

Church Administration Resources

A Teachable Spirit: Recovering the Teaching Office in the Church	253	A strong understanding of the teaching office which is a part of Reformation heritage. He discusses why the teaching office is important in mainline churches.
Accountable Leadership	253	A resource guide for sustaining legal, financial and ethical integrity. It is a practical compendium of resources for creating and managing a sound, effective & fair congregation.
Administration in the Church: Theory and Practice	262.1	To acquaint church leadership with administrative theory and practice so that with a knowledge of the reasons for his actions he may criticize his performance & have a basis for changing his practices in the face of new circumstances. (1970)
Alban Personnel Handbook for Congregations	254	Provides very practical & proven strategies for managing church staff, addressing various ethical & theological issues. Guidelines for interviews, evaluations, benefits, disciplinary issues & policies are included. A CD is included with reproducible forms
As One With Authority: Reflective Leadership in Ministry	254	The author focuses on reclaiming a healthy understanding of authority in the church by reviewing the meaning and foundation of clergy authority and examining how this authority has been used and abused.
Ascending Liability In Religious & Other Nonprofit Organizations	254.7	An incisive study through the miasma of some court decisions. The authors defiant "Ascending Liability", describe how it works & develop strategies that will help keep religious denominations & charitable organizations out of court.
Ask Before You Hug: Sexual Harassment in the Church	261.832 721	Video will help members of your congregation to recognize sexual harassment and inappropriate behavior and how to respond. Useful for all staff, teachers, session and even committee members to help everyone understand appropriate behavior.
Calling to Educational Ministry	262.006	Designed for churches considering calling an educator to be a part of the church staff & to engage in mutual ministry with other staff members & members of the congregation. Also helpful for educators seeking a position.
Church & Clergy Tax Guide (2000 Edition)	254.8	The most comprehensive and authoritative tax guide available for both churches and clergy.
Church Administration Handbook: A Revised and Completely Updated Edition	254	Practical advice from a distinguished list of contributors on church administration issues. Includes basic skills, organization recruiting, planning, budgeting & other essential information.

Church Leadership: Vision, Team, Culture and Integrity	262.1	Four crucial elements of effective leadership in the church are described by the author: vision, team, culture & integrity. Dr. Weems applies the best of contemporary thinking to the task of developing vital church leaders.
Church Meetings That Work	262.1	Discover how meetings can help build stronger congregations as you explore the 3 basic purposes of meetings - decision making, learning, & community building. Every committee chair should read this!
Common Sense: About Men & Women In The Ministry	253.2	Explore what it means to be a clergyperson in a changing world. The author tackles issues of gender, authority, security, power & life in the congregational fishbowl as perceived by clergy & congregation. (1990)
Completing The Circle: Reviewing Ministries in the Congregations	254	Excellent guide on how to review both leaders & ministries & develop the feedback/reflection process for effective and constructive evaluation and healthy communication.
Discontinuity and Hope: Radical Change and the Path to the Future	253	The author looks at several examples of discontinuous changes that have occurred in the past & prepares church leaders to orient themselves to the new challenges/opportunities for ministry that result from the transitions going on around us.
Effective Church Leadership: Building on the Twelve Keys	254.5	A practical "how-to" manual to help develop leadership competencies by cultivating new understandings & practices. It focuses on the foundational principles for developing leadership on a mission field.
Effective Management of Volunteer Programs	262.1	A practical guide to volunteer management, covering practical issues on people making a career of matching volunteers to places where they are needed.
Evaluating Ministry: Principles and Processes for Clergy & Congregations	262.136	This text approaches the review & evaluation task in a positive & straightforward manner. Helpful sample materials, check-lists, practical guides that will help most congregations assess their current work and future calling.
Faith or Fury: Preventing Loss at your Religious Organization	254.7	In this video you will learn about: the horror of sexual misconduct; inherent dangers of youth activities; personal injury; threat of fire & the risk of auto accidents. Recount the emotional stories of others & take steps to improve safety & help.
Fire Safety at Your Worship Center	254.7	A 12 minute look at what you can do to protect your church for future generations.
Forty Days and Forty Bytes: Making Computers Work for Your Congregation	254.00285	Provides a framework for assessing your congregation's needs for a computer. (2004)

