




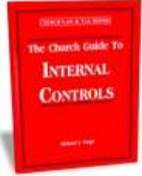

Church Officer Development
Foothills Presbytery Resource Center
Greenville, SC
February 23, 2008

CHURCH ADMINISTRATION

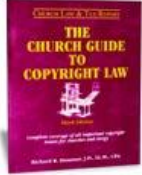
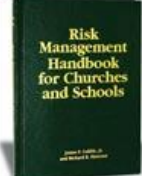

LEADERSHIP

 <p>262.0017 Standish</p>	<p>Becoming the blessed church: forming a church of spiritual purpose, presence, and power / N. Graham Standish. Herndon, VA: Alban Institute, c2005.</p> <p>Standish, pastor of Calvin Presbyterian Church in Zelienople, Pennsylvania, shares the story of that church and its journey to become a spiritually deep congregation, one that is inwardly and outwardly healthy: spiritually, psychologically, physically, and relationally.</p> <p>"If anyone asks me to recommend one book that church's leaders could read together to help them envision a better more vibrant future, this is where I'll point them."--Brian D. McLaren.</p>
 <p>253 Standish</p>	<p>Humble leadership: being radically open to God's guidance and grace / N. Graham Standish. Herndon, VA: Alban Institute, 2007.</p> <p>There comes a point at which leadership can break down precisely because of our success as leaders. When confidence turns to pride and arrogance, we lose sight of the people we have been called to serve and become consumed with following our own vision. Graham Standish offers a way forward that moves us through this paradox by seeking to humbly follow God's plans rather than our own. 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. The path Standish proposes is not easy. Humble leadership can be personally dangerous, exposing our weakness, powerlessness, fear, and anxiety. Our cultural need for strength infects Christian leaders with a pride that causes them to ignore biblical teachings on humility. But a humble leader says to God, "I'm yours, no matter where you call me to go, what you call me to do, and how you call me to be. I will seek your will and way as I lead others to do the same." (Publisher's website)</p>
 <p>253.088285 Eason</p>	<p>Making disciples, making leaders: a manual for developing church officers / Steven P. Eason. 1st ed. Geneva Press, c2004.</p> <p>"This book offers a 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 a training event with three components. The training plan is designed to build up the church leaders spiritually and to set their work in the context of discipleship, as well as to teach them some of the fundamentals of the rules of governance of their denomination. The book ends with concrete suggestions for how future work of the church board can be structured to reflect the emphases highlighted in the training session." (Publisher's website)</p>
 <p>254.5 Mann</p>	<p>The in-between church: navigating size transitions in congregations / Alice Mann. [Washington D.C.]: Alban Institute, c1998.</p> <p>"Alice Mann has written an exploration of size transition that clergy and lay leadership of congregations of all sizes will find insightful and practically instructive, either for individual reading, passing on to others, or for group discussion. Expanding on Arlin Rothauge's size categories, Alice provides analytical tools, stories from real situation, excerpts from others' research, practical hints, and biblical reflections that relate to both up and down size transitions. For leaders and congregations who are confronting the questions, 'What size were we 10 to 20 years ago?' 'What size are we now?' and 'What size is God calling us to be five years from now?' this book provides very valuable guidance." (Susan W. Hassinger, Bishop, Boston Area United Methodist Church; quoted on book cover).</p>




FINANCE

 <p>254.8 Vargo</p>	<p>The church guide to financial reporting / Richard J. Vargo. Matthews, NC : Christian Ministry Resources., c1995.</p> <p>A reference guide to the following topics: effective financial reporting, sending and receiving messages, responsibility reporting, exception reporting, summarized reporting, comparative reporting, interpretative reporting, reports to the general membership, reports to church leaders, reports to others.</p>
 <p>254.8 Vargo</p>	<p>The church guide to internal controls / Richard J. Vargo. Matthews, NC : Christian Ministry Resources, c1995.</p> <p>Discusses internal control of assets, common problems in churches, internal control systems, and presents 50 practices that any church can easily implement to reduce the risk of theft or mismanagement of church funds.</p>
 <p>254.8 Vargo</p>	<p>The church guide to planning and budgeting / Richard J. Vargo. Matthews, NC : Christian Ministry Resources, c1995.</p> <p>A reference guide to the following topics: resource allocation, developing measurable goals and objectives, long-range planning, budgeting, budget flows, incremental budgeting, program budgeting, zero-based budgeting, the annual budgeting process, cash budget, capital spending budget, debt retirement budget.</p>

