
Leadership: Officer Education web catalog

Title 1	Title 2	Author	Publisher	Media	Summary
BLUE BOOK: WHAT WE WISH WE HAD KNOWN FOURTH EDITION					
	First Tuesday Group		The Presbyterian Church, Mt. Kisco, NY	BOOK	Copy 2. Breaking the silence. Moving toward understanding. A resource for individuals and families designed to address the most frequently asked questions about homosexual orientation.
CARING FOR THE CAREGIVER: GROWTH MODELS FOR PROFESSIONAL LEADERS AND CONGREGATIONS					
	Harbaugh, Gary L.		Alban Institute	BOOK	To maintain a vibrant religious community, pay attention to the well-being of its professional leadership. The author confronts clergy with their responsibility to care for themselves as well as for others. Contains information on various personnel support systems used by churches.
COMPLETING THE CIRCLE REVIEWING MINISTRIES IN THE CONGREGATION					
	McMahill, David R.		Alban Institute, 2003	BOOK	A respectful, constructive, helpful review of leaders and ministries in a congregation, and the creation of a culture of healthy communication in the congregation
GOVERNANCE AND MINISTRY RETHINKING BOARD LEADERSHIP					
	Hotchkiss, Dan		The Alban Institute, 2009	BOOK	In Governance and Ministry, the author offers congregational leaders a roadmap and tools for changing the way boards and clergy work together to lead congregations. Hotchkiss demonstrates that the right governance model is the one that best enables a congregation to fulfill its mission - to achieve both the outward results and the inward quality of life to which it is called.
GUIDELINES FOR SESSION PERSONNEL COMMITTEES					
	Churchwide Personnel Services		National Ministries Division, PCUSA, 1997	BOOK	Booklet prepared by Churchwide Personnel Services, vocational services for church professionals, congregations, and governing bodies, a Ministry to The General Assembly Council, PCUA. Included are guidelines for forming a personnel committee, adopting personnel policies, position descriptions, annual reviews, and compensation.
HUMBLE LEADERSHIP: BEING RADICALLY OPEN TO GOD'S GUIDANCE AND GRACE					
	Standish, N. Graham		The Alban Institute, 2007	BOOK	Copy 2. Humble leadership, grounded in the teachings of Jesus, means recognizing that what we have and who we are are gifts from God, and our lives should reflect our gratitude for these gifts. It requires us to be radically and creatively open to God's guidance, grace, and presence in everything. When we lead out of such openness, God's power and grace flow through us.
LEADERSHIP IN CONGREGATIONS					
	Bass, Richard, ed.		The Alban Institute, 2007	BOOK	This new book in Alban's Harvesting the Learnings Series, edited by Richard Bass, gathers the collected wisdom of more than 10 years of Alban research and reflection on what it means to be a leader in a congregation, how our perceptions of leadership are changing, and exciting new directions for leadership in the future.

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MAKING DISCIPLES, MAKING LEADERS					
A MANUAL FOR DEVELOPING CHURCH OFFICERS					
	Eason, Steven P.		Geneva Press		BOOK
	Making Disciples, Making Leaders offers a unique model for selecting and training church officers that is grounded in spiritual discernment and development. The book begins with a biblical understanding of leadership, moves into consideration for how to train a nominating committee to select leaders according to the biblical vision, and then offers a step-by-step plan for training leaders.				
PASTORAL SEARCH JOURNEY:					
A GUIDE TO FINDING YOUR NEXT PASTOR					
	Vonhof, John		The Alban Institute, 2010		BOOK
	The author provides detailed guidance for search committees to ensure a good match between pastor and congregation. He discusses interim pastors, transitions between pastors, and the use of the Internet and digital media.				
PRESBYTERIAN DEACON: AN ESSENTIAL GUIDE					
	Johnson, Jr., Earl S.		Geneva Press, 2002		BOOK
	Copy 2. This book explores the role of the deacon in the Presbyterian Church (U.S.A.) and its office as a ministry of sympathy, witness, and service. Himself a Presbyterian deacon, Johnson examines the office as it is described in sections of the Book of Order and analyzes how the word "deacon" is used in Scripture. Biblical texts are explored, historical information regarding the inclusion of women is provided, and innovative ways to incorporate the office into the larger ministry of the church are suggested.				
PRESBYTERIAN ELDER: NEWLY REVISED EDITION					
	Wright, Paul S.				BOOK
	Copy 2.				
PRESBYTERIAN TRUSTEE					
AN ESSENTIAL GUIDE					
	Johnson, Jr., Earl S.		Geneva Press, 2004		BOOK
	The Presbyterian Trustee is a brief, highly useful handbook for trustees in the Presbyterian Church U.S.A. and the first to examine the office. Added features of the book include a liturgy for the installation or recognition of trustees, a glossary, and a list of other recommended resources.				
PREVENTING SEXUAL ABUSE IN CONGREGATIONS					
A RESOURCE FOR LEADERS					
	McClintock, Karen A.		The Alban Institute, 2004		BOOK
	Copy 2.				
SAFE AND SECURE: THE ALBAN GUIDE TO PROTECTING					
YOUR CONGREGATION					
	Hanna, Jeffrey W.		Alban Institute		BOOK
	The church is no longer untouched by the secular issues of theft, conflict, and lawsuits. This guide helps church leaders provide secure surroundings for their people and to set in place controls that prevent abuse.				
SEARCHING FOR A PASTOR THE PRESBYTERIAN WAY					
A ROADMAP FOR PASTOR NOMINATING COMMITTEES					
	Foose, Dean E.		Geneva Press, 2001		BOOK
	This step-by-step guide for nominating committees not only makes the many official guidelines and procedures clear and understandable, but it goes behind the rules and regulations to the deeper theological and practical concerns.				

