

# Lesson 9

## PERSONAL AND FINANCIAL MANAGEMENT

### INTRODUCTION:

Purposes of study:

- To help understand stewardship
- To help participants manage their time and finance

### LESSON OUTLINE

- I. PERSONAL MANAGEMENT IS STEWARDSHIP
  - A. Definition
  - B. Stewardship
  
- II. PERSONAL MANAGEMENT - A PERSONAL MISSION STATEMENT
  - A. Personal Mission Statement
  - B. Summary of A Good Mission Statement
  
- III. WHATEVER IS AT THE CENTER OF OUR LIFE WILL BE THE SOURCE OF OUR SECURITY, GUIDANCE, WISDOM AND POWER
  - A. Security
  - B. Guidance
  - C. Wisdom
  - D. Power
  
- IV. PERSONAL MANAGEMENT - STEWARDS OF OUR TIME
  - A. Our time is valuable because there is not much of it and it cannot be repeated.
  - B. Key to Planning
  - C. Organizing involves three key activities
  
- V. PERSONAL MANAGEMENT - FINANCIAL RESPONSIBILITY
  - A. Principles of stewardship in Finances
  - B. Principles of Investing your Finances
  - C. Biblical reasons for Investing
  - D. Wrong Motives for Investing
  
- VI. PERSONAL MANAGEMENT - FINANCIAL PLANNING
  - A. Steps to short range plans
  - B. Steps to establishing long range plans
  
- VII. YOU WRITE YOUR AUTOBIOGRAPHY BY TWO CHAPTERS EVERY YEAR!

## I. PERSONAL MANAGEMENT IS STEWARDSHIP

### A. *Definition:*

A steward is a person employed to manage another's property or to arrange supplies of food for college or club or ship etc. *The Little Oxford Dictionary*

### B. *Stewardship*

#### 1. God owns everything.

Everything we have belongs to God: Our lives, our time, our talents and our abilities, our possessions our finances, our careers, our families, and our ministries.

**Matthew 25:14-30**

**1 Peter 4:10-11**

**1 Corinthians 6:19-20**

*"The earth is the Lord's and everything in it, the world, and all who live in it."*

**Psalm 24:1**

#### 2. We have become stewards or managers.

God will hold us accountable for how we have handled what He has entrusted to us. A steward must always act in the interest of the owner.

*"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God, this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is - his good pleasing and perfect will."*

**Romans 12:1,2**

*"So then, each of us will give an account of himself to God."*

**Romans 14:12**

*"Now it is required that those who have been given a trust must prove faithful."*

**1 Corinthians 4:2**

#### 3. Our life belongs to God - **Spirit, Soul, and Body.**

*"And he is not served by human hands, as if he needed anything, because he himself gives all men life and breath and everything else."*

**Acts 17:25**

*“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.”*

**1 Corinthians 6:19,20**

*For Christ’s love compels us, because we are convinced that one died for all, and therefore all died. And he died for all, that those who live should no longer live for themselves but for him who died for them and was raised again.*

**2 Corinthians 5:14,15**

*“The Spirit of God has made me; the breath of the Almighty gives me life.”*

**Job 33:4**

4. We now have the ability to walk under the **ruler-ship** of god in every part of our being: Spirit, Soul, and Body.

*So I say, live by the Spirit, and you will not gratify the desires of the sinful nature. For he sinful nature desires what is contrary to the Spirit, and the Spirit what is contrary to the sinful nature. They are in conflict with each other, so that you do not do what you want. But if you are led by the Spirit, you are not under law.*

*The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery, idolatry and witch craft, hated, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy, drunkenness, orgies, and the like. I warn you, as I did before, that those who live like this will not inherit the kingdom of God.*

*But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness and faithfulness, gentleness and self-control. Against such things there is no law.*

*Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires. Since we live by the Spirit, let us keep in step with the Spirit. Let us not become conceited provoking and envying each other.*

**Galatians 5:16-25**

*You, however, are controlled not by the sinful nature but by the Spirit, if the Spirit of God lives in you. And if anyone does not have the Spirit of Christ, he does not belong to Christ. But if Christ is in you, your body is dead because of sin, yet your spirit is alive because of righteousness.*

