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# Church Administration web catalog

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Title 1	Title 2	Author	Publisher	Media	Summary
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## **ALBAN PERSONNEL HANDBOOK FOR CONGREGATIONS**

	Berry, Erwin		The Alban Institute, 1999		BOOK
	Copy 2				

## **ALBAN PERSONNEL HANDBOOK FOR CONGREGATIONS**

	Berry, Erwin		The Alban Institute, 1999		BOOK
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This handbook provides practical and proven strategies for managing church staff, and addresses ethical issues that faith communities need to consider to serve as effective stewards of employees. Invaluable features include guidelines and forms for conducting hiring interviews and performance evaluations; providing benefits; dealing with disciplinary and discrimination issues; and developing personnel policies.

## **APPLICATION BOOKLET FOR MINISTERS**

			Church Law & Tax Report, 1996		BOOK
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Church Law & Tax Report Series. This booklet contains an employment application, reference forms, an annual review form, a form for driving church vehicles, and a Pinkerton employment verification form. The booklet should be used only by ordained, licensed, or commissioned ministers who are applying for a ministerial position with the church. Please also refer to Selecting and Screening Church Workers #6340.

## **BUILDING FOR EFFECTIVE MISSION**

	Callahan, Kennon L.		Jossey-Bass, 1995		BOOK
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A complete guide for congregations on bricks and mortar issues.

## **CHANGE OF PASTORS**

### **AND HOW IT AFFECTS CHANGE IN THE CONGREGATION**

	Mead, Loren B.		The Alban Institute, 2005		BOOK
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A revised edition of Critical Moment of Ministry: Change of Pastors. In this revised edition, A Change of Pastors, Mead shares the wisdom he gained from 35 years of studying congregations, wisdom that he hopes will allow congregations to take full advantage of this extraordinarily pregnant moment during which incredible congregational change can happen.

## **CHARACTER OF ORGANIZATIONS**

### **USING PERSONALITY TYPE IN ORGANIZATION DEVELOPMENT**

	Bridges, William		Davies-Black Publishing		BOOK
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An enormous consulting industry has sprung up promising to help organizations overhaul themselves to meet today's competitive pressures. Yet far too often, such change efforts fail. The solution, according to best-selling management author William Bridges, lies in identifying, understanding, and working with what he calls organizational character.

## **CHURCH ARCHITECTURE**

### **BUILDING AND RENOVATING FOR CHRISTIAN WORSHIP**

	White, James F. and Susan J. White		Order of Saint Luke Publications, 2004		BOOK
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Revised edition. Required reading for anyone with responsibilities for building or renovating a Christian church. A wealth of practical help.

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**CHURCH FINANCE TODAY**

Hammar, Richard R., ed. Christianity Today PERIODICAL  
 REFERENCE ONLY. Church Finance Today offers a strong foundation of current and accurate information for financial planning, tax compliance, and risk management. Failure to stay fully informed in today's environment can lead to serious problems for both the church and its leaders.

**CHURCH GUIDE TO COPYRIGHT LAW, SECOND EDITION**

Hammar, Richard R. Christian Ministry Resources BOOK  
 Church Law & Tax Report series. This book provides non-technical explanations of those provisions of the copyright law that are of greatest significance to the churches.(Copying, transparencies, recording, broadcasting, copyingcomputer programs, and use of videotapes during churchactivities.)

**CHURCH GUIDE TO COPYRIGHT LAW, SECOND EDITION**

Hammar, Richard R. Christian Ministry Resources, 1990 BOOK  
 Copy 2

**CHURCH GUIDE TO EMPLOYMENT LAW**

Bloss, Julie L. Christian Ministry Resources BOOK  
 Church Law & Tax Report series. Complete coverage of all important employment issues for churches. For ministers and church leaders to protect themselves against litigation.Written for non-lawyers.

