PWOC

Protestant Women of the Chapel

Materials:
-Chocolate chip cookies made with baking soda
-Chocolate chip cookies made with baking powder
-5 to 6 jigsaw puzzles
-White board or chart paper
-Markers

WORKSHOP:

MINISTRY THROUGH ADMINISTRATION

by Jennifer Wake

LEADER'S GUIDE

RELEVANCE: The spiritual gift of administration is often overlooked and undervalued, but ministry can rise or fall according to how organized or disorganized it may be. Scripture esteems the gift of administration—Stephen, the first martyr of the New Testament church was an administrator! This workshop seeks to affirm and empower those gifted in administration.

CONTEXT: This workshop is designed for all women. It is applicable to several PWOC Board positions (especially Financial Liaison, Administrative Coordinator and Participation), but also applies more broadly to administration in any context.

TIME: 60 minutes

HOOK YOUR AUDIENCE: (5 minutes)

What are some things you think of when you hear the word "administration?" What tasks are administrative? Include tasks in all areas of your life, not just PWOC-related.

How can your administrative gifts be used in your PWOC body? How do you use them everyday in your home? How do you use them in your chapel/church? How can you help others with administration?

Note to Trainer: Opening questions like these engage your learners and help them feel "invested" in the workshop. The participants' answers will give you a good idea of what they already know and believe about your topic. You will be able to build on their ideas throughout the session.

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MAKE YOUR POINT 1: THE IMPORTANCE OF ADMINISTRATION

(10 minutes)

Often those gifted in administration downplay the importance of their role. They make the incorrect assumption that "anybody can do this" or see it as an accessory and not "real" ministry. Here we are introduced to Stephen—Stephen the Administrator, who was FULL of faith, power, grace and the Holy Spirit. He was hand-selected for his role as an administrator and undoubtedly lived his faith as he served in this capacity. Later we witness Stephen giving a detailed account of his faith just before he is stoned to death. Stephen is hard core. He's a true leader; an example to all. And, by the way, Stephen has the gift of administration and he's using it fully for God's glory!

Have you met or are you one of those ladies who organize EVERYTHING? Have you ever felt like your gift of administration is not as important as other gifts? Perhaps you think that you do not have any administrative abilities? When we use our administrative gifts to help others, they become very important. Acts chapter 6 gives us a good example of administrative gifts in action.

Acts 6:1-7a (NASB):

Now at this time while the disciples were increasing in number, a complaint arose on the part of the Hellenistic Jews against the native Hebrews, because their widows were being overlooked in the daily serving of food. So the twelve summoned the congregation of the disciples and said, 'It is not desirable for us to neglect the word of God in order to serve tables. Therefore, brethren, select from among you seven men of good reputation, full of the Spirit and of wisdom, whom we may put in charge of this task. But we will devote ourselves to prayer and to the ministry of the word.' The statement found approval with the whole congregation; and they chose Stephen, a man full of faith and of the Holy Spirit, and Philip, Prochorus, Nicanor, Timon, Parmenas and Nicolas, a proselyte from Antioch. And these they brought before the apostles; and after praying, they laid their hands on them. The word of God kept on spreading…

Even the new church needed administrators—people who could organize and make sure things were getting done. These people where not "JUST the administrator." They were very important people, facilitating real ministry. They organized food, money, and made sure people's basic needs were met. Possibly they arranged sleeping places and jobs for out-of-town believers. They were so important that the twelve trusted them with this work instead of looking over their shoulders and checking up on them. Now let's look at one of these administrators.

What do you know about Stephen? Acts 6:8-15 says:

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And Stephen, full of grace and power, was performing great wonders and signs among the people. But some men from what was called the Synagogue of the Freedmen, including both Cyrenians and Alexandrians, and some from Cilicia and Asia, rose up and argued with Stephen. But they were unable to cope with the wisdom and the Spirit with which he was speaking. Then they secretly induced men to say, 'We have heard him speak blasphemous words against Moses and against God.' And they stirred up the people, the elders and the scribes, and they came up to him and dragged him away and brought him before the Council. They put forward false witnesses who said, 'This man incessantly speaks against this holy place and the Law; for we have heard him say that this Nazarene, Jesus, will destroy this place and alter the customs which Moses handed down to us.' And fixing their gaze on him, all who were sitting in the Council saw his face like the face of an angel.

