

The Importance of Church Management and Administration in Supporting Effective Ministry and Congregation Growth

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ABSTRACT

Church management and administration play a vital role in supporting the effectiveness of ministry and congregational development. As an organization serving the community, the church not only needs a solid spiritual foundation, but also good management in order to function optimally in achieving its goals. This article aims to reveal the importance of church management and administration and how it can strengthen the church's ministry and mission in an increasingly complex and dynamic context. This study uses a qualitative method with a descriptive analytical design, which utilizes literature studies as the main data collection technique. This study identifies various concepts and basic principles of holistic church management, as well as their application in church management practices. This article specifically discusses the role of management in managing church resources, such as human resources, finances, and physical church facilities. In addition, efficient church administration can improve services to the congregation, facilitate effective communication between church leaders and the congregation, and strengthen the church's organizational structure to achieve mission goals. The impact of implementing good management and administration is reflected in the increase in the operational efficiency of the church, which ultimately supports more stable and sustainable congregation growth. This article also provides insight into the importance of church leaders who have managerial skills to carry out administrative and ministry tasks professionally. In conclusion, this study confirms that good church management and administration not only strengthens ministry, but is also the key to accelerating the achievement of the church's mission amidst the challenges of the times.

Keywords: *Management, Church Administration, Church Growth.*



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INTRODUCTION

The church as a spiritual institution has the primary task of spreading the good news to the world and guiding congregations toward a life that is in accordance with God's will (Tanawany & Kokmala, 2022). However, in this modern era, churches face various major challenges in managing organizational aspects, such as human resource management, finance, and infrastructure (Kumowal, 2024). Professionalism in church management is an urgent need to ensure that the church's mission and ministry can run effectively and have a broad impact (Pakiding, 2023). Without good management, the great potential of the church can be hampered, even disrupting the implementation of its spiritual mission.

As technology advances and society changes, church resource management is becoming increasingly complex. Churches often face various administrative challenges, such as disorganized documentation, inefficient communication, and opaque financial management (Christanto et al., 2024). In addition, the need to respond to the increasingly diverse dynamics of congregations requires a more systematic and flexible management approach (Manalu et al., 2023). In this context, church management and administration are no longer merely supporting tools, but have become important elements for the success of ministry.

The importance of this topic is evident from the needs of local and global churches (churches around the world). Local churches often face limitations in resources and expertise in managing their operations, while global churches face the challenge of maintaining their vision and mission amid cultural diversity and organizational structures. This study aims to address these needs by offering a comprehensive and practical perspective on the importance of church management and administration. The main question in this study is how good management and administration can improve the effectiveness of church ministry and congregation growth. The focus includes resource management, church program planning, and strategic decision-making that supports the church's mission.

The big question above shows that church management and administration play a vital role in supporting the life of church ministry. Effective ministry is not only determined by spiritual aspects, but also by the church's ability to manage itself well as an organization. Therefore, an in-depth analysis of the role of management and administration in building a strong and impactful church is very important. The concepts, principles, and practices of church management are very helpful in developing management strategies that are not only effective but also in line with biblical values. In this way, the church can continue to fulfill its role as the salt and light of the world.

Previous research by Lewi et al. examined how to help the congregation at Bethel Kecapi Sion Church in Kemiri-Sentani overcome the frequent lack of worship services (Kabanga et al., 2022). Rahelia et al. wrote about how church administration can be a crucial foundation for ensuring efficiency, coordination, and transparency in all aspects of church ministry (Lamma et al., 2024). Lysda et al. explored the influence of organizational culture on the effectiveness of church management, an important aspect in the dynamics of religious life in society (Lysda Hartaty Huwae et al., 2023). In addition, Cristi et al. wrote about analyzing church financial management strategies in managing assets as an investment that generates funds for church

management (Darnita et al., 2022). These studies highlight certain aspects of church management, such as worship management, internal administration, organizational culture, and finance. Meanwhile, this study covers the overall management and administration of the church, as well as its relationship with the effectiveness of ministry and congregation growth. Thus, this study offers a more comprehensive perspective, combining various elements that have been studied previously and emphasizing the important role of church management in supporting not only the smooth operation of the church, but also spiritual growth and the overall number of congregants.

