

# FINAL EXAM

## CHURCH ADMINISTRATION SESSIONS 7 - 12

**TRUE OR FALSE: Circle "True" or "False" at the end of each question.**

1. If you think the way you have always thought, you will hinder your growth.  
TRUE or FALSE
2. A great leader does not need to anticipate problems and adversity.  
TRUE or FALSE
3. Communication is the act of conveying a message.  
TRUE or FALSE
4. The conflict between Paul and Barnabas in Acts was never resolved.  
TRUE or FALSE
5. People want to give to a mission or vision more than they want to give to maintenance.  
TRUE or FALSE

**MULTIPLE CHOICE: Circle the correct answer for each question.**

6. According to Rev. Gomez, what will happen if change does not take place?
  - A. The organization will remain the same.
  - B. The organization will die.
  - C. The organization will very slowly grow.
  - D. The organization will not need to make changes.
7. What is NOT a Growth Barrier that Rev. Gomez discussed?
  - A. Not enough learning
  - B. Not enough delegation
  - C. Not enough investing
  - D. Not enough workers

8. How is the pastor generally seen in a large church?
  - A. As the spiritual father
  - B. As the coach
  - C. As the general
  - D. As the shepherd
9. Which of the following statements is true?
  - A. Leadership is mentoring
  - B. Teaching is not a part of leadership
  - C. A great leader rarely teaches others along the way
  - D. Paul did not want Timothy to teach others
10. Who understood that leadership is progress and was determined to advance the gospel no matter the obstacle?
  - A. Moses
  - B. David
  - C. Jesus
  - D. Paul
11. What is NOT a leadership principle?
  - A. Example
  - B. Stewardship
  - C. Mentoring
  - D. Controlling
12. Which component of communication is how the message is delivered?
  - A. Context
  - B. Receiving
  - C. Delivery method
  - D. Content
13. According to Rev. Gomez, what increases the chances of effective communication?
  - A. Increase in talking
  - B. Spending more time together
  - C. Trust between the receiver and sender
  - D. Learning how to communicate

14. What is NOT a common reason to communicate that Rev. Gomez stated?
  - A. To bring correction and realignment
  - B. To cast vision
  - C. To create movement
  - D. To create diversity
15. Why are many people afraid of conflict resolution?
  - A. They are afraid they might not get what they want.
  - B. They are afraid they will have to give up everything.
  - C. They are afraid they might be wrong.
  - D. They are afraid they will have to change.
16. According to Rev. Gomez, what can bring a negative effect to a ministry?
  - A. Resolving conflict too quickly.
  - B. Handling the conflict too soon.
  - C. Being passive and not addressing the conflict.
  - D. Two people having a clear understanding of what they are disagreeing on.
17. After creating an environment that is conducive to successful conflict resolution, what should be your next step in conflict resolution?
  - A. Agree on the difference in the points of view.
  - B. Determine what outcomes you would like to see as a result of the discussion.
  - C. Begin by allowing each party to express their point of view.
  - D. Agree on a plan that meets the needs of all parties and the organization.
18. What is the best setting for conflict resolution?
  - A. In a group of people
  - B. In a quiet, private place
  - C. In a common meeting place
  - D. In a public place
19. At the time monies are received, how many people should be present to assume responsibility of it?
  - A. One person
  - B. At least two
  - C. A minimum of three
  - D. Four
20. When should monies received be deposited into a bank account or secure place?
  - A. As soon as possible
  - B. The next day
  - C. Once a month
  - D. At the end of each month
21. According to Pastor Gomez, what is the benefit of using a Purchase Order form process?
  - A. It helps the bookkeeper to know what is being purchased.
  - B. Leaders can see where funds are being spent.
  - C. Approval is required and it helps to control spending.
  - D. There are no benefits to using the Purchase Order process.
22. What is the first and most important step when designing a facility?
  - A. Location
  - B. Design
  - C. Cost
  - D. Usage
23. Which of the following is NOT important for the local congregation of a church to determine before they build a facility?
  - A. How much they will spend on the facility.
  - B. Their goals as a church.
  - C. The pastor's salary in ten years.
  - D. How much the facility will be used.

24. How long did Rev. Gomez suggest you should keep legal documents like deeds and papers of incorporation?
- A. 3 years
  - B. 5 years
  - C. 10 years
  - D. Permanently
25. What is easier to do before a building is built rather than afterwards?
- A. Raise funds
  - B. Determine the use of the buildings
  - C. Write building policies
  - D. Acquire staff