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Church

Administration

Creating Efficiency

For Effective

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Administration Creating

Ministry Efficiency For Effective Ministry

Guidelines and procedures for effectively administering the work of a local church. Relates information about organization, objectives, ministry plans,

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*human resources, providing
controlling factors, and basic
skills of church administration.
Includes appendix and
bibliography.*

*"This invaluable resource
covers virtually every aspect of*

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church administration. It is for black churches of ANY denomination and ANY size, and is sure to provide guidance for new or established pastors. A sample constitution, budget, and mission statement are

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included."--BOOK JACKET.

*The demand for quality leaders
constantly outstrips the supply.
If you're a pastor, team leader,
staff member, or board
member, you're always
challenged with a leadership*

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shortage. But what can you do about it? More than you've ever imagined. The Leadership Baton equips you with a solution that's time-proven and right at hand: church-based leadership development. More

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and more churches are adopting it, and no wonder—the principles that made the early church such a spiritual powerhouse are just as effective today. Leadership was never a matter of

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institutional learning or professional expertise. Rather, starting with Jesus and his apostles, it involved seasoned leaders passing the baton to ordinary people right within the local body of believers. That

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*same approach can help
ensure your own church is
never at a loss for dependable
men and women to enter the
leadership race with wisdom,
vision and passion. Drawing on
the field-tested expertise of the*

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*Center for Church Based
Training, The Leadership Baton
will help you get the leaders
you need up and running,
developing leadership qualities
they can in turn hand off to
other up-and-coming leaders.*

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Part 1 casts a vision for church-based leadership training—not merely a program, but a leadership development culture based on biblical and historical foundations. Part 2 presents a whole-life approach

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to leadership development that is wisdom-based (through courses), relationship-based (through the church community), and personal (through mentoring). Part 3 describes a comprehensive

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plan for leadership development, then breaks it down to target the needs of governing boards, emerging leaders, pastoral staffs, and interns. With discussion questions at the end of each

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chapter, this book concludes with two appendices, including a self-inventory for church leaders to help them assess their personal strengths and weak areas that need development. Put the

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*principles in The Leadership
Baton to work with patience,
and in time your church will
never lack the right people at
the right time to help it fulfill
its kingdom mission.
Money is a key issue in today's*

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Christian faith communities but it can be a touchy subject to address. With this book, pastors and clergy finally have a practical resource for managing money in the church. Ministry and Money

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serves as an excellent primer on accounting practices, church financial reports, and church budgets. Throughout, the authors provide real-life examples to help clarify basic approaches to issues of money.

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Together We Lead

*Effective Administration in the
Small Church*

*Effective Leadership for
Ministry*

*Adventures from the Pump to
the Pipeline*

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Making It Work

Building Leaders

The 8 Laws of Leadership

A practical resource that guides
ministry leaders in how to change
managing church functions from
daunting to holistic and healthy.
Church leaders understand that

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managing the day-to-day operations of a church can be challenging because of limited resources, managing volunteer labor, and supporting the needs of the congregation. Smart Church Management: A Quality Approach to Church Administration, Third Edition is an updated guide for

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managing the resources of a church - which is people, time and money. This book provides tools and examples for decision making and problem-solving for church administration that is easy to understand and more importantly, quick to implement! This book also includes discussion questions to

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provoke thought and discussion for church teams. This book is ideal for ministry students, church boards, church leadership and church administrators.

Mission Possible, by Kay Kotan and Blake Bradford, has been taken to a new level. In Mission Possible 3+, Kay

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Kotan and Blake Bradford have re-written and updated their best-selling resource for local churches to better assist congregations seeking to use the simplified accountable leadership structure, often called the one-board model. This expanded third edition includes new resources, activities, and

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checklists In Mission Possible 3+, Kay and Blake focus on ministry while making meetings fewer in number but larger in meaning. In this book aimed at congregational leaders, particularly United Methodists, the authors provide practical, field-tested steps to simplify your church structure and unleash

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more people into ministry. Too often churches try to simplify their structures by just having fewer people at the meeting table. But real simplification and accountable leadership means that meetings - and leaders - are transformed. Kay and Blake walk you through both the technical and

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adaptive changes to simplify your structure for missional effectiveness. Mission Possible 3+ includes more than 50 pages of additional resources, making the transition to a simplified structure even more straightforward. For churches and religious nonprofit operations, the business of business is

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not business - it is ministry. Still, such institutions have to make plans. Because skilled organization is needed to accomplish specific tasks, a leader must train and motivate workers in progress and effectiveness. This second edition of Church Administration helps pastors and

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church staff become effective and efficient leaders, managers, and administrators. Among the topics discussed are: Administration Documents, Organizing the Church, Administering Personnel Resources, Financial Resources, Physical Resources, and Administering Risk

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Management. Writing for students as well as those already in this line of work, author Robert H. Welch promises, "If you understand the tenants of general administration and the techniques of ministerial leadership your job will be made significantly easier."

