

## 認識我們的教會(4)

### 教會行政事奉的架構與運作

**經文：**他們供奉的事本是天上事的形狀和影像，正如摩西將要造帳幕的時候，蒙 神警戒他，說：「你要謹慎，作各樣的物件都要照著在山上指示你的樣式。」(來 8:5)

- A. 神是非常有次序的 神
- B. 教會行政的架構完全是屬靈的，是身體式的有機體
- C. 教會的運作需要在聖靈裡，照著山上的樣式
- D. 為神家培養出更多合 神心意的器皿
- E. 具體的實行上

#### A. 教會行政的架構

##### a. 牧長執的設立 (Ministers, Elders, Deacons)

—根據：1) 聖經的教導；2) 聖靈的顯明；3) 身體的印證

##### b. 各部門的設立 (全教會性的)

—除了設立各部門負責人 (Department Lead)之外，還有各事奉小組的組長 (Service Group Lead)

- 1. 總務      2. 敬拜      3. 關懷      4. 福音
- 5. 宣教    6. 傳播      7. 成人教育    8. 青少年
- 9. 兒童      10. 辦公室    11. 行政管理

##### c. 特殊功能小組

- 1. 場地管理委員會 (Facility Management Committee)
- 2. 財務管理委員會 (Finance Management Committee)

#### B. 教會在治理上運作

##### a. 各種的事奉聚會

- 1. 各部門服事小組不定期的會議
- 2. 牧長執月會
- 3. 牧長會議
- 4. 季度性的全體同工溝通會 (Quarterly Co-worker's Communication Meeting)
- 5. 年度性的全教會事奉聚會(每年 1-2 次)

##### b. 溝通的管道

1. 主日報告/神家消息/主日信息
2. 禱告聚會/小組聚會
3. 電子郵件/網站/特別通啟
4. 各種的事奉聚會—尤其各部門服事聚會及季度性的全體同工溝通會

**c. 決策的制定（身體事奉的原則）**

1. 一般決策的決定過程
2. 重大決策的決定過程
3. 年度事奉計劃與預算的編制

**d. 財務管理基本原則（參見教會財務管理守則）**

**e. 對同工們特別的要求**

1. 對的人：對的靈，對的動機，對的態度與方式 (尤其在溝通與配搭上)
2. 要同心，有身體的看見
3. 要積極、主動、負責
4. 要有榜樣、有愛
5. 要會帶領並成全同工，建立團隊

**【討論問題】**

1. 教會和社會上的組織主要的不同之處有哪些？由這些不同點，我們能領會出在神家治理上的特別挑戰嗎？
2. 在 SVCA 的年日裡，你個人從哪些不同部門的服事上得到祝福？是否有任何特別想為他們感恩或代禱的地方？
3. 在對服事同工們的要求上，你個人覺得自己最有待加強或長進之處是什麼？

## **Knowing Our Church (4)**

### **The Church's Administration Structure and Operation**

Scriptures: Who serve the copy and shadow of the heavenly things, as Moses was divinely instructed when he was about to make the tabernacle. For He said, "See that you make all things according to the pattern shown you on the mountain." (Hebrews 8:5)

- A. God is a very orderly God
- B. The church administration structure is completely spiritual, and is an organism like a body
- C. The operation of the church needs to be in the Spirit, according to the pattern on the mountain
- D. To raise up for God's house more vessels who are after God's own heart
- E. Practical execution

- A. **Our church's administration structure**

- a. Establishment of ministers, elders and deacons

- Basis:

- 1. Biblical teaching
      - 2. Revelation by the Holy Spirit
      - 3. Confirmation in the Body

- b. Establishment of service departments (church-wide)

- Besides department leads, there are also service group leads

- 1. Logistics    2. Worship    3. Caring    4. Gospel

- 5. Mission    6. Communication    7. Adult Education

- 8. Youth    9. Children    10. Church Office    11. Operation Administration

- c. Special function committees

- 1. Facility Management Committee
      - 2. Finance Management Committee

- B. **Our church's administration operation**

- a. **Various service meetings**

- 1. Service meetings for all service departments
      - 2. Monthly meetings for M.E.D
      - 3. Pastoral staff meetings
      - 4. Quarterly co-workers' communication meetings
      - 5. Annual church-wide service meetings (1-2 times annually)

- b. **Channels of communication**

- 1. Sunday announcements/News on Sunday's program sheet/Sunday sermons

2. Prayer meetings/Small group meetings
3. Emails/Website/Special announcements
4. Various service meetings - In particular service meetings of various service departments and quarterly church-wide co-worker communication meetings

**c. Decision making (the principle of serving in the Body)**

1. The decision making process for general decisions
2. The decision making process for major decisions
3. Annual service planning and budget planning

**d. Basic principles of financial management** (refer to the guideline for church's finance management)

**e. Special requirements for co-workers**

1. Be a right person: with right spirit, right motives, right attitude and right approach (especially in communication and teamwork)
2. Be of the same spirit, with the vision of the Body
3. Be diligent, proactive and responsible
4. Be a role model, with love
5. Know how to lead and edify co-workers and to build the team

## **【Discussion Questions】**

1. What are the main differences between church organizations and secular organizations? From these differences, can we identify the unique challenges that the church faces in administration?
2. During the years that you have been at SVCA, from which service departments you have been blessed? Anything in particular that you want to give thanks for them or pray for them?
3. With regard to the special requirements for co-workers, any areas that you feel you need to improve or grow?