RESEARCH METHOD

This study uses a qualitative approach with a descriptive-analytical design to describe in detail and depth the phenomena related to church management and administration in relation to the effectiveness of ministry and congregation growth (Firchan, 2009). This approach was chosen because it provides flexibility for researchers in exploring various aspects of church governance, both from a theoretical perspective and from practices applied in real situations. Descriptive-analytical research aims to identify patterns, relationships, and important findings to produce a comprehensive understanding of this topic.

Data collection was conducted through a literature study by reviewing various academic sources such as journals, books on Google Books, Google Scholar, Semantic Scholar, and other documents related to church management and administration. The data obtained will be analyzed using thematic analysis methods (Mahasiswa PGSD, 2024). In this analysis process, the data is grouped based on main themes, such as the basic principles of church management, the contribution of administration to ministry, and the impact of effective management on congregation growth (Huberman, 2014). The analysis is carried out by exploring patterns, relationships, and important implications between management, administration, and ministry effectiveness.

This research method aims to provide in-depth and comprehensive insights into the role of church management and administration. Through a descriptive-analytical approach, this study not only reflects the actual conditions but also offers theoretical and practical contributions to the development of better church governance. The results are expected to serve as a guide for church leaders in implementing professional management and administration to support the church's vision and mission in a sustainable manner.

RESULT AND DISCUSSION

Church Management Concept

Church management is the process of planning, organizing, implementing, and evaluating various church resources to fulfill the ministry's goals of glorifying God and serving the congregation. In a church context, management includes the management of human resources, finances, facilities, and ministry programs (Parhusip, 2020). The main principles of

church management include order, efficiency, transparency, and accountability, which are carried out with love and biblical values. As stated in 1 Corinthians 14:40, “But everything should be done in a fitting and orderly way,” orderliness is an important foundation in church ministry. Church management consists of four important elements: First, planning. Establishing a vision, mission, and ministry goals, as well as developing strategies to achieve them. Second, organization. Dividing tasks and responsibilities among ministry team members, ensuring that each individual understands their role. Third, implementation. Taking concrete action based on the plans that have been made. Fourth, evaluation. Assessing the results of activities to ensure alignment with ministry goals (Amiman, 2018). These four elements work in a continuous cycle to improve the effectiveness of ministry.

Church Administration

Church administration is a systematic process of recording, managing data, and organizing documents to support church operations. Its main functions include financial management, congregational data archiving, scheduling, and internal and external communication (WALZ, 2001). Good administration helps ministries run efficiently and reflects responsibility in using the resources God has entrusted to the church. Church administration supports the implementation of church ministries and missions, such as faith development, evangelism, and diakonia. Well-organized administration enables the church to effectively carry out the Great Commission of Jesus Christ in Matthew 28:19-20 (Prodjowijono, 2008). For example, accurate recording of congregation data helps the church understand the needs of the congregation, so that ministry becomes more relevant and focused.

Management and Administration as the Basis for Church Growth

Management and administration complement each other in church operations. Management provides strategic direction, while administration provides the systems to implement those strategies (Uriptiningsih, 2021). For example, church financial management requires budget planning from management, which is carried out through organized financial administration. Technology plays an important role in church administration in the digital age. Church management software can help manage congregation data, finances, and activity schedules (Wendy Sepmady Hutahaeon, 2019). Technology also enables more efficient communication with congregations via email, social media, or church apps, making services more accessible without compromising quality.

Good management and administration ensure that services are carried out in a structured manner and according to the needs of the congregation. For example, careful planning allows churches to prioritize relevant programs such as small groups, children's ministries, or social missions (Wendy Sepmady Hutahaeon, 2018). Organized evaluations also help increase the impact of services. With good management and administration, churches can carry out their mission effectively, strengthen their identity as the body of Christ, and build the trust of their congregations and communities (Wendy Sepmady Hutahaeon, 2020). Good governance makes churches relevant and influential in their communities.