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Smart Church Management: A Quality
Approach to Church Administration
Developing Church Volunteers
A Guidebook for Pastors
Church Administration Handbook
Biblical Leadership
Professional Tools for Church
Leadership

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A Vision for the Sending of the Church
in North America

Discourses on Livy is the founding
document of modern republicanism,
and Harvey C. Mansfield and
Nathan Tarcov have provided the
definitive English translation of this

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classic work. Faithful to the original Italian text, properly attentive to Machiavelli's idiom and subtlety of thought, it is eminently readable. With a substantial introduction, extensive explanatory notes, a glossary of key words, and an

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annotated index, the Discourses reveals Machiavelli's radical vision of a new science of politics, a vision of "new modes and orders" that continue to shape the modern ethos. "[Machiavelli] found in Livy the means to inspire scholars for

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five centuries. Within the Discourses, often hidden and sometimes unintended by their author, lie the seeds of modern political thought. . . . [Mansfield and Tarcov's] translation is careful and idiomatic."—Peter Stothard, *The*

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Times "Translated with painstaking accuracy—but also great readability."—Weekly Standard "A model of contemporary scholarship and a brave effort at Machiavelli translation that allows the great Florentine to speak in his own

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voice."—Choice

Church Administration by Robert Welch will assist pastors and church administrators in becoming effective and efficient leaders, managers, and administrators. Looks at the economics of the

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petroleum industry and traces how crude oil from fields around the world eventually becomes the gasoline for automobiles, in a new edition containing an updated epilogue. Reprint. 20,000 first printing.

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The third edition of the popular Church Administration Handbook pays special attention to modern issues of leadership, ministry, and missions.

Making Extraordinary Leaders Out of Ordinary Believers

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Oil on the Brain

Integrity3 the Importance of

Integrity in Christian Leadership

Budgeting for a Healthy Church

Navigate the Minefields and

Release the Potential of Women in

Your Church

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Small Church, Excellent Ministry

A Practical Guide for Pastors

What's new about this third edition of the long respected and often used Church Administration Handbook? In addition to time and technological-sensitive updates to

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the basic organizational details, editor Bruce Powers writes: "The needs of people and churches have continued to change, with questions now being raised about the quality of congregational life, nature of leadership, and

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responsibility for ministry among all believers . . . As we have prepared this edition, we have sought to address five primary needs. 1. Leadership skills and administrative tools that can be adapted for use in a variety of

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contexts from traditional to contemporary, from rural to urban, and from unicultural to multicultural settings; 2. Spiritual formation that relates to all of life (from birth to death); 3. Mission consciousness (in community,

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regionally, nationally, and globally); 4. Ministry of all believers (particularly calling out and equipping vocational, bivocational, and lay ministers); and 5. Leadership competence (the ability to inspire, motivate,

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and equip the saints for the work of ministry)."

Discover the eight laws of leadership necessary to make any believer a great leader...whether in church, business, community or home. Learn about the laws of

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dreams, rewards, credibility, communication, accountability, motivation, problem-solving, and decision-making. This book provides insight that will enhance the skills of current leaders and develop skills in potential leaders.

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It will help every Christian reach their leadership potential. Discover what it takes to influence others...learn how to become an extraordinary leader. Includes: 125-page paperback book. Pastors of smaller membership

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churches have a huge calling. They are responsible for changing the world! Rather than look at the small number of members in their congregations as a limitation, pastors should view their congregations as an elite force,

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able to impact their communities for the Kingdom of God. Small Church, Excellent Ministry is a handbook designed for pastors serving in smaller membership churches. This book will help you to conduct your ministry with

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excellence. Written by practitioners and professors, the information provided in this book is on the vanguard of pastoral ministry and is useful for training pastors to be leaders of their churches.

