THE REDEEMED CHRISTIAN BIBLE COLLEGE YOUTH CAMPUS NORTH
EXAMINATION: CHURCH ADMINISTRATION

1. **What is the primary definition of Church Administration according to the text?**

a) Managing church finances only

b) The performance of executive administration duties as generally defined in government and business

c) Preaching and teaching only d) Organizing social events

2. **Which of the following is NOT listed as a dominant quality of an effective church administrator?**

a) Vision b) Commitment c) Financial expertise

d) Ability to commit the organization and people to the vision

3. **According to the text, an effective church administrator is compared to:**

a) A soldier b) A prophet c) A shepherd d) A king

4. **What does the text say about making mistakes in church administration?**

a) An effective church administrator does not make mistakes

b) Mistakes are inevitable but should be learned from

c) Mistakes should be hidden from the congregation d) Only spiritual leaders make mistakes

5. **Which Bible verse is referenced to support the idea of walking by faith in church administration?**

a) Hebrews 11:1 b) 2 Corinthians 5:7 c) John 3:16 d) Psalm 23:1

6. **What is the main focus of Church Management as defined in the text?**

a) Spiritual growth only

b) The process and manner of directing and controlling affairs of church-organization

c) Fundraising activities d) Preaching schedules

7. **Which of the following is NOT a quality of a Church Manager listed in the text?**

a) Discernment b) Sanctification c) Love d) Good Reputation

8. **According to the American Example section, who captured the power of information?**

a) George Barna b) Dr. Taofiq M. Salisu c) Peter F. Drucker d) C.S. SPURGEON

9. **What is identified as the source of information in the text?**

a) Internet only b) God, Dreams, Visions, Holy Spirit, Angels, People

c) Books only d) Government agencies only

10. **Which of the following is a pitfall to guide against in information handling?**

a) Overconfidence b) Unbelief c) Excessive planning d) Too much prayer

11. **In the case study about the spies (Numbers 13:1-33), how many spies gave a positive report?**

a) 2 b) 10 c) 12 d) 0

12. **What is the nature of information required for ministry broadly speaking?**

a) Only financial b) Both physical and spiritual c) Only spiritual d) Only environmental

13. **Which of the following is NOT part of predictive uses of information for church ministry?**

a) Understand the background characteristics of the people

b) Predict the demographic changes within the next few years

c) Project church growth to prepare for facilities d) Ignore current trends

14. **What does "Saves (Sustains life)" mean in the importance of information?**

a) Wastes resources b) Focuses on vision or direction

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c) Our whole life, physical and spiritual, is hinged on information d) Avoids communication

15. **At which management level is the broadest spectrum of tactical or mid-managers found?**

a) Strategic Level b) Managerial/Tactical Level

c) Operational/Technical Level d) Executive Level

16. **What is the role of the Board of Directors, Director Generals, and Directors at the Strategic Level?**

a) Day-to-day operations b) Make up the main concern in planning for the survival of the organization

c) Handle customer complaints d) Manage church cleaning

17. **What does proper analysis of every financial transaction help to ascertain?**

a) Popularity of the pastor b) Faithfulness and truthfulness of the mammon

c) Number of members d) Church building size

18. **Which Bible verse is quoted regarding not being faithful in unrighteousness mammon?**

a) Matthew 6:24 b) Luke 16:11 c) John 3:16 d) Psalm 1:1

19. **In the tutorial questions from Module II, what is asked about the spiritual and physical qualities of a church administration?**

a) List them b) Ignore them c) Criticize them d) Change them

20. **What does the text say about the volume of pieces of information at the strategic level?**

a) Minimal and detailed b) The summary of report aggregated data should be supplied

c) Overwhelming and unprocessed d) Only financial reports

21. What is the primary purpose of the Cash Book?

a) To record all transactions of the church b) To lodge cash and cheque transactions separately

c) To prepare financial statements d) To track member attendance

22. In church accounting, what does DEBIT mean?

a) Money received b) Money paid out c) Left side of the ledger d) Right side of the ledger

23. Which of the following is NOT a type of record used in church accounting?

a) Cash Book b) Ledger c) Attendance Register d) Bank Reconciliation Statement

24. According to the text, every cash transaction must be entered in the Cash Book using the principle of:

a) Single Entry b) Double Entry c) Accrual Basis d) Cash Basis

25. What is the correct order of the accounting cycle?

a) Recording → Posting → Trial Balance → Financial Statements

b) Posting → Recording → Financial Statements → Trial Balance

c) Trial Balance → Recording → Posting → Financial Statements

d) Financial Statements → Recording → Posting → Trial Balance

26. Which book is used to record all cash and bank transactions in detail?

a) Journal b) Ledger c) Cash Book d) Petty Cash Book

27. In the illustration, what was the total amount received on 15th February 2004?

a) N500,000 b) N320,000 c) N304,000 d) N321,000

28. What is the main focus of Module VI?

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a) Church Leadership b) Church Accounting c) Evangelism Strategies d) Pastoral Care