Getting The Word Out: The Alban Guide to Church Communications	254.3	An excellent guide on producing effective and high quality publications within the life of the church, covering special events, worship services, outreach pieces, etc.
Grounded in God: Listening Hearts Discernment for Group Deliberations (Revised Edition)	253.7	Ideas & suggestions for groups discerning community & wishing to move in new directions. Good for leadership events and regular studies helping participants in doing the business of the church with a "listening heart".
Guidelines for a Session Personnel Committee (4th Edition)	262.136	These guidelines are offered to help you in your work with staff to encourage the full use of the gifts and talents of each staff member. Includes guidelines for writing position descriptions. (1989)
Handbook for Congregational Studies	254	This handbook provides techniques for studying the congregation as well as a framework for understanding the nature of the congregation. Analyze the congregation sociologically, anthropologically & demographically.
Help! I'm A Pastor: A guide to Parish Ministry	254	Practical guide for pastoral ministry, offering counsel about a wide range of topics related to professional ministry & personal life.
Improving Safety at your Worship Center	254.7	A 15 minute video presentation with a Risk management Consultant as she walks through a worship center identifying risks and evaluating safety procedures.
Leading Congregational Change Workbook	253	Step by step help on forming a "vision community" that will help shape the church mission & implement it through action plans. Use for leadership training, adult studies, etc. To be used with available book.
Leading Congregational Change: A Practical Guide for the Transformational Journey	253	Help empower church leaders to aide declining congregations grow & become reenergized & vibrant again. Reveals how to deal with resistance to change & how to develop a vision. Workbook available for group study.
Leading the Team-Based Church	253	The author challenges those in leadership to embrace a fresh leadership model that calls upon the entire ministry to join together as a collaborative team.
Lord's House: A Guide to Creation Careful Management of Church Facilities	254.7	A guide on managing church facilities in an ecologically conscious manner, as well as a challenge to fulfill the ecological mandates of scripture.
Male-Female Church Staff: Celebrating The Gifts, Confronting The Challenges	254	This book will help you & your staff discuss issues inherent in male-female collaboration. Explore gender dynamics on church staffs, including self-image, self-esteem, leadership, role expectations, behavior, communication, workstyles & attraction.

Managing Church Conflict	250.68	The author offers this important resource based on his twenty-years of experience coaching church leaders to manage church conflicts. He deals straightforwardly and responsibly with the theological/ethical issues that surround conflict.
Ministry and Money: A Guide for Clergy and Their Friends	254.8	Guidance for clergy seeking to develop a sound theology of money & skills for church administration. He introduces a strategy for self-care & a confident approach to managing both personal & congregational finances.
Never Call Them Jerks: Healthy Responses to Difficult Behavior	250.68	Responding to parishioners that behave in difficult ways with self-awareness & in a manner true to one's faith tradition makes the difference between peace & disaster.
Pastoral Administration	254	A helpful guide to increase effectiveness in the many functions of the pastor.
Pastor's Survival Manual: 10 Perils in Parish Ministry And How to Handle Them	253	The author offers a clear analysis of the most frequently occurring problems clergy encounter in their relationships with their congregations - & offers insightful, practical suggestions for dealing with them.
Projects that Matter: Successful Planning & Evaluation for Religious Organizations	262.1	Introduces you to basic elements of project designs & describes a process for designing & implementing a project evaluation & disseminating evaluation findings.
Rising to the Risk: Stories of Small Congregations Embracing the 21st Century	254.2	Second in a series addressing the needs of the small church. Challenges small churches to risk being there, ministering and living their faith as a witness to Jesus Christ in the world.
Running Good Meetings	262.1	Video that offers ways to improve and what is necessary in helping your meetings run better.
Safe and Secure: The Alban Guide to Protecting Your Congregation	254.7	An indispensable guide to identify risks & develop strategies for minimizing a congregation's liability & ensuring the safety & security of members/visitors. Topics include handling money; building security; personnel practices & criminal/civil liability.
Safety Checklists for Churches and Schools	254.7	Eight modules of inspection checklists for buildings & grounds plus 4 safety checklists for activities. Provides very accurate & authoritative information for a program of risk management in your congregation.
Safety Manual for Workcamp Leaders and Volunteers	266.02	Gives helpful tips and information for volunteer work teams participating in mission trips

