

- b. The function of the pastor(s)
  - (1) The pastor's administration of time
    - (a) Establishment of time priorities
    - (b) Establishment of time proportions
    - (c) Establishment of time schedules
    - (d) Scheduling and keeping of engagements
  - (2) The pastor's administration of personnel
    - (a) Professional staff
    - (b) Office staff
    - (c) Board members
    - (d) Other church officers
    - (e) Other church staff
  - (3) The pastor's administration of his office
    - (a) The pastor's library
    - (b) The pastor's files
  
- c. Accountability of the pastor(s)