Church Leadership

Church leaders are responsible for directing the vision, making decisions, and encouraging the achievement of ministry goals. Wise leaders can manage human resources well, motivate congregations, and build strong ministry teams. Acts 6:1-7 shows the importance of division of labor, where the apostles appointed deacons to handle administration so that they could focus on prayer and ministry of the word (Borrong, 2019). Effective church leadership involves a servant, collaborative, and visionary style. The servant leadership style emulates Christ, who said, “The Son of Man came not to be served but to serve” (Mark 10:45) (Jatmiko, 2020). Meanwhile, visionary leadership helps the church have a clear direction, ensuring that administration supports the achievement of long-term vision.

The Importance of Management in the Church

Management plays a crucial role in managing human resources, finances, and church facilities to support the vision and mission of ministry. Good management of human resources, such as ministers, staff, and congregants, ensures that each individual can function according to their capacity and calling (Johanes Augustinus et al., 2023). With a clear management structure, tasks can be divided efficiently and overlapping responsibilities can be avoided. On the other hand, transparent and accountable financial management is essential to build congregational trust (Andiny, 2023). Churches that are able to plan their budgets well will have financial stability and be more focused on spiritual ministry. In addition, facilities such as buildings, technology, and other resources will be more optimally managed through careful planning.

Through strategic planning focused on mission, church leaders can make wise and purposeful decisions. Churches need to set short- and long-term goals that are in line with their calling to serve. This planning includes program development, resource distribution, and periodic evaluation to ensure the program runs successfully (Sutomo, 2007). Without careful planning, churches will find it difficult to meet the needs of their congregations and the ever-changing dynamics of ministry. Therefore, systematic and mission-based management will strengthen churches in carrying out their ministry.

Management in the church is not only related to administrative tasks, but also an important element in realizing the spiritual mission of the church. Human resources, finances, and facilities need to be managed professionally while remaining grounded in biblical values (Candrawati, 2021). One of the main challenges is the lack of leadership capacity in applying modern management principles, which often results in ineffective service and suboptimal use of resources. For example, opaque financial management can trigger a crisis of trust among the congregation.

To overcome this, planning and decision-making strategies in the church must be participatory, involving all elements of the church. A common criticism of church management is that it is often authoritarian or centered on a single leader, which can lead to over-dependence and hinder the development of the congregation's potential. Therefore, the implementation of a sound management system must be supported by leadership training that emphasizes delegation, evaluation, and transparency in decision-making.

Human Resource Management

Human resource management in the church includes coordinating and developing leaders, staff, and volunteers. Each individual has unique potential that can be maximized for the glory of God and the benefit of the congregation. Church leaders need to provide clarity of tasks, motivation, and support to the ministry team. Training programs or retreats can also be conducted to strategically improve the team's capacity. Human resources are a key element in church management. The church needs individuals who play an active role in leadership and ministry (Haya, 2021). Therefore, the congregation management system must be able to identify and develop the potential and spiritual gifts of each member. Empowering the congregation in appropriate roles will strengthen the church's ministry while encouraging their faith growth and active involvement.

Financial Resource Management

Financial aspects are crucial in supporting service programs, facility maintenance, and church mission activities. Transparency in financial management is key to building congregational trust. Churches need to implement an accountable fund recording system, prepare budgets, and report on fund usage periodically to ensure that funds are used effectively according to service needs. Financial management is also crucial in supporting church operations (Purba et al., 2023). Transparency and accountability in fund management enable effective resource allocation, whether for operations, mission activities, or social services. Poor financial management can hinder various important activities such as church development or congregation development.

Church Facility Management

Facilities such as worship buildings, meeting rooms, and other supporting facilities require good management. Well-maintained facilities demonstrate the church's commitment to providing optimal service to the congregation. Facility management includes routine maintenance, infrastructure improvements, and efficient use of space. Church facilities, including buildings, worship equipment, and other supporting facilities, require proper maintenance so that services are not disrupted (Fitriani et al., 2023). Churches with structured facility management can ensure that facilities function optimally, supporting the comfort and smooth running of services.

With good management, churches can achieve their ministry goals more effectively. The integration of human resource, financial, and facility management ensures that churches focus on their primary mission and are able to have a positive impact on their congregations and communities.