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SELECTED TO SERVE: A GUIDE FOR CHURCH OFFICERS

Johnson, Earl S., Jr.	Geneva Press, 2000	BOOK
<p>Handbook for Presbyterian church officers--elders, deacons, trustees, pastors--covering responsibilities, the biblical and theological principles behind Pres. Govt., worship and discipline as set forth in the Book of Order. Ordination vows, professional and ethical standards, and the Book of Confessions are also covered.</p>		

**SELECTED TO SERVE: A GUIDE FOR CHURCH OFFICERS
SECOND EDITION**

Johnson, Earl S., Jr.	Geneva Press, 2012	BOOK
<p>Revised for the New Form of Government. Handbook for Presbyterian church officers--elders, deacons, trustees, pastors--covering responsibilities, the biblical and theological principles behind Pres. Govt., worship and discipline as set forth in the Book of Order. Ordination vows, professional and ethical standards, and the Book of Confessions are also covered.</p>		

**SELECTING CHURCH LEADERS
A PRACTICE IN SPIRITUAL DISCERNMENT**

Olsen, Charles M. & Ellen Morseth	The Alban Institute, 2002	BOOK
<p>The authors provide a challenging, practical and honest treatment of the biblical concept of discernment compared to the current cultural models of decision making. The book offers a needed corrective to the often agonizing experience of nominating/search committee work by recognizing God's work at the center of the process and providing steps to intentionally connect with Holy Spirit to leadership selection.</p>		

**SO YOU'RE ON THE SEARCH COMMITTEE
REVISED EDITION**

Ketchum, Bunty with Celia Allison Hahn	Alban Institute, 2005	BOOK
<p>This book focuses on the experience of pastoral search committees and the unique role that laity in most denominations play in this crucial process. The authors offer insightful reflections on the deeper issues of congregational identity and transformation, as well as raise warnings about some of the obstacles committee members can expect to encounter in the search process.</p>		

**SO, YOU'VE BEEN ELECTED A DEACON...
COPY 5 REVISED AUGUST 2000**

Congregational Ministries Division	Presbyterian Church (USA), 2000	VIDEO
<p>Copy 5. This resource is part of a leader development video series. This video is intended primarily for deacons who have been elected but not yet examined or ordained, but also is infomative for elders, deacons and clergy who care to learn more about what deacons mean for the church. The User's Guide offers reflection and discussion suggestions.</p>		

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SO, YOU'VE BEEN ELECTED AN ELDER...

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Congregational Ministries Division Presbyterian Church (USA), 2000 VIDEO

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SPIRITUAL LEADERSHIP FOR CHURCH OFFICERS A HANDBOOK					
	Gray, Joan S.		Geneva Press, 2009		BOOK
	This timely new leadership guide for the PC(USA) is written for church officers who are looking for a deepened relationship with God. Author Joan S. Gray, Moderator of the 217th General Assembly of the PC(USA), challenges elders and deacons to see themselves as spiritual leaders and equips them to lead alongside their pastors. She lays out a variety of leadership styles and helps leaders understand when each is appropriate; and then provides resources for dealing with relationships in the church and identifies ways churches can be supportive of the spiritual leadership of elders and deacons.				
TEMPORARY SHEPHERDS A CONGREGATIONAL HANDBOOK FOR INTERIM MINISTRY					
	Nicholson, Roger S., ed.		The Alban Institute, 1998		BOOK
	Copy 3. For leaders anticipating or going through a pastoral transition & for clergy to understand interim ministry better.				
WE BELIEVE: A STUDY OF THE BOOK OF CONFESSIONS					
	Eberts, Harry W., Jr.		The Geneva Press		BOOK
	A study of the Book of Confessions for church officers. Continuing Education Series for Church Officers resource.				
WE WON'T LET IT HAPPEN HERE! PREVENTING CHILD SEXUAL ABUSE IN THE CHURCH					
	Rifner, Lois and Susan Keil Smith		Presbyterian Child Advocacy Network, PCUSA, 1997		
	Copy 2.				
WE WON'T LET IT HAPPEN HERE! SECOND EDITION PREVENTING CHILD SEXUAL ABUSE IN THE CHURCH					
	Rifner, Lois and Susan Keil Smith		Presbyterian Child Advocacy Network, PCUSA, 2002		BOOK
	Copy 2.				
WHEN BETTER ISN'T ENOUGH EVALUATION TOOLS FOR THE 21ST CENTURY CHURCH					
	Hudson, Jill M.		The Alban Institute, 2004		BOOK
	Copy 3. The author identifies 12 characteristics by which we can measure effective ministry for the early 21st century. By faithfully listening for God's guidance and carefully evaluating progress, congregations can improve their ministry, help members and staff grow in effectiveness, deepen a sense of partnership, and add new richness to the dialogue about the congregation's future.				
WHEN MOSES MEETS AARON: STAFFING AND SUPERVISION IN LARGE CONGREGATIONS					
	Rendle, Gil & Susan Beaumont		Alban Institute, 2007		BOOK
	Gil Rendle and Susan Beaumont have taken the best of corporate human resource tools and immersed them in a congregational context, providing a comprehensive manual for supervision, motivating, and coordinating staff teams.				