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Quality management - a discipline that started in the manufacturing industry has migrated to service industries such as hospitality, hotels and health care. As these industries have embraced quality management practices, we as

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consumers have developed higher expectations for positive, error-free service experiences. Because of this phenomenon, there is increased pressure on non-profit and church organizations to make excellence a guiding principle of

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managing operations - and who more than then the church should be doing things with excellence! This book is perfect for anyone who manages the day-to-day operations of a non-profit, ministry or church. With easy to

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understand illustrations, this book provides practical steps to improve how the process of work gets done. Whether the process is improving the process to recruit, train and schedule volunteers, or streamlines the children's ministry

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*check-in process, this book offers
practical tips and tools with real
life examples and much more!*

The Unstuck Church

*Easy Steps to Ushering in the Local
Church*

Resources for Leading the Local

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Church

*A Concise Legal Handbook for
Ministers, Pastors, and Church
Leaders*

*Blueprints for Developing
Leadership at Every Level of Your
Church*

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Second Edition

*Leadership Handbook of
Management and Administration*

Church leadership is a
demanding and challenging
role. There are many
responsibilities involved

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in leading a church, which can be difficult to maneuver without the proper tools and resources. Written with Bible-based truths and helpful insights,

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Foundations of Church Administration is both an exploration of those responsibilities and a practical guide to navigating through them. Each chapter is authored

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by a notable expert in the field who, with sound experience and effective steps, helps church leaders efficiently succeed in the many facets of their

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responsibilities. In this honest exploration, church leaders will find a new perspective on church administration that will help them dig deeper and develop a long-lasting and

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effective practice of leading and administrating a church.

Many pastors conceive of the church budget as primarily a financial tool, but in fact it is

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primarily a pastoral tool. A church's philosophy of ministry is locked into its budget, and so the budget will either stifle or accelerate any attempts to move a congregation

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toward a biblical model of church health. As such, the church budget is a far more potent pastoral tool than many church leaders realize. Budgeting for a Healthy Church examines

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each section of the budget in light of Biblical principles to show how a church budget can lock in healthy approaches to ministry. Whereas most books on church budgeting

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are "how" books, explaining how the budgeting process should work, this is a "what" book, helping church leaders determine the pastoral implications of

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what they choose to fund in their budgets.

What would a theology of the Church look like that took seriously the fact that North America is now itself a mission field?

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This question lies at the foundation of this volume written by an ecumenical team of six noted missiologists—Lois Barrett, Inagrace T. Dietterich, Darrell L.

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Guder, George R.

Hunsberger, Alan J.

Roxburgh, and Craig Van

Gelder. The result of a

three-year research

project undertaken by The

Gospel and Our Culture

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Network, this book issues a firm challenge for the church to recover its missional call right here in North America, while also offering the tools to help it do so. The authors

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examine North America's secular culture and the church's loss of dominance in today's society. They then present a biblically based theology that takes seriously the church's

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missional vocation and draw out the consequences of this theology for the structure and institutions of the church.

Practical solutions to the challenges of church

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administration are clearly outlined in this phenomenal new book by Dag Heward-Mills.

The Nuts and Bolts of
Church Administration
A New Model for Church and

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Ministry Leaders

The Business of Church
Authority in the Modern
State

Feeding and Leading

Church Law

African American Church

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Management Handbook

It is imperative in the day and age in which we live, that Christian leaders understand the law as it relates to pastors, churches, and

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non-profit

*organizations. Christian
Leaders must have an
understanding of the
laws affecting pastors,
and why they are
important for church*

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*boards and ministers to
know. Dr. Charles C.
Lantz uses court cases
to help define and
explain the legal
distinction of
ministerial status and*

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*its implications for
pastors and church
boards. This brief and
concise handbook on
Church Law addresses
clergy employment
contracts, compensation,*

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*termination, legal
privileges and
conditions of ministers,
and the legal authority
of ministers on behalf
of the church. Also, the
more common theories of*

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*clergy legal liability
are examined. The laws
of today are more
complex than they ever
have been, and lawyers
are in the business of
making "BIG BUCKS." They*

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*are able to do this
because, unfortunately,
many pastors and church
leaders are ignorant
about the law. There are
now more legal problems
and lawsuits against*

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*churches than in any
other era. Therefore, it
is imperative that the
minister/pastor be aware
of legal issues, and
potential problems that
can come their way if*