Planning and Decision Making Strategy

Careful planning helps churches establish a vision and strategic steps to achieve it. This process includes analyzing the needs of the congregation, managing resources, and determining program priorities (Napitupulu & Tobing, 2022). Decision-making must also be oriented toward the church's mission, such as allocating a larger budget for mission activities or social services based on community needs. Strategic planning in the church aims to ensure that every

decision made is in line with the church's vision and mission. The vision is a description of long-term goals, while the mission is the concrete steps to achieve them (Eltarani & Latumahina, 2021). Church programs must be designed to support these goals, such as evangelism or social services to unreached communities.

Church decisions must involve leaders and congregations to create a sense of ownership and shared responsibility (paundan, 2020). Through prayer and communication, leaders ensure that decisions made are in line with God's will. In addition, good time management helps the church organize activities to run effectively without overlap.

Periodic evaluation is also an important part of the planning strategy. The church needs to assess the effectiveness of the programs implemented to ensure progress and make improvements if necessary. This evaluation helps the church adapt to the challenges and needs of the congregation.

The Role of Administration in Supporting Ministry

Church administration serves as the operational backbone that supports the smooth running of ministry. The management of congregation data and neat documentation enables the church to monitor spiritual development and understand the needs of its members (Julianes et al., 2020). For example, data on congregation attendance, baptisms, marriages, and pastoral activities can be managed effectively through a modern administrative system. This organized information facilitates evaluation and aids decision-making to improve the effectiveness of ministry.

In addition, administration also plays a role in ensuring that internal and external communication runs smoothly. Internal communication serves to convey clear information between staff, ministers, and departments regarding programs and their respective responsibilities. Meanwhile, external communication helps build relationships between the church, the community, other organizations, and prospective new congregants (Devi, 2020). With well-organized administration, coordination can run smoothly, and a positive image of the church in the community can be built. Effective administration ensures that every ministry program can run well and have a real impact on the congregation.

Good administration plays an important role in improving the effectiveness of church services. However, administrative systems are often overlooked and have not been implemented in a modern way in many churches. As a result, services become uncoordinated and sporadic. Another challenge is the low utilization of technology to support efficiency (Tamtelahitu & Makatita, 2020). For example, manual congregation data collection results in low data accuracy and difficulty in accessing the data.

In addition, poorly organized internal communication is often a source of miscommunication between staff and departments, which can hinder the smooth running of services and trigger internal conflicts. On the other hand, churches that do not have an effective external communication strategy will find it difficult to build relationships with the community and reach new congregations. Therefore, the adoption of a technology-based administrative system can improve operational efficiency and support more structured and effective services.

Congregation Data Management

Proper documentation and management of congregation data allows easy access to important information, such as membership history and participation in activities. Neat documentation also helps evaluate the success of ministry programs. Effective communication between church leaders and congregations ensures that the vision, mission, and goals of the church are understood by all parties (Parubang & Rosmiati, 2021). Churches can utilize various communication channels such as newsletters, social media, and email to convey information.

Internal Communication

Effective internal communication between leaders, staff, and volunteers is very important. Schedule management, activity announcements, and information distribution must be carried out in an organized manner (Bagaskara & Mulyana, 2023). Technologies such as instant messaging applications or project management platforms can help facilitate this communication.

External Communication

Communication with the outside community through social media and other information channels helps churches reach more people and expand their influence. External communication strategies include disseminating information about church programs, mission services, and social activities. External communication with the community is also important so that the church can play an active role as an agent of change (Alipi, 2019). Through good relationships with other communities, organizations, and institutions, churches can be more effective in carrying out their social mission.

Positive Impact on Congregation Growth

Good management and administration have a positive impact on congregation growth, especially in building trust. Churches with transparent, structured, and accountable governance will be more trusted by their congregations. This trust encourages active involvement of the congregation in church activities and supports spiritual growth and an increase in membership. With wise resource management, the church can create comfort and a sense of security for the congregation in participating in various ministry activities.

Good management also enables the church to carry out ministry programs effectively. Programs such as pastoral counseling, discipleship, family development, and social activities become more structured and targeted. When congregants feel the benefits of these programs, their motivation to grow in faith and participate in church ministry will increase. Thus, effective management contributes directly to the strengthening of faith, fellowship, and the development of the church.

