

APPENDIX: THE ADMINISTRATION OF GOVERNMENT IN THE CHURCH

A. General Principles of Administration

1. Definition of Administration

Administration is the act or process of managing affairs; superintendence of the execution, use, or conduct of plans, resources, or persons.

Management is the organ of leadership, direction, and decision in our social institutions, and especially in business enterprise.

Administration involves the planning, organizing, directing, and controlling of the operating processes of an organization.

2. Functions of Administration

a. Planning

Planning is man's way of projecting his intentions. Planning is an effort to set a course of action and to guide its direction in terms of a set of expectations. Organizational planning includes the formulation of a hierarchy of plans, ranging from broad philosophy through goals, policies, programs, processes, and procedures, all intended to guide actions toward the accomplishment of the objectives of the organization. Planning also involves making projections, developing schedules, and budgeting the various resources of the organization.

b. Organization

Formal organization is a systematic plan for unifying the activities of individuals to accomplish a corporate purpose. It is an administrative design which presupposes planning, and which indicates planned relationships between positions and functions without reference to specific individuals. It establishes lines of authority and community, as well as reporting relationships.

Informal organization develops through the interaction of members of a group whose associations are determined by such factors as work location, degree of security, and common interests or values.

Organizing as a function of administration involves the efficient allocation of the appropriate personnel, knowledge, materials, and facilities for the fulfillment of the plans and objectives of the organization. This function requires the careful assignment of duties to appropriate personnel (matching of people to positions), and the empowering of those people to carry out their duties (delegation of authority).

c. Direction or Leadership

Organizational leadership denotes the guidance of subordinates toward attainment of organizational objectives. Dwight D. Eisenhower described