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*they are not careful in
handling church members,
non-members and
counseling situations,
in particular. Church
leaders must become
aware of the potential*

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*legal problems that can
result from
relationships with
parishioners, as well as
legal problems with
employees. Pastor,
beware of the dangers*

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*that are lurking in the
world of lawyers,
lawsuits, and the
American Legal System.
Every Pastor, Full-Time
Church Leader, and
Christian Minister,*

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*needs to purchase a copy
of this concise handbook
on Church Law.*

*Integrity has been an
essential component of
leadership throughout
the ages. The Church is*

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*facing an integrity
crisis; consistently
struggling with a
plethora of ethical woes
among several gifted
leaders. Not only is the
Churchs conduct in*

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*question, its very
character and competence
are being placed under
intense scrutiny. This
book explores three
dimensions of integrity.
It proposes that the*

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*overall process of
leadership development
pivots on three
dimensions of integrity:
personal integrity (the
character of the
leader), vocational*

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*integrity (the
competence of the
leader) and
organizational
integrity, (the
commitment and
contribution of the*

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*leader). This book also
proposes that while
being gifted is an asset
to leadership;
giftedness is never
enough for successful
leadership. It is the*

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*combination of
giftedness + integrity³
that will facilitate
effective leadership.
is either unnecessary or
impossible, this
practical, easy-to-*

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*understand resource
addresses the unique
needs of a small
congregation, showing
how their ministry of
administration can lead
to an effective and*

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*efficient organization,
while being faithful to
the nature and mission
of a small church.*

*The second edition of
The Teaching Ministry of
the Church makes a major*

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*overhaul of its
predecessor, increasing
the content from
eighteen to twentythree
chapters and
contributors from six to
thirteen. These writers*

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*assert the need for such
an expanded update is
due to our everchanging
world. For example, the
rise of Islamic
fundamentalism,
proliferation of*

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*religious sects, and
secularization of our
culture greatly increase
the importance of
ensuring the church
produces fully
developed, biblically*

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*informed followers of
Jesus. To that end, The
Teaching Ministry of the
Church presents a full
overview of Christian
education in four major
sections: Theological*

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*Foundations, Biblical
Foundations, Preparation
for Teaching, and
Structuring the Teaching
Ministry of the Church.
Within this framework, a
step-by-step plan for*

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*establishing and
maintaining an effective
teaching ministry among
preschoolers, children,
youth, and adults takes
shape. Key chapters:*

“The Bible as

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*Curriculum, " "The
Church's Role in
Teaching, " "Creating an
Unforgettable Learning
Experience, " and
"Equipping Teachers."
Management Essentials*

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for Christian Ministries

Mission Possible 3+

*Advanced Strategic
Planning*

Discourses on Livy

AdMinistry

A Simple Structure for

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***Missional Effectiveness
Creating Efficiency for
Effective Ministry***

*"Empower others to lead
biblically. Church leaders
today increasingly base
their ministries on secular*

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*principles rather than the
timeless principles of God's
Word. This relevant and
important book will help you
grasp a New Testament
picture of leadership that
is person-centered and team-
centered"*--Page 4 of cover.

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These 544 pages of field-tested solutions deliver proven procedures, planning models, and copier-friendly forms for all aspects of local church administration. Packed with excellent guidelines and tools for

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assessing and improving parish management." A we From the front desk to the back office, a clear and thorough guide that helps pastors and church staff become effective and efficient leaders, managers,

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and administrators. Second edition.

Training the next generation of leaders is crucial to spreading the gospel, yet most churches have no formal way of doing this. Why?

Tight budgets, small staffs,

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and a lack of know-how are just a few reasons suggested by church consultants Aubrey Malphurs and William Mancini in this groundbreaking book. Building Leaders provides real-life examples of ways churches can unleash their

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true ministry potential by training staff members and laypeople to lead. With step-by-step instructions that can be applied to any church or parachurch ministry, Building Leaders shows readers how to: - empower,

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*not just train, leaders -
overcome obstacles to
developing leaders -
identify emerging leaders -
use biblical models for
training leaders - form a
leadership training program
to fit any size or budget*

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Packed with surveys, discussion questions, and a leadership development guide, Building Leaders will encourage leaders to "duplicate themselves" in order to see their ministry grow. It is a perfect

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*resource for ministry
students, church leaders,
and pastors.*

*Ministry and Money
Equipping Churches to
Experience Sustained Health
The Concise Business
Handbook for Pastors*

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*An Intentional Strategy for
Developing Leaders in Your
Church*

*Timeless Wisdom on Servant
Leadership*

*Aligning Finances with
Biblical Priorities for
Ministry*

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The Leadership Baton

***This revised and expanded
edition of a proven ministry
resource contains new
contributions from Leith
Anderson, Rick Warren, Brian
McLaren, Luis Palau, John
Ortberg, Aubrey Malphurs,***

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and many others.