*And if the Spirit of him who raised Jesus from the dead is living in you, he who raised Christ from the dead will also give life to your mortal bodies through his Spirit, who lives in you. Therefore, brother, we have an obligation □ but it is not to the sinful nature, to live according to sinful nature, you will die, but if*

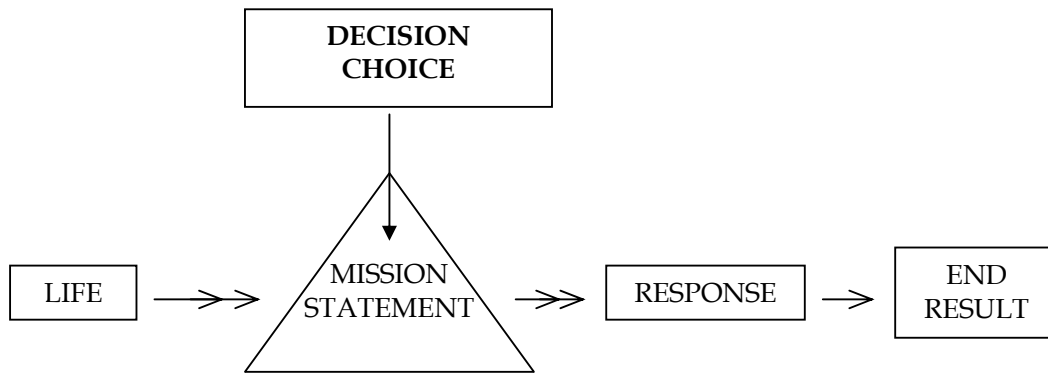
*by the Spirit you put to death the misdeeds of the body, you will live, because those who are led by the Spirit of God are sons of God.*

**Romans 8:9-14**

## **II. PERSONAL MANAGEMENT - A PERSONAL MISSION STATEMENT**

### ***A. Personal Mission Statement***

1. The focus is on what you want to **BE** (character) and to **DO** (contributions and achievements).
2. The focus is on the **values** or **principles** upon which the “*being*” and “*doing*” are based.
3. The Personal mission Statement becomes:
  - The **standard** by which I live my daily life
  - The **foundation** for making all major decisions
4. Once you have this mission statement.
  - a) you have the **vision** and **values** which direct your life.
  - b) you have the basic **direction** from which you set your long and short term goals.
  - c) against this **STANDARD** every action and decision concerning the use of your time, talents, and energies can be effectively measured.
5. A Personal Mission Statement causes us:
  - a) To **begin** with the **end** in mind.
  - b) We start with a clear understanding of the **destination**.
  - c) We know what we want the **end result** to look like.



6. Our *“Behaviour”* should be a function of our *“Decisions”* not our **Conditions**.

*“Upon receiving such orders, he put them in the inner cell and fastened their feet in the stocks. About midnight Paul and Silas were praying and singing hymns to God, and the other prisoners were listening to them.”*

**Acts 16:24,25**

- a) The **MISSION STATEMENT** of Jesus could have been **John 17:1**

*“...that your Son also may ‘glorify you’”* or perhaps

**Luke 4:18:19**

- b) The **END RESULT**

*“...Father I have glorified You on the earth, I have finished the work which you have given me to do”*

**John 17:4**

- c) My (your) Personal Mission Statement:

*“Let your light so shine before men that they will see your good works and glorify your Father in Heaven.”*

