

leadership as "getting people to do what you want them to do because they want to do it." Leadership implies the ability to persuade people to adopt a certain course of action toward a pre-selected objective.

Leadership also involves the recognition of various possible styles of administrative leadership, together with the selection and cultivation of desirable styles of leadership behavior.

Leadership requires the skills of decision-making, accurate and dynamic communication, individual and group motivation, and wise selection and development of people.

When plans have been communicated to subordinates and are to be put into effect, the leader must enlist the cooperation of subordinates, interpret their work roles for them, make modifications in plans where conflicts arise between goals and plans for achieving them, assess the results of plans, adjust plans to fit changing conditions, and seek to satisfy the needs of both the organization and his subordinates.

d. Control or Evaluation

Controlling the operating processes of an organization involves the development and use of performance standards to evaluate the effectiveness and efficiency of an organization in achieving its objectives.

Evaluation is important, both for the organization and for the personnel comprising it. Only through a program of evaluation can an organization gain knowledge as to whether and how well it is achieving its goals and objectives. Only through a program of evaluation can individual performance be appraised, so that personnel can know how to improve their effectiveness so as to contribute maximally to the total effort of the organization. And only through a program of evaluation can decisions on personnel retention and advancement be made knowledgeably and responsibly.

B. Administration of the Local Church

1. The Constitution and Bylaws

The constitution of a local church is a written instrument embodying the fundamental principles of the local body that determine the powers and duties of its government and guarantee certain rights to the people. A constitution usually includes the following articles:

- I. Name
- II. Purpose or Object
- III. Doctrine or Statement of Faith
- IV. Membership
- V. Officers
- VI. Church Discipline
- VII. Dissolution
- VIII. Amendment

Some constitutions also include articles on church covenant, conduct, government, pastors, ordination, finances, and appeal.