*Acclaimed church leader,
blogger, founder and chief
strategic officer of The
Unstuck Group, Tony Morgan
unpacks the lifecycle of a
typical church, identifies
characteristics of each*

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phase, and provides practical next steps a church can take to move towards sustained health. Think about your church for a moment. Is it growing? Is it diminishing? Is it somewhere in between?

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***Acclaimed church leader,
blogger, and founder and
chief strategic officer of
The Unstuck Group, Tony
Morgan has identified the
seven stages of a church's
lifecycle that range from
the hopeful and optimistic***

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days of launch, to the stagnating last stages of life support. Regardless of the stage in which you find your church, it carries with it the world's greatest mission—to "go and make disciples of all the nations

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. . . "With eternity at stake the Church should be doing most everything within its power to see lives changed forever. The Church should strive for the pinnacle of the lifecycle, where they are continually

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making new disciples and experiencing what Morgan refers to as "sustained health." In The Unstuck Church, Morgan unpacks each phase of the church lifecycle, and offers specific and strategic next

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*steps the church leader can
take to find it's way to
sustained health . . . and
finally become unstuck. The
Unstuck Church is a call for
honest an assessment of
where your church sits on
the lifecycle, and a*

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*challenge to move beyond it.
Management Essentials for
Christian Ministries is a
thorough examination of
management principles for
Christian ministries
including churches,
denominations, and*

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parachurch organizations. Contributors represent a diverse denominational cross section. Study of management principles is required coursework for seminary students today. Management Essentials for Christian

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Ministries represents a thorough treatment of all issues regarding church administration and functions and provides a theological grounding for organizational approaches to church management.

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Discover the essence of transformative leadership by studying how Jesus led. Gene Wilkes, a popular conference speaker, describes how Jesus led. He identifies seven practical principles for today's leaders, to assist

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*them with everything from
humbling their hearts to
building a team for Christ.
Church Administration and
Finance Manual
Church Administration
Developing Female Leaders
The Teaching Ministry of the*

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Church

***Jesus on Leadership
God's Plans for Your
Finances
Missional Church***

**A practical handbook on
administration in churches
and Christian**

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organizations.

Shepherding the church
requires up-to-date
knowledge of budgets,
insurance, financial
management, personnel
organization, audits, and

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legal liability. These responsibilities are complex and ever-changing. While as pastor, you are called to be a faithful steward of the church's resources and an effective

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planner of its ministries,
you need facts and skills
to get your job done. This
book will help you
organize and weave your
way through the often
complex business of the

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church. Contents include:
Definition of Ad-Ministry
and What It Means to be an
Ad-Minister A Theological
Model for Ad-Ministry The
Church as an Organization
Stewarding People-Paid and

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Unpaid Staff Staffing the
Volunteer Organization
Stewarding
Resources—Finances and
Budgeting Stewarding
Places and Spaces
Stewarding Fiduciary

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Responsibility—Legal and
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God has already given you
the power to make money in
order to provide for your
family, achieve your
goals, and reach out to
the world with the hope of

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the Gospel. As a believer,
you have a mission and
calling to activate the
power to produce wealth in
order to help build God's
kingdom. Author Dwight
Nichols explains the

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Administration for
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Foundations of Church
Administration**

"This volume is some sort the

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**sequel to a book on the problem of
sovereignty which I published in
March, 1917."--Preface.**

**What would your church look like
if it maximized the dormant gifts
of the women God has brought
there? Discover how to develop**

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and leverage the leadership abilities of women within your congregation. Leadership and people development veteran Kadi Cole offers a practical strategy to help church and organizational leaders craft cultures that

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**as: Seek to understand Clearly
define what you believe Mine the
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**key church and organizational
roles, Developing Female Leaders
is a one-of-a-kind resource for
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Dr. Buddy Bell, founder of

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