

ADMINISTRATION

Literal Meaning: To pilot or steer a ship

Description: The gift of **Administration** is the divine enablement to understand what makes an organization function, and the special ability to plan and execute procedures that accomplish the goals of the ministry.

Distinctives:

- Develop strategies or plans to reach identified goals
- Assist ministries to become more effective and efficient
- Create order out of organizational chaos
- Manage or coordinate a variety of responsibilities to accomplish a task
- Organize people, tasks, or events

Traits:

- Thorough
- Objective
- Responsible
- Organized
- Effective
- Conscientious

Cautions:

- Need to be open to adjusting their plans, so that they don't stifle a leader's vision
- Could use people simply to accomplish goals without being concerned for their growth in the process
- Could fail to see God's purposes being fulfilled in the process of meeting a goal

Scripture References: 1 Corinthians 12:28; Acts 6:1-7; Exodus 18:13-26

1. When things are poorly organized, do you get frustrated and want to help fix things?
2. Do you naturally organize your life, schedule, finances, and priorities?
3. Do you become energized working on tasks or projects?
4. Do things like efficiency and promptness matter more to you than most people?
5. Do things like spreadsheets, budgets, organizational charts and software, files, and highlighter markers make you happy?