**CHURCH GUIDE TO FINANCIAL REPORTING  
 CHURCH LAW AND TAX REPORT**

Vargo, Richard J. Church Law & Tax Report, 1995 BOOK  
 Church Law & Tax Report reference guide to financial reporting. This guide provides practical examples of effective financial reporting techniques for each level of congregational life.

**CHURCH GUIDE TO INTERNAL CONTROLS  
 CHURCH LAW AND TAX REPORT**

Vargo, Richard J. Church Law & Tax Report, 1995 BOOK  
 Church Law & Tax Report reference guide to internal controls. This guide presents 50 practical steps that any church can easily implement to help protect church assets and ward off the risk of theft or mismanagement of church funds.

**CHURCH GUIDE TO PLANNING AND BUDGETING  
 CHURCH LAW AND TAX REPORT**

Vargo, Richard J. Church Law & Tax Report, 1995 BOOK  
 Church Law & Tax Report reference for planning and budgeting offering a comprehensive step-by-step guide to the budgeting process in the local church.

**CHURCH LAW & TAX REPORT**

Hammar, Richard R. ed., James F. Cobble, Jr., pub Christianity Today PERIODICAL  
 REFERENCE ONLY. Church Law & Tax Report is published bimonthly and provides practical information to church leaders on important legal and tax developments that have a direct impact on ministry.

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**CHURCH RESOURCE LIBRARY: HOW TO START IT  
AND MAKE IT GROW**

Dotts, Maryann J.	Abingdon		BOOK	
<p>Complete information on organization, policy, financing, physical setting. Simple line drawings, clearly written and illustrated reference. Includes non-print items also.</p>				

**EXCELLENCE IN ADMINISTRATION IN PRESBYTERIAN OFFICES**

Bauer, Joyce Phillips	Administrative Personnel Association, PCUSA, 2000		BOOK	
<p>A manual for managing Presbyterian offices. A resource for church office staff use which includes 178 pages of vital information: staff meetings and retreats, office procedures, legal issues/hiring/termination, organization, filing systems, financial matters, budgets, computers, communications, time &amp; stress management, and other important data.</p>				

**FINANCIAL MELTDOWN IN THE MAINLINE?**

Mead, Loren B.	Alban Institute		BOOK	
<p>Copy 2</p>				

**FINANCIAL REVIEW GUIDE**

**AN ANNUAL FINANCIAL REVIEW COMMITTEE CHECKLIST**

Craft, Dick and Fred Milligan	Stewardship, PCUSA, 2001		REPORT	
<p>This checklist is provided to assist churches in fulfilling the requirement of Book of Order provision G-10.0400, 4, d. The Book of Order does not require that the annual review of the financial records of a congregation be conducted by a professional accountant or attorney. Completion of this checklist should satisfy the requirement of the Book of Order. The Office of Stewardship is not rendering legal, accounting, or other professional services. If accounting or legal advice is necessary or required, the services of a competent professional advisor should be sought.</p>				

**FIRM FOUNDATIONS: AN ARCHITECT AND A PASTOR  
GUIDE YOUR CHURCH CONSTRUCTION**

Moore, Lance and Daniel Michael	CSS Publishing Co., 1999		BOOK	
<p>This book offers a common language for ministers, church boards, contractors, and designers. Point by point, start to finish, Mr. Dan Michal, an architect involved in a variety of church building projects, and the Rev. Dr. Lance Moore, a pastor and the son of a pastor, warn of common follies and guide you in sorting out the best choices for your church. A copy for all involved in planning or building your facility may be the best investment you make!</p>				

**GREENING SPACES FOR WORSHIP AND MINISTRY:  
CONGREGATIONS, THEIR BUILDINGS, AND CREATION CARE**

Torgerson, Mark A.	The Alban Institute, 2012		BOOK	
<p>The author asserts that greening the built environment of a congregation is a powerful way to achieve and model a commitment to creation care. Green building involves designing and constructing in ways that are environmentally, economically, and socially responsible. The approach considers dimensions of a project from its inception to its re-use or demise, through both initial design choices and gradual, systematic upgrades to existing facilities.</p>				