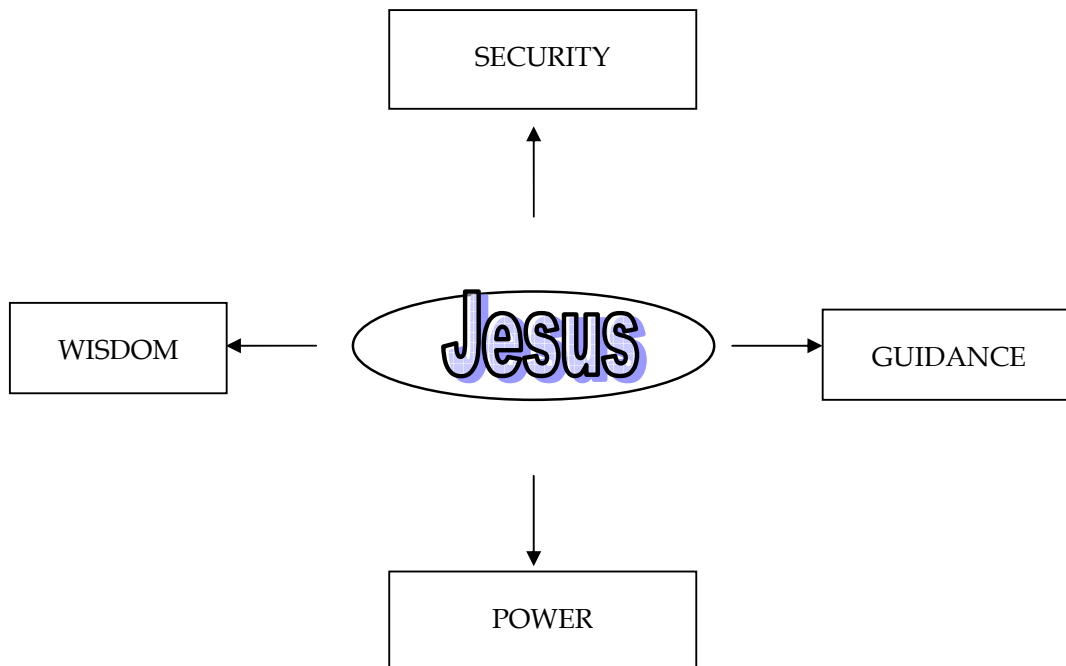
**Matthew. 5:16**

**B. Summary of a good mission statement.**

1. A good mission statement should be inspiring, exciting and clear.
2. It is specific to your gifts and talents and vision.
3. It can endure a lifetime of activities, jobs, ministries and relationships.

**III. WHATEVER IS AT THE CENTER OF OUR LIFE WILL BE THE SOURCE OF OUR SECURITY, GUIDANCE, WISDOM AND POWER**

- A. Security: Your self esteem, sense of worth, personal strength, your identity
- B. Guidance: Your source of direction in life
- C. Wisdom: Discernment, judgment, understanding, perspective
- D. Power: The source for change, action and choices



## IV. PERSONAL MANAGEMENT - STEWARDS OF OUR TIME

*"So whether you eat or drink or whatever you do, do it all for the glory of God."*

**1 Corinthians 10:31**

*"Be very careful, then, how you live- not as unwise but as wise, making the most of every opportunity because the days are evil."*

**Ephesians 5:15-16**

*"Be wise in the way you act toward outsiders; make the most of every opportunity."*

**Colossians 4:5**

*"Teach us to number our days aright, that we may gain a hear of wisdom."*

**Psalms 90:12**

### **A. Our TIME is valuable.**

Because there is not much of it and it can not be repeated. Therefore we need to set PRIORITIES for our time as God directs us. We should aim towards the fulfillment of those priorities in the POWER of God.

1. Seeing your **time** through the eyes of your mission statement causes you to focus on "What or Who" is important and effective.
2. Organize your time in harmony with your **values**.
3. Scheduling your activities, setting goals according to your **roles** keeps your life in **balance**.
4. This will keep your primary focus on "*Relationships*" and result in a secondary focus on **time**.

### **B. Key to planning.**

Do not prioritize what is on your schedule, BUT **schedule** your **PRIORITIES** according to **ROLES**.