Then later in the Book of Acts, Acts 7:58-60:
When they had driven him out of the city, they began stoning him; and the witnesses laid aside their robes at the feet of a young man named Saul. They went on stoning Stephen as he called on the Lord and said, 'Lord Jesus, receive my spirit!' Then falling on his knees, he cried out with a loud voice, 'Lord, do not hold this sin against them!' Having said this, he fell asleep.

Stephen was set apart for administration but that did not mean that God did not use him to further the gospel. Each of us needs to use our gifts of administration to help the body of believers.

ACTIVITY 1: (10 Minutes)

Give each person two chocolate chip cookies, one made with baking soda and one with baking powder. Make sure you know the difference and vary which you hand out first. Have them taste each cookie. Ask for their "honest" opinions.

What do you think? What is different? I used flour, sugar, eggs, etc. They should be the same since the major ingredients are the same…right?

One was made with baking soda and one with baking powder. One makes it "rise to excellence" one makes it "taste divine." Both are "hidden" ingredients. They are not the "main ingredient" like the chocolate chips or the sugar. But if you use the wrong one, it totally changes the cookie. The gift of administration is a *necessary ingredient* on a leadership team. If a team lacks administration, even if they have other "main" ingredients, like charisma and vision, the whole proverbial batch of cookies can be ruined. The ingredients of leadership must be combined correctly in order to work well together. That is true in any Christian body of believers and even in your own home.

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God wants us to have the right mix of gifts in all area of our lives. Life does not "taste" right when we are not using our gifts in concert with the gifting of others.

When you are in Christian ministry ALL positions are important—whether you are on the board of PWOC or just willing to step in where there is a need. Many ladies do not want to be on the board but will be part of the teams of ladies who make PWOC run every week. Being stewards of the fine details of ministry causes the organization as a whole to run much more smoothly and to be successful.

How do you see administration as a "hidden ingredient" in your life? In PWOC? In ministry in general?

MAKE YOUR POINT 2: **THE GIFT OF ADMINISTRATION** (5 Minutes)

Scripture says that administration is a gift from God. 1Corinthians 12:27-31 (NASB):
Now you are Christ's body, and individually members of it. And God has appointed in the church, first apostles, second prophets, third teachers, then miracles, then gifts of healings, helps, administrations, various kinds of tongues. All are not apostles, are they? All are not prophets, are they? All are not teachers, are they? All are not workers of miracles, are they? All do not have gifts of healings, do they? All do not speak with tongues, do they? All do not interpret, do they? But earnestly desire the greater gifts. And I show you a still more excellent way.

God gives the gift of administration in great measure to some people but to others He gives a lesser portion. We are each made uniquely so we all will have a different mix of gifts and talents. How we use them will vary depending on the situation and the needs around us. Some teachers are not good at administration. Sometimes ladies doing Programs can do all the details while other times they cast the vision and others figure out everything that needs to happen to make that vision come to life.

We are all a piece of the ministry puzzle; each of us provides a different and unique portion of the picture. We are "one of a kind," made in God's image and when joined together (in friendships, family and ministry) we reflect a more complete picture of who He is and what ministry is meant to look like.

ACTIVITY 2: (10 Minutes)

Provide several different jigsaw puzzles.

Instruct partners or groups of three to get a puzzle box. Have them dump the pieces out onto their tables and start building the puzzles. Give them 5 minutes to "complete" their puzzles.

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What did you do first? Who organized the pieces? How?

All of you have administrative skills; we need these to function in life. Everyone turned over the pieces to be able to start the puzzle. What would have happened if you had left some face up some face down? Some administrative skills we learn, but some are deep within the fabric of *who we are*; the way God has *gifted* us. Mothers might teach us to turn pieces over or do edges first but after that it comes from within us how we will progress. If we have teachable spirits we can be "called" or placed into positions to use our administrative skills and gifting. Not everyone realizes their administrative talents but God gives us all what we need when we need it.

