mission.**
 - a. Who am I?
 - b. Why are you here?
 - c. What does God expect of me?
- 2. Realistic assess my strengths and weaknesses.**
 - a. What about location?
 - b. Denominational affiliation?
 - c. Leadership
 - d. Ministry?
 - e. How do these advances or detract from goal achievement?
- 3. Write specific and measurable objectives for my key ministry areas, which spring from its purpose.**
- 4. Work to obtain a general agreement on your objectives.**
 - a. One year of objective.
 - b. Five year of objective.
- 5. Strive to attain job control as quickly as possible.**
- 6. Develop strategies on how to use available resources to meet my objectives.**
 - a. Money
 - b. Books
 - c. Time
 - d. Equipment
 - e. People
- 7. Determine to practice accountability.**
- 8. Design long and short-range plans to meet objectives.**
- 9. Be willing to change or modify objectives, plans, or strategies as the situational variables may require.**
- 10. Measure progress all along the way.**

Psa 20:4

May he grant you your heart's desire and fulfill all your plans!

FOUR STAGES IN THE PROCESS OF GOAL-SETTING

Purpose/Mission Statement (single focus)

A mission statement should be tightly packaged in one or two paragraphs, accurately describing the ministry over which it flies like a flag on a castle.

Objectives (multiple focus)

What it takes to achieve the purpose /mission?

1. To manage finance efficiently with direction
2. Decrease the amount of time spent on the Internet and books
3. Increase efficiency and productivity of time with books and Internet
4. Making my meetings goal-oriented with people then a just hang out.
5. What is going to be my education?
6. Fellowship with friends
7. Ministry to my church

Goals (more specific)

Work hard to keep from staying general too long and keep from getting specific too soon.

Realization Procedures (Implementation Steps)

Describing actual activities carried out to achieve the goals. No longer should we use "to" and "through" but rather statements which can be evaluated by simple yes and no responses.

Accountability (ability to measure)

If there are no goals, there is nothing against which to measure progress.

Pro 16:3

Commit your work to the LORD, and your plans will be established.

PLANNING YOUR LIFE

Purpose: To be as effective as possible in Christian life and ministry

Objective: To be an intelligent, widely read, alert Christian leader

GOAL 1. To be constantly well informed on contemporary theological issues.

Realization Procedures:

- A. I read CT fortnightly
- B. I read one theological quarterly
- C. I read at least one theological book per month

GOAL 2. To be constantly informed on current events

- A. I read Time every week
- B. I analyze newscast in biblical perspectives
- C. I attempt to relate current events to my preaching/teaching

GOAL 3. To specialize my knowledge in the Synoptic Gospels

- A. I read through the Synoptic every month
- B. I purchase one new commentary on the Synoptics each month
- C. I am building an organized file

Pro 15:22

Without counsel plans fail, but with many advisers they succeed.

FOUNDATIONS FOR EFFECTIVE PLANNING

Consider the models of Joseph in famine relief; Moses in desert survival; David in military strategies; Solomon in massive building projects; and Paul in missionary itinerating should lay rest any suspicion that long-range planning is unbiblical.

PRINCIPLES OF THE PLANNING PROCESS

1. Planning is an investment, not an expenditure of time.
2. Planning requires careful attention to immediate choices because immediate choices greatly expand or narrow future options.
3. Planning is cyclical based on evaluation
4. Planning demands acting objectively toward goal realization.
5. Planning helps us note the relationship between determining what we want to do and realizing that end.
6. In planning, specificity increases as the event draws near.
7. Planning requires maximum participation
8. Planning demands that the effort applied be commensurate with the results desired.