C. **Organizing involves three key activities.**

1. Identify Your **“Roles”**.

- Individual Person\Child of God
- Husband or Wife
- Father or Mother
- Son or Daughter
- Grandparent
- Employee or Employer
- Pastor or Church Worker
- Friend

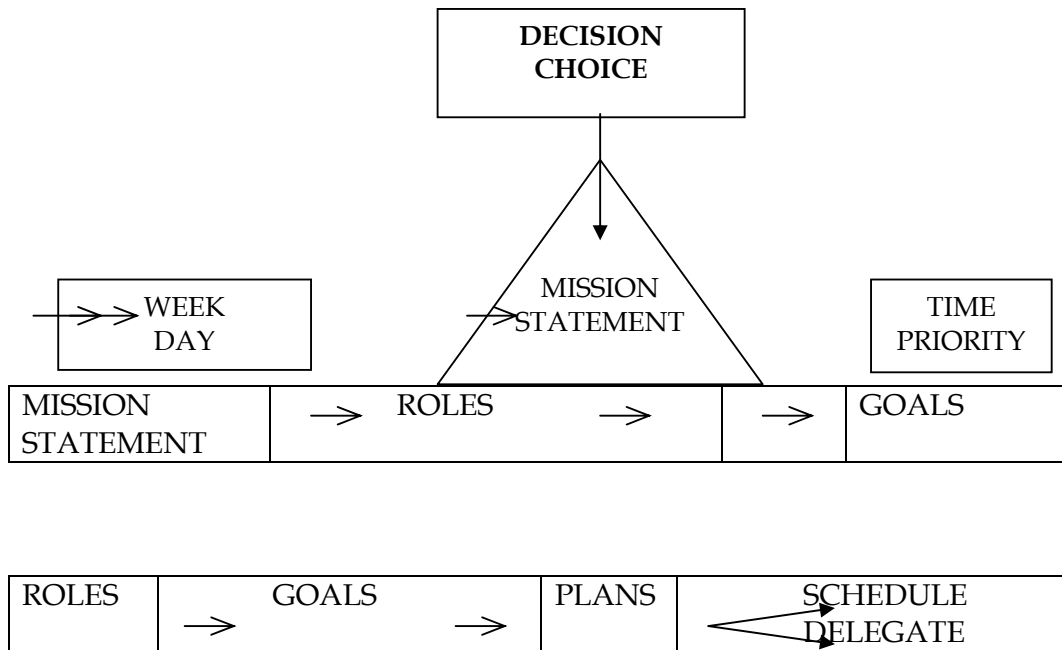
2. Select a **Target**.

Think of two or three important **“results”** you feel you should accomplish in **“each role”** during the next seven days. These become your **“TARGETS”**.

3. **Scheduling**

- a) Now you can look at the week ahead with your **“Target”** in mind and schedule a **“time”** to achieve them.
- For example you may want to work on your Mission Statement so you set aside a 2 hour block of time on Sunday afternoon to work on it.
  - **“Seek first the Kingdom of God”** so the **FIRST** hour of the day is set aside for a personal quiet time with God.
- b) Having **‘identified roles’** and **‘set targets’** you can translate each target to a **‘specific day’** of the **‘week’** and even to a **‘specific time’** of the day.
- c) Scheduling according to **‘role and targets’** enables you to prioritize **“First things First”**.
- Your daily planning becomes more a function of daily adapting, of prioritizing activities and responding to unanticipated events and relationships.
  - As you overview the day, you can see that your roles and target provide a natural prioritization that grow out of your sense of balance.





## V. PERSONAL MANAGEMENT - FINANCIAL RESPONSIBILITY

### A. Principles of stewardship in Finances

1. Give at least the **first 10%** as a **tithe** to the Lord. **Proverbs 3:9-10**
  - a) Giving **expresses** our **appreciation** to God for His provision
  - b) Giving **confirms** your **trust** in God to meet your needs
  - c) Giving is **sowing seed** for a **future** crop
2. Spend **less** than you **earn**. **Romans 13:8**
  - a) Live **within** your income
  - b) Live on only 70% of your income from the beginning

3. Save **something** every month **Proverbs 6:6-12; 13:22;**  
**Proverbs 21:20**
  - a) try to save **10%** every month
  - b) **Pay** yourself a saving first of the month
  - c) have a savings of at least **3 months' salary**
  