MAKE YOUR POINT 3: WORKERS TOGETHER FOR CHRIST

(5 Minutes)

Administrators can do work that others do not want to do or are not good at doing. We can help Programs with making bookmarks or name tags. We can help the President with dates and reminders. We can keep track of money. We can help moms move their kids to childcare at kick-off. We do it naturally within our families but outside our families we may need encouragement.

Colossians 3:23-24 (NASB) says, "Whatever you do, do your work heartily, as for the Lord rather than for men, knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve."

PWOC over the years has refined positions. Each position does God's work. We are workers together for Christ; that is our motto. Working at administrative jobs helps everyone. Without money we would not have Bible studies, or Programs. Without keeping track of attendance, minutes, and volunteer hours the chaplains might stop the ministry due to lack of understanding of the impact we make in a community. When we help out to organize the children's ministry or help out with organizing food on tables, it blesses the PWOC body as a whole; the whole ministry runs smoother. Administration comes in many forms with many roles. Whatever task we find ourselves doing is ministry—so long as we do our work "heartily as for the Lord." This is also true in our homes. Laundry, cooking, grocery shopping, cutting coupons, and taking care of finances can all be ministry and can be a tremendous blessing to our families when we offer them to the Lord first. Being on a board of an organization does not matter. What matters is making sure we are using our gifts to work together for Christ.

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ACTIVITY 3: (10 Minutes)

Break into groups of 2 or 3 and write down things you do administratively that impact your local PWOC body, your church, or your family. Be creative. Think of three ups (three positive things you contribute) and three downs (what would happen if those were not done).

Invite groups to share out. Write their ideas on a white board or large paper.

What does this say about your administrative gifts? Are there "lesser" talents or gifts? Are they all equal to each other? What would happen in the long term without the gift of administration? What about in your family?

APPLY IT TO LIFE: (5 Minutes)

Each person in the Christian body of believers is of vital importance since we all reflect God's image and represent a unique piece of the whole picture of who He is and what ministry is meant to look like. We bring that same uniqueness to our families and have the opportunity to do even the most mundane tasks for God's glory.

How is God challenging you to use your gift of administration for *real ministry?* Do you see the value in what you do? What can help you to remember that you are a vital part of the PWOC team, your family, your school, your community, and the church as a whole?

What is one adjustment you can make this next week to implement what you have learned?

Offer time for reflection and close your session in prayer. If time allows and the participants are willing, you can give the opportunity for participants to share their answers.

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WORKSHOP: MINISTRY THROUGH ADMINISTRATION

by Jennifer Wake

PARTICIPANT'S GUIDE

RELEVANCE: The spiritual gift of administration is often overlooked and undervalued, but ministry can rise or fall according to how organized or disorganized it may be. Scripture esteems the gift of administration—Stephen, the first martyr of the New Testament church was an administrator! This workshop seeks to affirm and empower those gifted in administration.

What do you think of when you hear the word "Administration?"

I. THE IMPORTANCE OF ADMINISTRATION

- Acts 6:1-7; 6:8-15; 7:58-60
- The New Testament Church *needed* Administrators
- Stephen
- "Hidden" ingredients

II. THE GIFT OF ADMINISTRATION

- I Corinthians 12:27-31
- Administration facilitates ministry and is ministry in and of itself
- We are all a "piece of the puzzle"

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III. WORKERS TOGETHER FOR CHRIST

- Colossians 3:23-24
- PWOC is dependent on administration to run properly
- What are three things you do administratively that impact your local PWOC body, your church, or your family?

  1-

  2-

  3-

- What would happen if these three things were not done?

  1-

  2-

  3-

APPLY IT TO LIFE

- How is God challenging you to use your gift of administration for *real ministry?* Do you see the value in what you do? What can help you to remember that you are a vital part of the PWOC team, your family, your school, your community, and the church as a whole?

- What is one adjustment you can make this next week to implement what you have learned?

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