

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