Professional management and administration contribute positively to congregational trust and church growth. However, if too much focus is placed on administrative aspects, the church risks shifting its attention away from its primary spiritual mission. Therefore, it is important for churches to find a balance between efficient management and a ministry approach

that is centered on the needs of the congregation. An overly structural approach can make congregants feel “managed” rather than “served.”

Church growth should not only be measured by the number of congregants attending, but also by the depth of their faith and their involvement in ministry. A common criticism is that churches focus too much on large programs without providing deep spiritual guidance. Therefore, church management should be directed toward developing congregants as individuals who grow in faith and actively participate in church ministry, not just increasing attendance statistics.

Case Studies of Success

A church that implements a technology-based management system has shown an increase in efficiency in its services. With a congregation database system, this church can monitor the spiritual development of its members, organize service programs according to needs, and document activities properly. Through transparent financial management, the church has succeeded in building congregational trust, thereby supporting the funding of mission and social service programs. With effective management, resource allocation becomes more efficient and waste can be avoided. Various case studies show that churches that have successfully implemented modern management and administration have experienced an increase in service effectiveness (Ongeteua et al., 2024). However, it is necessary to analyze whether this success is long-term or only a temporary phenomenon (Ardiles Sinaga et al., 2025). A common challenge is the church's dependence on technology or pragmatic management methods (Simanjuntak et al., 2024), while neglecting spiritual foundations and theological values.

From an administrative perspective, this church builds effective internal communication through regular meetings and the use of digital communication media. Accurate and clear information helps interdepartmental coordination and encourages the creation of a harmonious ministry environment. As a positive result, this church has experienced significant growth, both quantitatively and qualitatively. The congregation feels that the church is a spiritual home that supports the development of their faith and fellowship. In addition, each church has a different local context, such as culture, location, and the needs of its congregation, which means that management methods that are successful in one church may not necessarily be effective when applied in another church. Therefore, a contextual approach that combines case studies with in-depth evaluation is very important. This helps churches develop management and administrative systems that are tailored to the specific characteristics and needs of the congregation and the mission of the church.

The Importance of Church Management and Administration in Supporting Effective Ministry and Congregation Growth

Church management and administration play a very important role in supporting successful ministry and congregation growth. As a community that not only aims to be a place of worship, but also to serve God and others in various aspects of life, the church requires effective management and efficient administration so that all its activities can run well and in

accordance with its established goals. This article will discuss the importance of these two aspects in supporting the effectiveness of ministry and church growth.

Church Management: The Foundation of Successful Ministry

Church management is the process of planning, organizing, leading, and controlling church resources and activities to achieve desired ministry goals. In the context of the church, management includes not only matters related to budgets and facilities, but also the management of human resources such as pastors, church staff, and congregation volunteers. Good management will provide clear direction for the church to carry out its ministry efficiently.

First, Structured Ministry Planning. One important part of church management is proper planning. The church must have a clear and structured vision, mission, and ministry plan. With good planning, the church can determine ministry priorities, use resources wisely, and organize the steps that must be taken to achieve these goals. This planning covers various things, from worship activities and spiritual teaching to social and mission programs. Second, Efficient Resource Organization. In church management, the organization of human and material resources is very important. The church needs to manage staff, volunteers, and congregants effectively, ensuring that each individual knows their duties and responsibilities. In addition, the organization of physical resources, such as places of worship, equipment, and budgets, also needs to be considered so that they can be utilized optimally. Good organization allows the church to work more efficiently and in a coordinated manner in serving the congregation and the community. Third, Supervision and Evaluation. After planning and organizing, the next step in church management is supervision and evaluation. The church needs to supervise every ministry activity to ensure that everything is going according to plan. Periodic evaluation is also important to determine whether ministry goals have been achieved and to identify areas that need improvement. Thus, good church management greatly supports the effectiveness of services in achieving the church's vision and mission.

