



PAN AFRICA CHRISTIAN UNIVERSITY

SCHOOL OF THEOLOGY

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

MAY-AUGUST 2019

CAMPUS: ROYSAMBU

DEPARTMENT: BIBLICAL AND THEOLOGICAL STUDIES

COURSE CODE: CMN4213

COURSE TITLE: CHURCH ADMINISTRATION & MANAGEMENT

EXAM DATE: MONDAY 5TH AUGUST 2019

TIME: 5.30PM-7.30PM

DURATION: 2 HOURS

INSTRUCTIONS

- Read the instructions and questions carefully before you write the answers.
- Section A is compulsory.
- Answer ANY THREE questions in Section B.

- Write your **STUDENT IDENTITY NUMBER** in the Answer Booklet given.

Section A: Answer ALL questions. (30 marks)

1. The Trial Balance of Gospel Ministry disclosed the following information relating to its financial data for the year ending December 2018.

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

a) Prepare a statement of Income for the year ended December 2018.

(15marks)

b) Prepare a statement of financial position (Balance Sheet) for the period ended December 2018. (15 marks)

Section B: Answer ANY THREE Questions. (30 marks)

2. Describe **Five** management functions that managers perform. Cite relevant scriptures to support your discussion. (10 marks)

3. Recently, Grace Assembly, a new ministry in town appointed you to lead a team in establishing and implementation of performance management measures in the Ministry. Explain the following elements which would form part of your introduction to this exercise.

- a) Definition of Employee Performance Evaluation. (3 marks)
- b) The Objectives of performance evaluation in the Church. (3 marks)
- c) Four common stages that would be followed in evaluation exercise. (4 marks)

4. As the leader of a fast growing ministry you are required to advise the management on the risk management elements that face a growing ministry today and how they can be mitigated. Clearly indicate how you would help the organization in the following aspects of risk management.

- a) Identifying the steps that are required to implement Risk Management. (3 marks)
- b) Explain the benefits of Enterprise Risk Management (4marks)
- c) Describe the Risk Control Approaches that the organization should employ. (3 marks)

5. Discuss the importance of the Working Capital Management in a growing Christian establishment. Use practical examples to support your discussion.

(10 marks)

6. 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.

- a) External environmental sources. (3 marks)
- b) Organizational characteristics. (4 marks)
- c) Managerial characteristics. (3 marks)