

# MIDTERM EXAM

## CHURCH ADMINISTRATION SESSIONS 1 - 6

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

1. Administration brings order to chaos and organization to disorganization.  
TRUE or FALSE
2. A vision is the vehicle that gets you from where you are to where you want to go.  
TRUE or FALSE
3. Culture is a powerful element that shapes your work enjoyment, your work relationships, and your work processes.  
TRUE or FALSE
4. Church culture is the church's set of biblical beliefs.  
TRUE or FALSE
5. Teams and people development are not necessary in ministry.  
TRUE or FALSE

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

6. Who gave Moses the outline for administration and structure to lead the people?
  - A. His uncle, Haman
  - B. His father-in-law, Jethro
  - C. His brother, Aaron
  - D. His sister, Miriam
7. What does administration do for your ministry?
  - A. It helps you to carry out what you are anointed to do in ministry.
  - B. It keeps the ministry organized.
  - C. It helps keep the ministry's records straight.
  - D. There is no need of administration for your ministry.

8. According Rev. Gomez, what should every leader have in order to be effective?
  - A. Good people skills
  - B. Knowledge of the Bible
  - C. Some knowledge of administration
  - D. Good speaking voice
9. What did God give Moses to help him build the Tabernacle?
  - A. A strategy of how the vision was going to come to pass.
  - B. A redemptive strategy
  - C. Marching strategy
  - D. A plan of how to gather all the supplies
10. Which is NOT one of the ways that Rev. Gomez talked about strategy helping?
  - A. It helps to accomplish the vision.
  - B. It helps to facilitate the vision.
  - C. It helps to properly invest God's resources.
  - D. It helps to make the most money.
11. After identifying the area of change you would like to make in your church, what is the immediate next step?
  - A. Communicate the change to the appropriate people
  - B. Set goals and objectives
  - C. Implement the change
  - D. Follow up on the progress
12. What did God want to do with Israel's culture?
  - A. Give them a new culture.
  - B. Help them to make it better.
  - C. Separate it from the other nations.
  - D. Expose it to the other nations.
13. Which of the following is NOT true about church culture?
  - A. Culture is learned
  - B. Culture is easy to change
  - C. People shape the culture
  - D. Culture is made up of behaviors

14. What is NOT a key principle for creating a healthy church culture?
  - A. Define the church's values
  - B. Communicate the core values
  - C. Keep repeating the values
  - D. Shape the culture to the people
15. What action step do you need to take to ensure that unity is happening?
  - A. Be intentional
  - B. Have a meeting every day
  - C. No action step is needed
  - D. Sign unity agreements
16. What is NOT excellence?
  - A. Being a good steward
  - B. Having a clean and orderly place
  - C. Perfectionism
  - D. Doing your best with what you have
17. What can you avoid by inspecting where things are going wrong?
  - A. Excellence
  - B. Perfectionism
  - C. Continual problems
  - D. Mediocrity
18. What does NOT need to be considered when creating a staff plan?
  - A. The church's vision
  - B. The changing nature of the church and community
  - C. Human and financial resources
  - D. Church committees
19. What is NOT usually needed in a job description?
  - A. Job title
  - B. Main description of the job
  - C. A list of people who held the job in the past
  - D. List of responsibilities and duties of the job
20. What should be done soon after hiring a new employee or volunteer?
  - A. Promote them to a new position quickly
  - B. Go over "New Employee Orientation"
  - C. Give them a raise in salary
  - D. Have them fill out a job application
21. What is NOT the purpose of a job description?
  - A. Help people to understand what the job involves.
  - B. Help people to clearly know the job expectations.
  - C. Provide lines of authority and make clear who to report to.
  - D. Tell the person exactly how to do their job.
22. Who from the Bible was a prime example of being developed from a fisherman to a bold preacher?
  - A. David
  - B. Nehemiah
  - C. Peter
  - D. James
23. What is the next step after identifying and recruiting a person or team?
  - A. Training
  - B. Releasing
  - C. Anointing
  - D. Interviewing
24. What are the two things that Rev. Gomez said we were created for?
  - A. Work and pleasure
  - B. Relationships and responsibility
  - C. Worshiping God and ministry work
  - D. Love and work
25. What is required when developing people?
  - A. Patience
  - B. Knowledge
  - C. Finances
  - D. Policies