4. Do not become **Surety** - guaranty, collateral, or security **Proverbs 6:1-5; 11:15;**  
**Proverbs 17:18; 20:16;**  
**Proverbs 22:7;**  
**Romans 13:8**
  - a) "*Surety*" is to take on a **contingent** (possible) **liability**
  - b) **Co-signing** for the debts of another person
  - c) When you sign any **note payable** and do not have an "*exculpatory*" clause you have signed **surety**.
    - "*Exculpatory*" means to "*hold harmless*"
    - The lender agrees to clear you of all blame if for any reason you fail to pay off the loan.
  - d) Never for any reason **borrow** if it means risking everything you have made up to that point

**B. Principles of investing your finances.**

1. **Start early** to save and invest.
  - a) The major **key** to money making money is **time**
  - b) If you start too late in life there is not much time for your investment to multiply.
  
2. Get **Good Counsel**. **Proverbs 15:22; 24:6;**  
**Psalms 1**
  - a) Always use **more** than one advisor
  - b) **Listen** to your spouse and be in agreement

3. Know the **Risk**. **Proverbs 21:5; 22:16**
- When a risk goes beyond **common sense** it is poor stewardship
- a) Every investment has some degree of risk, just be certain you know what the actual risk is and decide if you are **willing** and **able** to absorb it. **Proverbs 27:12**
4. **Diversification** **Ecclesiastes 11:1-2**
- a) Diversification is essential to long term stability.
- b) Divide your investment capital into several parts and do not risk it all in one place.
- c) Diversify regardless of your age, income level, or personality of the investor.
- d) Divide your portion to 7 or 8.
5. Invest what is **over** and **above** your Savings **Proverbs 21:20**
- a) make a **regular** monthly payment into the investment fund
6. **Ethical** Investing **Ecclesiastes 5:12-14;**  
**Ecclesiastes 12:13-14;**  
**Colossians 3:23-24**
- a) Is what I am about to do going to **pleasing** to God?
- b) *“Do ‘all’ that you do as ‘unto’ the Lord”*
7. Avoid **Get - Rich - Quick** schemes. **Proverbs 23:4-5; 24:3-4;**  
**Psalm 37:7;**  
**Ecclesiastes 5:14**
- a) Do not get involved with things you **do not understand**.
- b) Do not risk money you can not **afford** to lose.
- c) **Never** borrow money to invest.
- d) Do not make **quick** decisions.

C. *Biblical reasons for Investing.*

1. Multiply in order to **give more** **Luke 19:12-26;**  
**Matthew 25:14-30**
  - a) God will invest wealth to some of His "Stewards" so that it will be **available** to Him at a later date.
  - b) **Management** of wealth requires that it be invested or multiplied.
2. Meet **future** needs.
  - a) **Sacrifice** some short -range spending to meet future needs.
  - b) **Good planning** requires laying aside surplus for future needs.
3. To **further** the Gospel and **fund** special needs.
  - a) Christians who invest must maintain some surpluses and be willing to **give** to legitimate needs.
  - b) Special **projects** in church or Mission Groups.

D. *Wrong motives for Investing.*

1. **Greed** **Proverbs 28:8**
  - a) Those people who **lose** the most money typically do so because of **greed**.
2. **Slothfulness** **Proverbs 28:20**
  - a) A **lack** of **planning** causes some to take **excessive risks** and get involved in get-rich-quick schemes.
  - b) They expect to get **something for nothing** and end up with nothing for something.

## VI. PERSONAL MANAGEMENT - FINANCIAL PLANNING

### A. Steps to short range plans.

1. Establish written plans and goals.
  - a) Make your plans **agree** with God's. **Proverbs 16:3; 16:9; Deuteronomy 8:18**
2. Commit to GOD His portion first.
  - a) We give the **first fruit**, the tithe, in order to establish God's "**ownership**" over our money. He then promises to watch over all our wealth. Tithing establishes our testimony of God's "**ownership**". **Proverbs 3:9-10; Malachi 3:8-11; 2 Corinthians 9:6-8**
3. Get out of **debt** and stay out of debt.
  - a) Reduce or Eliminate the use of **Credit**.
  - b) Eliminate **personal** finance charges first.
  - c) Reduce **all** debt except home mortgage.
  - d) Pay off home mortgage **early**. **Proverbs 22:7; Proverbs 27:13; Psalm 37:21; Romans 13:8**
4. Seek God's plan for living within a Budget.
  - a) Usually problems are caused from "**overspending**" not insufficient income.
  - b) Before purchasing, give God the opportunity to provide the "**need**." **2 Chronicles 16:7-9**
  - c) Consider the possibility of additional work **ONLY** after correcting buying habits. **Psalm 37:7**