**GUIDELINES FOR THE EMPLOYMENT OF CHURCH MUSICIANS  
IN PRESBYTERIAN CHURCHES**

	Presbyterian Association of Musicians	PAMPHLET
<p>This resource seeks to help establish and develop a shared ministry based on mutual caring and respect between musicians, pastors, sessions and congregations, through professional employment relationships that nurture trust, fairness, compassion and good stewardship to the end that God is glorified and the mission of the church is enhanced.</p>		



<b>Title 1</b>	<b>Title 2</b>	<b>Author</b>	<b>Publisher</b>	<b>Media</b>	<b>Summary</b>
<b>MANAGING REPAIR &amp; RESTORATION PROJECTS: A CONGREGATION'S HOW-TO GUIDE</b>					
	Goldberg, Shari P.		New York Landmarks Conservancy, Inc., 2002	BOOK	Using a step-by approach, this book explains how church members can plan thorough and precise projects, develop an effective building committee, hire an experienced preservation consultant, identify a scope of work, solicit competitive bids, review bids and sign a complete contract, and much more. It is invaluable for laypeople working to preserve older houses of worship.
<b>NEW TIMES - NEW CALL: A MANUAL OF PASTORAL OPTIONS FOR SMALL CHURCHES</b>					
			Evangelism & Church Development Ministry Unit, PCU	BOOK	Copy 2.
<b>PREVENTING SEXUAL ABUSE IN CONGREGATIONS A RESOURCE FOR LEADERS</b>					
	McClintock, Karen A.		The Alban Institute, 2004	BOOK	In this comprehensive resource, Methodist pastor and pastoral psychologist Karen McClintock demonstrates that sexual abuse in congregations is preventable and gives clergy and lay leaders the tools they need to prevent sexual abuse in congregations. This book shows congregations how to protect children and vulnerable adults, prevent sexual harassment either by clergy or of clergy, and strengthen clergy families by raising awareness of the occupational and emotional risks inherent in pastoral ministry.
<b>PROJECTS THAT MATTER: SUCCESSFUL PLANNING AND EVALUATION FOR RELIGIOUS ORGANIZATIONS</b>					
	Cahalan, Kathleen A.		The Alban Institute, 2003	BOOK	Successful Project Planning and Evaluation is a primer for project leaders and teams about basic project planning and evaluation. Intended for the nonexpert, the book introduces readers to the five basic elements of project design and describes in detail a six-step process for designing and implementing a project evaluation and disseminating evaluation findings.
<b>PUTTING ENERGY INTO STEWARSHIP ENERGY STAR GUIDE FOR CONGREGATIONS</b>					
			Energy Star, 2005	BOOK	Joint publication with U.S. Environmental Protection Agency and the U.S. Department of Energy, this energy guide for congregations suggests strategies to accomplish the task of upgrading, including financing, efficient equipment and energy uses for congregations.
<b>REDUCING THE RISK OF CHILD SEXUAL ABUSE IN YOUR CHURCH</b>					
	Hammer, Richard E., et al		Christian Ministry Resources	BOOK	Copy 3
<b>REDUCING THE RISK: A STEP-BY-STEP GUIDE TO IMPLEMENTING A PREVENTION PROGRAM</b>					
	Cobble, James F., Jr.		Preferred Risk Mutual Insurance Company	BOOK	A guide for workshop leaders that will help achieve four goals:1) making a church safe for children, 2) lowering a church's legal risk 3) protecting church workers from false allegations, and 4) designing a program that meets other goals while maintaining the integrity of church programs and staffing.

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**RE-PITCHING THE TENT: THE DEFINITIVE GUIDE TO RE-ORDERING CHURCH BUILDINGS FOR WORSHIP AND MISSION**

Giles, Richard  
 Liturgical Press, 2004  
 BOOK  
 THIRD EDITION. No issue in church life is more sensitive than the nature and character of the sacred space in which the Christian community meets to "address one another in psalms and spiritual song, singing and making melody to the Lord" (Eph 5:19). In Re-pitching the Tent, Richard Giles offers a hands-on practical guide to the entire process of reordering and furnishing churches.

