

# Admins **DISCUSSION GUIDE**

Youth Ministry Starter Pack



# Using This Guide & Partnering with BYM

## How to use this document

How to use this document: This resource is designed for you to use in three ways – together as a team, on your own, and as a launchpad into further learning. Page 1 gives you a team discussion guide you can use in a leaders' meeting, at a retreat, or across a couple of shorter check-ins. Page 2 is for personal reflection, helping each leader sit with God and pay attention to their own life and leadership. Page 3 offers articles, books, and tools you can explore over time. Don't feel pressure to use everything at once pick one or two sections that fit your current season and start there.

## How BYM can support and train you

Baptist Youth Ministries exists to help churches across NSW & ACT build healthy youth and young adult ministry, not just run events. If you'd like help working through this module with your team, a BYM team member can come and facilitate a training session, leaders' retreat segment, or tailored workshop in your context, or join you online. We can also walk with you through a Healthy Youth Ministry Assessment and follow up coaching to identify strengths, gaps, and next steps. To explore training or support, get in touch with the BYM team or visit the Website to connect with our team, check out events and explore more resources

# Admin

## Team Reflection

Administration is not separate from ministry. It is one of the ways we steward people, protect teams, and build healthy, sustainable ministry for young people and young adults. This session explores how healthy administration strengthens healthy youth and young adults ministry. Good admin helps teams stay organised, communicate clearly, plan ahead, and create safer, more sustainable spaces where young people and leaders can grow together.

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### Reflection questions

- What are the biggest admin pressure points in our youth or young adults ministry right now?
- Where are things currently slipping through the cracks: communication, registrations, planning, permissions, follow up, finance, calendar dates, or team coordination?
- Which digital tools are we already using well, and which ones are underused or unclear, such as Microsoft To Do, Google Calendar, Microsoft Teams, shared drives, or recurring reminders?
- Do we currently have clear daily, weekly, termly, and yearly admin rhythms, or are we mostly reacting when things come up?
- What recurring events or processes should already be diarised for the year, such as camp planning, permission forms, leader onboarding, risk forms, team training, baptisms, or mission opportunities
- Where could delegation help us work smarter rather than carrying too much centrally?
- What would it look like for admin to serve ministry rather than bury our passion?

### Team Activity

- As a team, list all the admin responsibilities that sit behind your ministry. Then sort them into three columns:
  - Things that happen every week
  - Things that happen every term or season
  - Things that happen every year

Once you have done that, identify:

- What already has a clear system
- What depends on someone's memory
- What needs a better process, owner, or calendar reminder

### Team action step

**Choose one practical improvement for this term.**

1. Set up one shared calendar for all key youth or young adults dates.
2. Create one shared task list using Microsoft To Do or Teams for recurring responsibilities.
3. Build one repeatable checklist for a common process like an event, onboarding, or weekly program prep.
4. Add a 10-minute weekly admin review to your team rhythm.

# Admin

## Personal Reflection

This session reminds leaders that administration is not just background work. Done well, it helps create organised, safe, and sustainable ministry environments for young people, families, and leaders

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### Personal Reflection

- How do I usually feel about admin: energised, overwhelmed, avoidant, frustrated, or unsure where to start?
- What kinds of admin do I naturally stay on top of, and what kinds do I tend to delay or forget?
- Am I relying too much on memory instead of using trusted systems like calendars, reminders, checklists, or digital task tools?
- What recurring tasks in my role should be diarised more clearly?
- Is my digital workspace helping me or draining me? Think about inboxes, folders, desktop clutter, notes, downloads, and task lists.
- What could I simplify, declutter, automate, or delegate this month?
- Do I end the week with any kind of review, even a short one, asking: What worked? What didn't? What needs attention next?

### Personal prompt

Take a few moments to write down your answers to these questions:

1. One admin habit that currently helps me is:
2. One admin habit that regularly makes life harder is:
3. One system I need to build or improve is:
4. One thing I can delegate, share, or ask for help with is:
5. One practical change I will make in the next two weeks is:

### Prayer prompt

God, help me to steward the unseen parts of ministry well. Give me wisdom, clarity, humility, and consistency so that my administration supports people, protects ministry, and makes space for discipleship to grow.

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## Additional Resources

Use these resources as a starting point, not a checklist. Choose one or two that connect with your current admin pressure points, try them in a simple way, and build from there rather than trying to change everything at once.

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### Books

#### **Getting Things Done** – David Allen

This well known productivity book offers a practical framework for capturing tasks, organising commitments, reviewing priorities, and working from a trusted system rather than mental overload. It is especially helpful for leaders who feel like everything is living in their head and they need a clearer process.

#### **Do More Better** – Tim Challies

This short and accessible book helps Christians think about productivity in light of calling, responsibility, and stewardship. It gives practical help for managing tasks, calendars, routines, and priorities without losing sight of why the work matters

#### **Find more resources online**

Scan this QR code to see the full, regularly updated list of articles, videos, and books on Admin from the BYM Resource

### **Support from BYM**

Baptist Youth Ministries exists to support and resource youth and young adult ministries in Baptist churches across NSW and ACT through training, practical resources, and connection with leaders across our movement. If your church would benefit from help thinking through admin systems, team rhythms, planning structures, or sustainable ways of organising ministry, BYM can come and facilitate a tailored training session, coaching conversation, or support process in your context. You can also explore the BYM Resources for more tools and training material, or get in touch with the team to talk about what support would be most helpful for your church.



**LEARN MORE**  
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W [www.baptistyouthministries.org.au](http://www.baptistyouthministries.org.au)  
E [kdwyer@nswactbaptists.org.au](mailto:kdwyer@nswactbaptists.org.au)  
P (02) 9868 9232

