

10 EASY STEPS TO AN EFFICIENT CHURCH OFFICE

1. Establish an all-church calendar with only one person to write on the calendar.
2. Once the year calendar is drafted assign approximate dates and deadlines.
3. Redefine how you name your office personnel. Eliminate the words support staff. These folks are Administrative Staff who are trained and equipped to perform valuable and equal work in the kingdom.
4. Configure computer file template and organization structure
5. Establish priorities for staff. Often the congregation would like their needs to be seen as a priority and desire immediate results. Permit reasonable time lines for response as well as what the staff will and will not do.
6. Develop a volunteer staff for different tasks. Providing training diminishes the fear of volunteering.
7. Place a volunteer calendar in a prominent location. Add task and phone numbers below names.
8. Label your office supplies shelves and provide a form close to the shelves (room) to track supplies.
9. Train personnel to use software fully and efficiently. Bring in trainers or send personnel to classes. The time and money spent will repay you many times over.
10. Commit each person to the church's goals and vision plan. Define how the Administrative Staff will meet those goals.

Love each other in Christ