Seeing Beyond Church Walls: Action Plans for Touching Your Community	253	Ten exceptional church leaders share their invaluable insights on a variety of ways to reach out to the community, inspire change, transform ministry, some youth ministry points and much more.
Session Activities Index: Toward the Improvement of Ministry Series	262.136	A comprehensive, detailed description of the tasks for which session has responsibilities, organized into seven areas of responsibilities.
Sharing Your Church Building: A Must Read for any Church Leader Considering a Church-Sharing Arrangement	254.7	This will help you navigate the unfamiliar waters of of sharing your space & help you avoid some of the pitfalls that occur with this unique opportunity. Insights, problem-solving guidelines & strategies are also offered.
So You're A Lay Employee in the PC(USA)	262.136	An educational handbook for both the lay employee & the hiring entity of that employee, to be used as a guideline. There is information for the employee, "Guidelines for a Session Personnel Committee" and a reproducible handbook for the lay employee.
So You're On The Search Committee	262.006	Guide to aide in searching for a new clergy leadership in your congregation. The author points out some of the predictable rough spots & suggestis effective & faithful ways of negotiating them. Easy-to-read format.
Spiritlinking Leadership: Working Through Resistance to Organizational Change	262.1	Concrete methods that help transform typical leaders into outstanding ones, capable of propelling their organizations to brand new effectiveness, using examples from nonprofit & profit groups, charts for audio-visual aids, practical information & question
Studying Congregations: A New Handbook	250	New handbook placing the congregation at the center of the analysis, using a systems approach, enabling readers to analyze ministries, stories & processes that are at work in congregations.
Supporting Christian Educators - APCE 2001	268.3	Audio of a workshop held at the 2001 APCE Conference on the variety of ways to support the Christian Educators in your congregation.
Team Spirituality: A Guide for Staff and Church	253	To help church leaders explore its effectiveness in serving God and loving others. He covers how the church staff emerged in New Testament times & how they should function as the body of Christ, strengthening each other & the church.
Team Work Multiple Staff - APCE 2001 (2 parts)	268.3	Audio coverage of a workshop held at the APCE 2001 conference on team work in a multiple staff setting. A two-part audio.
The Art of Taking Minutes	262.9	Handbook to guide you through some steps in taking minutes at meetings. Excellent illustrations for how to word statements & other important procedures.

The Guardian System	261.832 73	Comprehensive program with practical helps to show you how to set up a screening program, set up a safe environment, how to avoid situations & setting up guidelines for safety in a variety of child care settings.
The Personnel Functions of Session	262.136	This video will encourage & assist session in the establishment & use of personnel policies & procedures covering relationships with pastors & other employed or volunteer staff. A 5-part training video with a user's guide.
The Power of Asset Mapping: How Your Congregation Can Act on Its Gifts	254	The author offers a vision for people to work together with hope and enthusiasm to discover their assets & mobilize them for ministry of action. Both a how-to manual and a journey of faith!
The Road to Safer Transportation	254.7	Take 15 minutes to make sure your auto trips are safer and more enjoyable, for passengers, for drivers, for everybody.
The Spirit-Led Leader: Nine Leadership Practices and Soul Principles	253	Designed for pastors, administrators, & other leaders who want to deepen their own spiritual lives & lead from a place of greater spiritual depth. Explores key leadership practices, includes exercises & questions and reflections.
The Vital Congregation	254	Excellent book to help you put your take a good look at your congregation, look at what is working & what's not and steps to take to make a difference.
Turning Committees Into Communities	262.1	This booklet will help your church committees to become more authentic examples of caring Christian communities.
User Friendly Evaluation: Improving the Work of Pastors, Programs and Laity	262.136	The author presents the best of evaluation theory; shows leaders how to engage in a mutual evaluation of ministry, mission & community, focusing on building up the congregation. An invaluable guide for clergy & lay leaders.
What People Expect From Church: Why meeting the needs of people is more important than church meetings	253	The author shows leaders how to address four basic yearnings people have (to be understood, to understand, to belong, & to hope) so that the Christian congregation may be reestablished & healed.
When Better Isn't Enough: Evaluation Tools for the 21st-Century Church	262.136	The author identifies 12 characteristics by which we can measure effective ministry & offers tools to help congregations evaluate their work in our current time of cultural transition.
Who Is Our Church: Imagining Congregational Identity	250	Many churches go through changes that stress the deepest levels of congregational identity. The author shows those that know, accept & love who they are can be flexible to change with boldness & make appropriate choices without feeling threatened.

