



# EFFECTIVE ADMINISTRATIVE MANAGEMENT

*North Mexican Union Secretariat*

*Osvaldo Arrieta Falcón*



# WHAT'S THE PROBLEM?

---

1. Not understanding what you want is a problem of **knowledge**.
2. Not trying what you want, is a **motivation** problem.
3. Not getting what you want is a problem of **persistence**.

N. Jackson



# AN ADMINISTRATIVE IMPERATIVE

---

It is imperative to work in  
**consultation** as the nearest  
administration and team





IN THE OFFICE THERE.....

ARE TWO RULES

1. Rule No. 1 The President is always right.
2. If someone does not agree, rule No.1 applies.



# IMPORTANT FUNCTIONS

- In a nutshell: Instruct, Communicate, Register and Promote.
- Know and instruct on the regulations, and official documents.
- Train on electronic systems that are a working tool.
- Communicate all agreements made by the meetings.
- Record all agreements in an orderly manner to preserve the history of the church or institution.
- Promote the maturity of the church as a structure at all levels.
- Promote the development and growth of colleagues in service.



# SCHEDULING OF BOARD MEETINGS AND OTHER MEETINGS

It all depends on your calendar/agenda





# IMPORTANT MEETINGS AND BOARD MEETINGS

- Office Moratoriums
- Administrative Boards and Directives
- Boards of Directors of the organization
- Local field congresses and events
- Workers' meetings/intentional thematics
- Annual local field session
- Visits to districts and institutions in a balanced manner





# TO TAKE INTO ACCOUNT

- **Evaluate/recommend/vote candidates for ministry.**
- **Evaluate the attention to the church by pastors, departments.**
- **Attention to pastors with family, financial, etc. challenges.**
- **Review the Financial Report every month.**
- **Distribute administrative burdens.**
- **Everyone knows your job description.**

