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Developing Tomorrow's Missionaries

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www.CareerInMission.org

Personal Skills: Administrative Skills

OBJECTIVE:

To develop and practice basic administrative skills as you organize an event for your church or community.

DESCRIPTION OF ACTIVITY:

There may be many different cultural groups in your community. With your mentor, brainstorm ideas for possible activities that would suit your community. Think of the group you want to minister to using your interests and gifts. For example:

- If you like games/sports, organize a recreational event to reach your target audience.
- If you enjoy small carnivals or fairs, plan one of your own. Dress as clowns and give away popcorn and candy. Host carnival games such as a ring or coin toss.

Encourage adults and youth to participate. Administration includes learning to delegate. You may practice your new administration in a community or church event. As you begin to plan your event, talk with community or church leaders to get permission and support. .

CHECKLIST:

- Choose a date based on the church calendar, weather, school calendar, etc.
- Make a list of everything you need to do. Consider publicity, set-up, clean up, facilities, workers, resources, equipment, food, cost, times, etc.
- Get permission from company representatives to visit and/or use desired locations.
- Estimate total financial obligation and learn the proper way to receive the funds.
- Consider transportation needs.
- Get any necessary permission forms from parents, church leaders, and community.
- Promote your event so your local church can support you.
- Hold event. Meet with local leadership and mentor to evaluate the event.



RESOURCES:

Henri Nouwen's book, "Compassion".
Ruth Tucker's book, "From Jerusalem to Irian Jaya"
District and local NMI council and presidents.
Furloughing missionaries
The Nazarene Missions International (NMI) link on:
www.Nazarene.org