Why You Should Develop A Pastor-Parish Relations Committee	262.1	Two 25-minute segments video, taped before an audience, offering a rationale for a pastor-parish relations committee & their responsibilities. Leader's guide outlines video usage & suggestions for setting up this important committee.
Work of the Church: Getting the job done in boards and committees	262.1	The author offers suggestions for to help your congregation move from faith to positive actions through a variety of techniques. (1986)
www.congregationalresources.org: a guide to resources for building congregational vitality	254	A guide to help congregations find the best resources that cover some of their most pressing and critical issues in the church. (books, web sites, organizations, videos, consultants & other congregations)
Basic Business Principles For Growing Churches: Accounting and Administration Guidelines That Promote Church Growth	254.7	The author shares his expertise gained from corporate & academic experience, providing a clear & helpful primer for pastors on such topics as accounting, fiscal management & marketing. Good for church treasurers & trustees as well.
Leadership by the Book: Tools to Transform Your Workplace	253	Offers meaningful insights into how spiritual principles can transform leadership. Written in parable format offering simple strategies for bringing vision & values to any organization.
The Wisdom of Teams: Creating the high-Performance Organization	254	Good advice on the importance of building teams for high performance results in the business world. Does have insights for the staff/administration of churches on how to organize and maintain effective teams.
Leadership in Congregations	253	Essays that gathers wisdom from over 10 years of research & reflection on what it means to be a leader in a congregation, how our perceptions of leadership are changing & exciting new directions for leadership in the future.
A New Beginning for Pastors and Congregations: Building an Excellent Match Upon Your Shared Strengths	253	Practical guide provides clear insight for both pastors & congregations on how to begin a healthy, productive new pastorate or make a fresh start in an ongoing ministry. The author offers suggestions on how to ensure a strong, solid future.
Time Management: A Working Guide for Church Leaders	254	Deals with compulsiveness, procrastination, role conflict & other time-management problems. Can help you utilized time more effectively.
Shaping Spiritual Leaders: Supervision and Formation in Congregations	253	Provides hands-on approach to supervision, addressing key areas, viewing supervision as a ministry that can become opportunities for mutual growth, strengthening all areas of ministry. Also includes conflict & evaluation.
Healthy Disclosure: Solving Communication Quandaries in Congregations	253	How to book on handling information appropriately. Step-by-step ideas for handling different types of sensitive material, including how & when to reveal information, privacy, secrecy, legal issues & other helpful suggestions.

When Moses Meets Aaron: Staffing and Supervision in Large Congregations	254	Comprehensive manual for supervision, motivating, & coordinating staff teams. Guidance on hiring, job descriptions, supervision, evaluation, team design, difficult staff behavior & more.
Choosing Partnership, Sharing Ministry: A Vision For New Spiritual Community	253	Invites us to a new understanding of ministry, leadership & the church that challenges hierarchy by fully sharing responsibilities, risks, & rewards in mutual ministry. This partnership can transform us as leaders, human beings & as the church.
The Presbyterian Handbook for Pastors	254	Essential information pastors need to serve & lead in a variety of situations. Includes historical & theological background, fun-filled facts, tips and illustrations.
Administration in the Small Membership Church	254	Describes church administration as a ministry in the small membership church & outlines key steps to organize & manage time, volunteers, & resources. Gives pastors ways to sharpen their vision for local church & mission beyond the local church ministry.
Pathway to Renewal: Practical Steps for Congregations	253	Offers a framework for understanding & addressing the deep cultural shift during congregational renewal. The authors help leaders make sense of where their congregation could get stuck & guide them in seeing what needs to be addressed. Questions included.
Calling to Educational Ministry (Revised Edition)	262.006	Revised edition manual for churches who are considering calling an educator to be part of the staff & engage in the mutual ministry with other staff members. Can also be used by Christian educators who have answered a call & are seeking a position.
Best Advice: Wisdom on Ministry from 30 Leading Pastors and Preachers	253	What is the best advice? These responses are full of wisdom & practical advice, illuminating & helpful for all who are pastors & preachers. Unique window into perspectives on ministry today, providing inspiration, insight & clarity.
The Ministry of Christian Education and Formation: A Practical Guide for Your Congregation	268.1	Leads through many tasks & responsibilities of the educator: building teams; meetings; developing vision; training; choosing curriculum; budgeting & reproducible pages for meeting outlines, job descriptions, letters, forms, etc.