Church Administration: Ensuring Sustainability and Financial Health

Church administration is a system for managing information, finances, and other resources within the church. Good administration ensures that the church can operate smoothly and has the ability to grow. One aspect that is very visible in church administration is financial management, but administration also includes managing congregation data, ministry programs, and church archives.

a. *Transparent Financial Management*

Church finances are one of the main components of administration that support effective ministry. Without clear and accountable financial management, churches will find it difficult to carry out various ministries and missions. Therefore, churches need to have a good financial administration system, from recording congregational donations, managing budgets for ministries, to financial reporting that is open to the congregation. In addition, the church needs to plan its budget carefully, allocating funds for various programs that support the spiritual growth of the congregation, social activities, and the development of church facilities. Good

financial management enables the church to serve more effectively and have a positive impact on the congregation and the community.

b. *Accurate Congregation Data Management*

Church administration also involves accurate congregation data management. This data includes personal information about congregation members, membership status, records of participation in church activities, and their spiritual and social needs. With good data management, churches can more easily identify the needs of their congregation, design appropriate ministry programs, and monitor the spiritual growth of their congregation. In addition, good data management makes it easier for churches to communicate with their congregations. Churches can send information about worship services, meetings, and other programs more efficiently. Organized data management also helps churches plan group-based activities, such as small groups or ministries to specific age groups (e.g., youth, seniors, or families).

c. *Structured Ministry Program Management*

Church administration also plays a role in managing ministry programs. Programs such as spiritual teaching, social services, missions, and congregational welfare activities require good management in order to run smoothly. Efficient administration ensures that these programs have clear schedules, sufficient resources, and trained staff and volunteers to carry them out. With good administration, the church can evaluate the results of each ministry program and ensure that the program is in line with the needs of the congregation and the vision of the church.

Management and Administration as the Basis for Congregation Growth

Success in church management and administration will greatly influence congregation growth, both spiritually and quantitatively. Well-organized ministry and efficient administrative management enable the church to grow and reach more people. With good management and administration, the church can provide higher quality services, attract more people to join, and create an environment that supports the growth of the congregation's faith.

a. *Effective Ministry for the Congregation*

Effective ministry is the result of good management. Churches that have careful planning and efficient organization will be able to provide various programs that support the spiritual growth of the congregation, such as Bible teaching, prayer fellowships, and life skills training. The more effective the church's ministry is, the greater the likelihood that the congregation will grow spiritually and the greater the opportunity for them to be actively involved in church ministry.

b. *Efficient Communication*

Good church management and administration also play a role in supporting smooth communication between the church and its congregation. With good data management and a structured communication system, the church can provide accurate and clear information to the

congregation about church activities. This will increase congregational participation in various church activities, which in turn supports congregational growth.

c. *Relevant and Engaging Ministry*

With good administration, churches can more easily tailor their programs to the needs of their congregations and communities. Relevant and engaging programs will encourage congregations to continue participating in church activities, which contributes to congregational growth. In addition, good management enables churches to develop more effective mission strategies, allowing them to reach more people and expand their influence in the community.

CONCLUSION

Effective management and administration are important foundations in supporting the success of church ministry. Good integration between management, administration, and church mission ensures that operational activities are in line with the vision of ministry. With optimal church management, leaders and congregations can be directed to achieve spiritual and practical goals more effectively. Systematic and planned management enables the church to optimize the use of its human, financial, and facility resources. The effectiveness of ministry can be seen in the improved quality of church programs, active congregation involvement, and the church's positive contribution to the surrounding community. In addition, a well-organized structure helps the church respond to modern challenges wisely and professionally.

Orderly and transparent church administration is a key factor in building congregational trust in leadership. An efficient administrative system, such as financial management, congregational data, and internal communication, ensures that there is no doubt or confusion among congregants or leaders. This transparency also facilitates the evaluation of ministry programs and strategic decision-making. Strong management and administration enable the church to develop relevant and impactful ministry programs. Well-run programs will encourage congregational growth, both in numbers and in the quality of faith. Churches that are able to meet the spiritual and social needs of their congregations will develop into stronger communities of faith.

Churches need to conduct special training in management and administration for church leaders, such as pastors, elders, and other administrators. This training should cover strategic planning, effective leadership, and professional resource management. Church leaders with managerial skills will be able to lead their churches toward greater progress and impact. In this digital age, the application of technology in church management and administration is a strategic step. The use of technology, such as applications for managing congregation data, finances, and digital communication, will facilitate church operations. Churches that are able to adapt to technological developments will be more effective in reaching their congregations and facing the changes of the times.

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