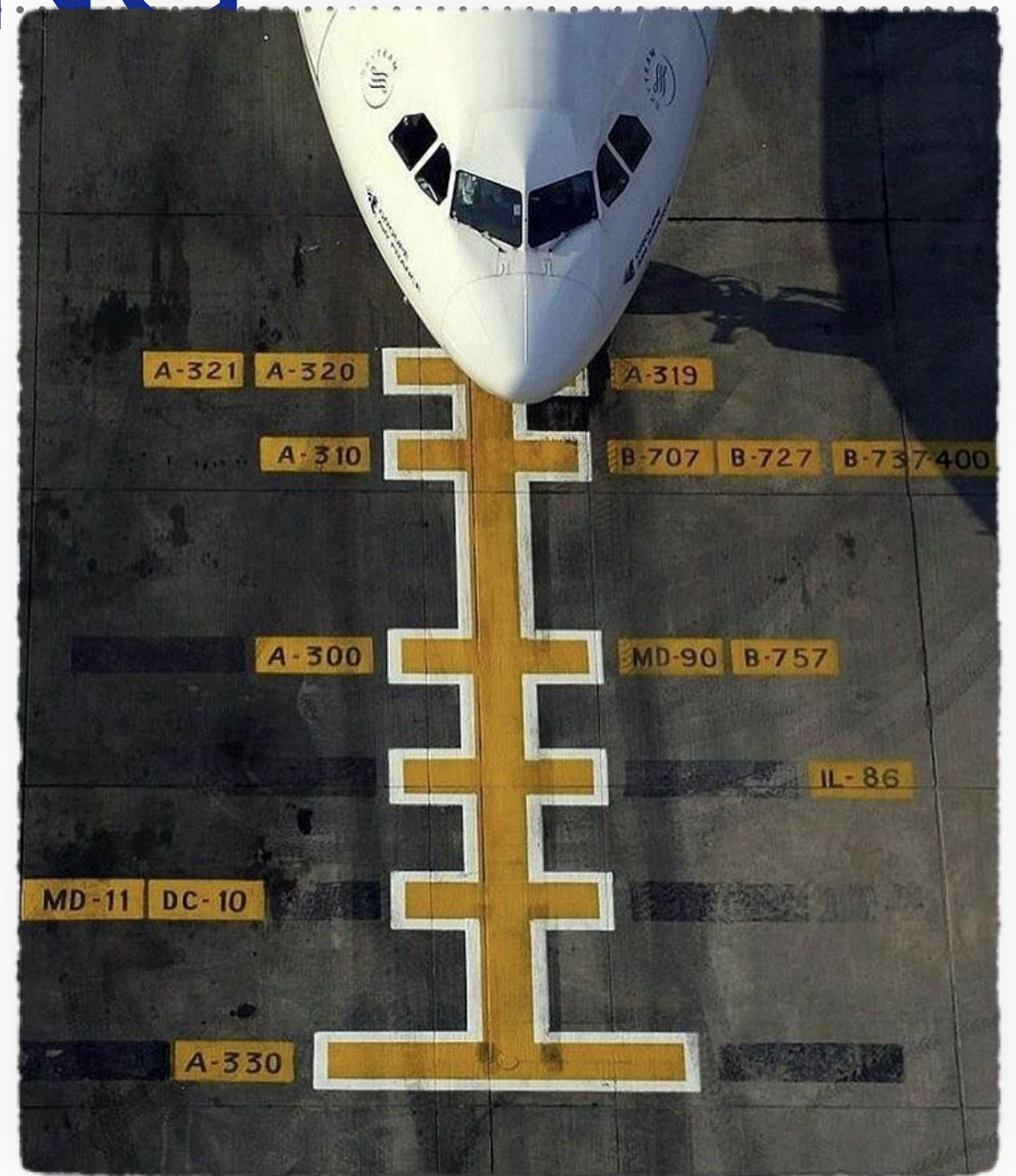




# TEAM BUILDING

**What does that mean?**

**A. Respect each other's role**





# TEAM BUILDING

What does that mean?

B. Fostering unity

TEAMWORK ... BETTER FOR ALL





# TEAM BUILDING

**What does that mean?**

**C. Minister to my colleagues and colleagues**





# ADMINISTRATIVE CONSIDERATIONS

1. It is necessary to maintain and solve the problems in the nearest circle.
2. Never disagree in public, all in private.
3. An administrative position must be maintained.
4. Define, establish functions.
5. Do not allow differences between wives to reach the administrative circle.





# ADMINISTRATIVE CONSIDERATIONS

6. No one is absent from work moratoriums.
7. Participate in office devotions.
8. Monthly Financial Statement Review.
9. Administrators and departmentals must be at least one weekend a month in church with their family.
10. Office vehicles are not the president's cars.
11. Submit and periodically review travel budget to staff.





# ADMINISTRATIVE CONSIDERATIONS

---

**12. Implement the use of office uniform.**

**13. All requests for assistance from churches will be submitted to the Secretariat.**



# ECCELESIASTICAL SYSTEM FOUNDATION

1. Boards System: The board of the larger organization has more authority.
2. Representation system: Delegates are elected.
3. Appeal: Any decision may be appealed.





# ECCELESIASTICAL SYSTEM

---

## FOUNDATION

4. Interdependent: Depends on the larger organization.
5. Authority distributed: Granted by the larger organization.



# GUIDING ELEMENTS.....

1. IAD Board approves IAD Operational Guidelines.
2. Internal By-laws Manual The Union establishes for its entities.
3. Church Manual: The GC board votes on it.
4. Church Ceremonies: The Board of Directors of the Union.
5. Board of Directors: Constant consultation.



# GOOD MANAGEMENT.....

## REQUIRES

1. Consecration
2. Consultation
3. Congruence
4. Collaboration
5. Consequential





# TYPES OF PEOPLE.....

1. Those who don't know what's going to happen.
2. Those who watch what's going to happen.
3. Those who make things happen.

Murray Butler