29. Which of the following is a source document in church accounting?

a) Bank Statement b) Attendance Sheet c) Sermon Notes d) Prayer Request Form

30. According to the text, what is the role of the "Tactical Level" in management?

a) Day-to-day operations b) Long-term strategic planning

c) Middle-level management and control d) Policy formulation

31. What does the Operational/Technical Level primarily focus on?

a) Budgeting and production control b) Execution and daily control of activities

c) Long-term vision setting d) Community outreach

32. Which of the following is a process of information management for ministry?

a) Data operational transactions b) Capturing sourcing information

c) Recording information d) All of the above

33. According to George Barna, what must you have to make intelligent decisions?

a) Accurate information b) Financial resources c) Large congregation d) Theological training

34. What is the first step in the fact-finding mission to generate information?

a) Secondary Approach b) Primary Approach c) Qualitative Analysis d) Quantitative Survey

35. In church financial management, what is the purpose of the Petty Cash Book?

a) To record large donations b) To manage small, frequent expenses

c) To track tithes only d) To prepare annual budgets

36. Which of the following is NOT part of the church's hierarchy as described?

a) General Overseer b) Youth Coordinator

c) Church Growth Officer d) Assistant National Secretary

37. According to the text, what restored theocracy in the church today?

a) Apostolic succession b) The sacrifice of Jesus Christ

c) Church councils d) Pastoral ordination

38. What biblical reference supports the restoration of God's rule and law in the church?

a) Matthew 16:18 b) Matthew 22:37-40, 28:18-20 c) John 3:16 d) Acts 2:38

39. In Scenario A, how should evangelism be conducted in a high-brow area like Ikoyi?

a) Door-to-door b) Open-air crusade c) Special program d) All of the above

40. According to the encouragement section, what determines the quality of your performance in ministry?

a) The size of your church b) The quality of your preparation

c) The number of members d) The location of the church

41. According to Module VIII, what is the nature of receivable day church counting?

a) Counting church members daily b) Accounting for the tithe of all increase as commanded in the Bible

c) Planning church events d) Organizing prayer sessions

42. Which Bible verse is referenced for tithing in the text?

a) Malachi 3:10 b) Matthew 6:33 c) Proverbs 3:5 d) Genesis 1:1

43. In the table of weights of metals, what is the approximate value of gold in pounds?

a) 87,730 b) 3,130 c) 1,690 d) 750

44. What is the total value of gold offering in shekels according to the illustration?

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a) 600,775 b) 29,000 c) 5,000 d) 1,000

45. According to the text, why is accounting in the house of God necessary?

a) To impress visitors

b) To ensure we will receive a crown from God one day and that we have been faithful

c) To compete with other churches d) To reduce prayer time

46. What is one type of current and liquid assets mentioned?

a) Land and Building b) Stocks c) Furniture and Fittings d) Plant and Machinery

47. What is the definition of tangible fixed assets?

a) Assets that cannot be touched b) Assets owned by the church such as land, buildings, vehicles

c) Short-term loans d) Daily offerings

48. According to the text, church expenses include which of the following?

a) Staff Salaries b) Missions & Evangelism c) Administrative Expenses d) All of the above

49. What is the purpose of depreciation in church assets?

a) To increase value b) To allocate the cost of tangible assets over their useful lives

c) To donate to charity d) To sell assets

50. What is a bank loan?

a) Money given by the church to members b) A sum of money borrowed from a bank for a period of time

c) Free donations d) Tithes collected

51. What is an overdraft?

a) When a bank allows a customer to withdraw more than the balance in the account

b) A type of savings c) Church offerings d) Member dues

52. According to the text, what is a crossed cheque?

a) A cheque that can be cashed anywhere b) A cheque that must be paid into a bank account

c) A blank cheque d) An expired cheque

53. What is a stale cheque?

a) A cheque presented within 6 months b) A cheque presented after 6 months from the date

c) A new cheque d) A digital cheque

54. What is the main purpose of control measures in expenditure?

a) To spend more b) To ensure that payment vouchers are duly approved for all expenses

c) To ignore receipts d) To avoid auditing

55. What document is used to record all cash payments?

a) Balance Sheet b) Receipt Voucher c) Payment Voucher d) Income Statement

56. According to Module XII, what is auditing?

a) A process of singing hymns

b) An independent examination of financial statements to express an opinion

c) Counting members d) Planning events

57. What type of audit is carried out by a qualified accountant not connected with the church?

a) Internal Audit b) External Audit c) Personal Audit d) Governmental Audit

58. In Module XIII, what are loyalties of a steward?

a) To God first, then to the church b) To self only c) To government d) To friends

59. Which quality is NOT listed for a steward?

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a) Faithful b) Wise c) Lazy d) Just

60. What is stewardship?

a) Managing one's own affairs

b) The careful and responsible management of something entrusted to one's care

c) Ignoring responsibilities d) Spending freely

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