



# Church Administration Fostering Unity & Communication

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## SCRIPTURE REFERENCE

"Let all things be done decently and in order."

(1 Corinthians 14:40)

# Church Administration & Communication

- Church administration involves organizing and managing church resources and activities to support the spiritual mission and vision of the church.
- Helps define roles, streamline operations, and promote accountability.
- Importance of Communication: Effective communication ensures that the church's vision, values, and goals are understood and embraced by all.
- Forms of Communication:
  - Internal: Among church staff and leadership, ensuring clarity and unity. (Bi-Weekly Leadership Meetings/Leadership Training)
  - External: With the congregation and community, promoting transparency and inclusivity. (Social Media/Text Messages/Phone)





## SCRIPTURE REFERENCE

"Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers." (Ephesians 4:29)

# Internal Communication

- Internal (Among Leaders & Partners)
  - Email - Admin@dreamlivedallas.com for administrative tasks/requests
  - Email - prayers@dreamlivedallas.com for prayer requests (forwarded to team)
  - Social Media - Facebook, Instagram (Stories/Reels)
  - Members in Need
- Calls for Emergency - Physical Phone (214) 945-7983
- Planning Center - Member Database
- Church Website - Wordpress\* (Training Available for Anyone Interested)
- Monthly Newsletter (Birthday Signups)





# External Communication

- External (Visitors)
  - Text In Church - Serves as our mobile communication - 972-838-1945
  - Email - [Info@dreamlifedallas.com](mailto:Info@dreamlifedallas.com) for general information, inquiries
  - YouTube - Search engine where people can find us
  - Facebook & Google Ads/ Google Reviews
- QR codes located on
  - Banner in hallway (Opposite side of children's church)
  - Offering envelope
  - Welcome Cards/Business Cards
- New Member Orientation - Second Saturday (via Zoom, 10AM), Third Sunday (In-Person as needed)
- Welcome Announcement - Every Third Sunday we will ask new members to stand as part of announcements
- Welcome Song in the works





# DREAMLIFE WORSHIP CENTER DALLAS ORGANIZATIONAL CHART

"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms."  
1 Peter 4:10 (NIV)



• + Pastor Lenyar





# Review of SOP for Event

## A. Event Coordination

- Define the purpose, goals, and objectives of the event.
- Determine the target audience and expected attendance.
- Set a date, time, and venue for the event, ensuring it aligns with the church calendar.

## B. Budgeting:

- Prepare a detailed budget, including costs for venue, equipment, materials, and refreshments.
- Submit the budget for approval to the respective ministry leads (People-Focused or Operational or senior pastor).

## C. Team Assignment:

- Assign roles and responsibilities to team members/volunteers



# Review of SOP for Event (Cont'd)

## D. Event Execution

- Pre-Event Preparation:
  - Confirm all arrangements, including venue setup, social media promotion & graphics, audio-visual equipment (if needed), and additional materials.
- During the Event:
  - Ensure all team members are present and in their designated positions.
  - Monitor the event flow, address any issues promptly, and maintain communication with the team.
- Post-Event Review:
  - Conduct a debrief meeting with the team to discuss successes and areas for improvement.
  - Collect feedback from attendees and volunteers.





# Review of SOP for Event (Cont'd)

## E. . Recruiting Ministry Volunteers

### 1. Recruitment Strategies

- Announce volunteer opportunities during church announcement, social media, and on the church website.
- Host informational meetings or ministry fairs to provide more details about volunteer roles.
- Personally invite individuals who may have the skills and passion for specific ministries.

### 2. Orientation and Training

- Provide orientation sessions for new volunteers to introduce them to the church's vision, mission, and values.
- Offer training specific to the volunteer roles, ensuring they feel equipped and confident.
- Assign experienced team members as mentors to guide new volunteers.

## F. Documentation and Record Keeping





# Q&A Sessions



As a growing church, we welcome your questions and your feedback. It is together that we will grow and do great things for the Kingdom.