**ROBERT'S RULES OF ORDER: NEWLY REVISED, 10th EDITION**

Robert, Henry M.  
 Perseus Publishing, 2000  
 BOOK  
 This resource is used as a manual for adoption by organizations as a parliamentary authority in running meetings. America's recognized guide to parliamentary procedure, published by the official publisher of Robert's Rules of Order since 1896.

Cite this book with page and line numbers as in the following example:

RONR (10th ed.), p.350, l. 16-17

**SELECTING & SCREENING CHURCH WORKERS**

Cobble, Jr., James F. & Richard R. Hammar  
 Church Law & Tax Report, 1996  
 BOOK  
 Church Law & Tax Report Series. A guide to selecting and screening ministers, church employees and volunteer workers. The focus of this book is limited to screening concerns and pre-employment issues as a tool for churches in providing a safe place for their members and staff.

**SMALL LIBRARIES: ORGANIZATION AND OPERATION**

Sager, Donald J.  
 Highsmith Press  
 BOOK  
 An introduction to the organization and operation of a small library for those who may not have formal training in library science or prior experience in managing a library. The tools and techniques essential to successful planning, organizing, operating and development of a small library.

**STARTING A NONPROFIT AT YOUR CHURCH**

Skjegstad, Joy  
 Alban Institute, 2002  
 BOOK  
 The author outlines pros and cons of setting up a non-profit within the church; incorporating as a 501(c)(3) tax-exempt organization, setting up a board, raising funds and personnel issues - all while maintaining a positive relationship with your church.

**STEPPING FORWARD: SYNAGOGUE VISIONING AND PLANNING**

Leventhal, Robert  
 Alban Institute, 2008  
 BOOK  
 Drawing on his extensive and fruitful consulting work in diverse synagogue contexts, Alban senior consultant Robert Leventhal presents his Synagogue Visioning and Planning (SVP) model to a wider audience for the first time. Using this substantial yet accessible model, Leventhal has helped numerous congregations with visioning and planning, leadership development, and team building.

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**USER FRIENDLY EVALUATION: IMPROVING THE WORK OF PASTORS, PROGRAMS AND LAITY**

Woods, C. Jeff

The Alban Institute, 1995

BOOK

Each congregation must evaluate itself in light of its own mix of gifts, backgrounds, talents, and opportunities. Presenting the best of evaluation theory past and present, Woods shows clergy and lay leaders how to engage in mutual evaluation-not judgment-of ministry, mission, and community as a shared responsibility. The goal is building up the congregation. A special chapter provides commentary from church evaluation experts Roy Oswald (Alban), Paul Light (ABUSA denominational staff), and Jill Hudson (PCUSA judicatory executive) on dilemmas congregations face in evaluation.

**VOLUNTEER SERVICE BOOKLET**

Church Law & Tax Report, 1996

BOOK

Church Law & Tax Report Series. This booklet contains a volunteer service form application, a Pinkerton employment verification form, reference forms, an assumption of risk form for short-term missions work, and an annual review form. The booklet should be used only for church volunteers. Please also refer to Selecting and Screening Church Workers #6340.

**WHEN NOT TO BUILD: AN ARCHITECT'S UNCONVENTIONAL WISDOM FOR THE GROWING CHURCH**

Bowman, Ray and Eddy Hall

Baker Books, 2000

BOOK

When Not To Build helps church pastors, church leaders, building committees, and church members avoid unnecessary building, keeping building costs at a minimum if it is the right time to build, and maintain focus on ministry through a building program.

**WIRED CHURCH: MAKING MEDIA MINISTRY**

Wilson, Len

Abingdon Press

BOOK

Four parts--developing a mission for media, designing media, building a team, buying the tools. CD has tutorial.