- d) Pray about every expenditure.
- no purchase is too big or too small to pray about
  - involve all the family in the petition
  - learn to discern God's will in the area of new purchases
  - Is it a necessity?
  - Can you do without it?
  - Does it add to your family relationships?
5. Set your own **Goals**.

Remember God has a plan for your life. Your neighbour does not.

It is not necessary to keep up with the "*neighbours*".

**B. Steps to establishing long range plans.**

1. A written **plan** is best. **Proverbs 27:23-24**
2. Establish a long range "**Family**" plan.  
  
If plans are made according to God's principles the rewards will pass from parent to the children.
3. A family "**living**" plan - A **standard** of living for your family.  
**1 Peter 3:3,4;**  
**Ecclesiastes 5:19**
  - a) Every family must recognize the difference between needs, wants and desires in life.  
  
God recognizes our **needs**. **Matthew 6:32**  
  
Needs **1 Timothy 6:8-10**  
Wants **Luke 3:11**  
Desires **1 John 2:15,16**
  - c) Every basic purchase should be assessed by its category and allowed or disallowed according to God's plan for your family. His plan for you will be different from everyone else.  
**Proverbs 18:15**

4. A Family **Savings** Plan
  - a) Pay yourself a percentage (10%) of your monthly income at the beginning of each month not the end of the month.

Wise saves versus Foolish squanders. **Proverbs 21:20**  
**Proverbs 10:5;**  
**Matthew 25:4**
  
5. A family **Inheritance** Plan
  - a) Think in terms of **Provision** not Protection.

**1 Timothy 5:8;**  
**Proverbs 28:25;**  
**Ecclesiastes 5:13,14**
  
  - d) Start EARLY with a plan.
  
  - c) Be consistent.
  
6. Have a Long Range **Earning** Plan.
  - a) **Slothfulness** (lazy, idleness) is NOT tolerated.

**Proverbs 10:4;**  
**Proverbs 24:30-34;**  
**2 Thessalonians 3:10-15**
  
  - b) **Prosperity** comes with **Work**. **Proverbs 10:4; 12:11;**  
**Proverbs 28:19-20**
  
  - c) **Over Work** is not necessary. **Psalm 127:2;**  
**Proverbs 23:4-5;**  
**Luke 9:25**
  
  - d) God encourages **Saving**. **Proverbs 6:6, 10:5, 21:20**
  
  - e) Do not **Covet**, Be **Content**. **Exodus 20:17;**  
**Ephesian 5:5;**  
**Hebrews 13:5;**  
**Proverbs 28:20, 22**
  
  - f) Finances **Provide** they do not **Protect**. **Psalm 50:14,15;**  
**Proverbs 11:4; 28:25**

7. A family “*Sharing*” Plan.
- 1 Timothy 6:17-19;  
2 Corinthians 9:6-8
- a) Share with **Family**.  
Proverbs 28:24;  
1 Timothy 5:8, 16
- b) Share with the **Poor**.  
Proverbs 19:17; 21:13;  
Proverbs 28:27;  
James 2:15,16
- c) Share with the **Body of Christ**.  
James 2:15,16;  
1 John 3:16-18
- d) Share with the **Shepherds**.  
1 Corinthians 9:9-11,14;  
1 Timothy 5:17,18;  
3 John 5 and 6

## VII. YOU WRITE YOUR AUTOBIOGRAPHY BY TWO CHAPTERS EVERY YEAR!

Your **date** book  
Your **cheque** book

These two things will show your:

- Priorities
- Purpose
- Agenda



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