

## WORKING WITH ADMINISTRATORS

If you are leading Children's Ministry in a local church, the key administrators will be your pastor, head elder, and finance committee chair. Of course other members of the church board, the other elders, deacons, deaconesses carry some administrative responsibilities as well. As the Children's Ministry leader, you need to allocate some of your time to communicate with your key administrators so they are aware of pertinent information and actions. And you need to be present at meetings you may consider boring simply so that Children's Ministry is represented. Look for ways to include Children's Ministry as part of your church's overall ministry. For example, if the church is planning an evangelistic series, take this as an opportunity to include children's evangelism. If you are planning a VBS program, consider how that fits in with the rest of the church's ministry rather than treating it as a separate activity for kids.

If you are a conference or union Children's Ministry director, your administrative team includes the president, secretary, and treasurer of your conference/union. All departmental directors (you) will be subject to their decisions and direction. It is imperative for you and your position to be personally acquainted with each one separately. Be sensitive to their job as an administrator. Their duties are different and defined. They have burdens and responsibilities you may not know about. Make them look good in all you do.

This said, don't be afraid of them. They are just people, called by God, to fulfill a ministry—just like you. They are elected to their position by their constituency and want to do the very best job they can. Your appearance, conduct, work ethic, and spiritual self can reflect well upon them. Make them look good in all you do. Each person will have his or her own management style (as you do with your own team). As you work with them, you will understand their styles and know how to work with it. You want these administrators to know what you are doing, but you do not want to be a burden or get in their way. Some like e-mails, some like office visits, some set agendas for reports from their directors. Some want you to be independent and just get the job done. Others may want a more direct reporting system.

Most presidents have staff meetings on a regular basis. You should never miss or come late to a staff meeting. If you know you cannot be there on time or at all, call the office before the meeting. Be prepared to speak up for your position if needed. You learn a lot at a staff meeting, and if for some reason you have not been included as part of the agenda, quietly visit your president's office and ask to be included, as it is important to your doing the best job you can.

The treasurer is extremely important to you and your position. This person has the power to change your budget (one you have already submitted), so know your budget and stay within it. Endear yourself to the treasurer. If you have a project you want to accomplish, even if it is within your budget, give him or her a heads-up. They like to know what is going on with the money at all times. As with the other administrators, treasurers have sets of rules they must follow. However, they do have negotiating room, and you should be aware of their style. Speak up for your ministry, and never be afraid to ask for something you think is important.

You are God's servant, and so is the administrator. Each one of you is doing the job God called for. Sometimes you may not get what you want, but do not take it personally. And, never, never give up.