

# **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

- 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?**



- 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?**

- 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?**

- 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