



PAN AFRICA CHRISTIAN UNIVERSITY

SCHOOL OF THEOLOGY

**END OF SEMESTER EXAMINATION FOR THE DEGREE OF
BACHELOR OF ARTS IN BIBLE AND THEOLOGY**

DECEMBER 2018 EXAMINATIONS

CAMPUS: ROYSAMBU

DEPARTMENT: BIBLICAL AND THEOLOGICAL STUDIES

COURSE CODE: CMN4213

COURSE TITLE: CHURCH ADMINISTRATION AND MANAGEMENT

EXAM DATE: MONDAY 3RD DECEMBER 2018

TIME: 5:30PM-8:30PM

INSTRUCTIONS

- Read the instructions and questions carefully before you write the answers.
- Write your **STUDENT NUMBER** in the Answer Booklet given
- Section A is compulsory.
- Answer any TWO question in Section B.
- *Write clearly and legibly.*
- *ALL PAC University's examination rules and regulations apply*

SECTION A – ANSWER ALL QUESTIONS

Question 1

Explain the meaning of the following terms as they are used in management and administration:

- i. Assets (2 Marks)
- ii. Working Capital (2 Marks)
- iii. Reserves (2 Marks)
- iv. Endowment Fund (2 Marks)

Question 2

Debt Finance is obtained from sources other than the owners of the organization. Discuss the strengths and weaknesses of using debt as a source of funding. Use scripture to support your discussion. (10 Marks)

Question 3

The Trial Balance of Creator Church disclosed the following information relating to its financial data for the year ending December 2017

MODEL CHURCH		
	Debit	Credit
Currency	Kes	Kes
Tithes and Offering		800,000
Donations		270,000
Rental Income		70,000
Cash at Bank	40,000	
Debtors	130,000	
Creditors		70,000
Furniture & Fittings	200,000	
Buildings	1,000,000	
Equipment	230,000	
Salaries	475,000	
Electricity	160,000	
Telephone	30,000	
Security	15,000	
Repairs and Maintenance expenses	160,000	
Utilities	50,000	
Bad debts	20,000	
Fuel for Motor Vehicles	20,000	
Other Fellowship Expenses	140,000	
Long-term loan		460,000
Capital Fund		1,000,000
	2,670,000	2,670,000

- i. Prepare a statement of Income for the year ended December 2017
(6 Marks)
- ii. Prepare a statement of financial position (Balance Sheet) for the period ended December 2017
(6 marks)

SECTION B - ANSWER ANY TWO QUESTIONS

Question 4

Performance evaluation is an important managerial process to any growing organization.

- a. Define Employee Performance Evaluation (1 Marks)
- b. State four Objectives of Performance Evaluation in an organization
(4 Marks)
- c. Describe how the Balance scorecard is used in evaluating the organizational Performance. (10 Marks)

Question 5

The following factors can be viewed as determining a strategic leader's decision discretion in the organization: Explain each of the factors and support your explanation with practical examples.

- i. External environmental sources (5 Marks)
- ii. Organizational characteristics (5 Marks)
- iii. Managerial characteristics (5 Marks)

Question 6

According to Myron Rush, *Management - Biblical Approach*, a leader should focus on putting people's creativity to work as a means of increasing productivity. Using the study on Myron Rush on this subject:

- a. Discuss the importance of creating an environment where creativity and innovation is encouraged in the work place (8 Marks)
- b. Identify the greatest barriers to creativity within the organization
(5 Marks)
- c. Explain how your management has allowed creativity to work for your Church or organization (2 Marks)