Scott Christian UNIVERSITY
A Dynamic Centre of Academic Excellence

SCOTT CHRISTIAN UNIVERSITY

COURSE: LDR 412: Church Administration and Finance

FINAL EXAM AUGUST 2021

Instructions: Question **ONE is compulsory** then attempt any other **TWO** questions.

QUESTION ONE

a. Define the following terms(6 marks)

i. Church administration

ii. Financial management

iii. Flex time concept

iv. Strategy

v. Budgeting

vi. Communication skills

b. Proper church Administration is a prerequisite to a fast growing, mission fulfilling church.

i. List with brief explanation at least three important areas that church administration should pay attention to**(6marks)**

ii.Rules and policies in an organization like the church are not easily followed. State three things a church administration can do to foster adherence to rules and policies**(6marks)**

c.The Scriptures should inform the thinking behind the 'what' and the 'how' of Church administration and financial management practice in the church.

i. Citing Bible verses argue for church administration that is founded on scriptures **(6marks).**

ii. With scripture references give a brief biblical philosophy(guiding principle) for financial management **(6marks.)**

QUESTION TWO

Strategic planning is a process that church administrators must get acquainted with in order to achieve the desired goals.

i. What is strategic planning? (2 marks)
ii. Briefly list and discuss at least three steps in strategic planning (9marks)
iii. Discuss briefly why strategic planning is needed in the Church today (4 marks)

QUESTION THREE

Human resource management is a strategic approach to management that an organization procures and retains its workforce in order to remain on the competitive edge.

i. Give a brief description of the picture of management in organizations before Human Resource practice was fully accepted**(5 marks).**
ii. State and explain at least five human resource concepts **(5 marks).**
iii. Discuss how the church can benefit from recruitment and selection functions of Human Resource Management **(5 marks).**

QUESTION FOUR

Reports of increasing financial irregularities in many religious establishments call for urgent financial accountability and transparency

i. State and explain five oversight and accountability measures a church can put in place **(5 marks).**
ii. Give five reasons church financial budgeting is important **(5 marks).**
iii. Explain why it is important to budget for financial emergency in your church **(5 marks).**

QUESTION FIVE

Communication contributes immensely to the success of an organization's life, interpersonal relations as well as easy understanding of the vision and mission.

i. State five reasons why it is important to do effective communication as an administrator **(5 marks)**
ii. Mention three communication barriers and explain how you can overcome them as an administrator in your church **(3 marks).**
iii. Discuss at least four communication skills useful in the church administration **(4 marks).**
iv. State six components of communication **(3 marks).**