LEGAL, RISK MANAGEMENT

 <p>346.7304 Hammar</p>	<p>The church guide to copyright law /Richard R. Hammar. Matthews, NC : Christian Ministry Resources, c2001.</p> <p>No law is more frequently violated by church staff members than copyright law. This practical reference book provides a comprehensive overview of how copyright law specifically applies to the local church, along with quick access and answers to many questions.</p> <p>While this volume is now somewhat dated, it is still one of the best starting points for churches. The Resource Center also has a bibliography of printed publications and websites where more recent information on a number of copyright topics may be located.</p>
 <p>254 Cobble</p>	<p>Risk management handbook for churches and schools / James F. Cobble. Carol Streams, Ill. : Your Church Resources, 2007.</p> <p>This handbook provides extensive information to help churches and schools prevent injuries and accidents, protect property and reduce potential litigation. It provides guidance for handling risks related to ministry to children or youth, recreational programs or church construction projects, safeguarding facilities, church transportation issues, reducing liability risks and purchasing insurance.</p>
 <p>254.7 Cobble</p>	<p>Safety & inspection checklists for churches & schools / James F. Cobble. Matthews, NC : Christian Ministry Resources, 2001.</p> <p>Looseleaf binder includes 12 safety checklists for buildings and grounds and for activities: Building maintenance and accident prevention -- Fire prevention and control -- Reducing risks associated with cold weather -- Crime prevention -- Safeguarding facilities for infants and toddlers -- Safeguarding playgrounds -- Recreational facilities and equipment -- Reducing risks associated with natural perils -- Recreational activities -- Transportation and travel -- Work days and construction projects -- Reducing work-related injuries : ergonomic considerations.</p>

PERSONNEL, TAXES

	<p>Hammar, Richard R. Church and clergy tax guide, 2008 edition. Carol Stream, IL : Your Church Resources / Christianity Today International, 2008. (336.242 Church 2008)</p> <p>This annually updated guide includes complete and extensive information on all major tax issues that affect churches and clergy and provides dozens of practical examples and illustrated forms. The guide is published as a book, a CD-ROM, and a book/CD-ROM set. The Resource Center's edition <i>does not include</i> the CD-ROM. Author Richard Hammar, an attorney and CPA, is considered by many as the leading tax authority in the United States today on church and clergy tax law.</p>
 <p>336.24 Hammar 2008</p>	<p>The 2008 compensation handbook for church staff / Richard R. Hammar. Carol Stream, IL : Your Church Resources, c2008.</p> <p>Based on a national survey, this annual publication provides reliable church employee compensation breakdowns for part-time, full-time, church size, income budget, and geographical setting. Compensation profiles are broken down by categories, including base salary, retirement, health insurance, housing allowance & parsonage, life insurance, and continuing education. In addition compensation levels are shown based on personnel characteristics including years employed, denomination, region, gender, and educational training. (Adapted from book cover)</p>
 <p>344.01 Hammar 2007</p>	<p>Employment law / Richard R. Hammar. Carol Stream, IL : Your Church Resources, 2007.</p> <p>Churches don't always think of themselves as employers. Yet this is one of the key roles a church does play. Some laws which affect secular employers do not affect the church because of the separation of church and state. However, in most cases the church is held to the same laws as secular employers. This volume covers a church's legal responsibility to employees and serves as a guide to key employment topics which will help protect a church from employment litigation. This is the 4th edition of a volume in the series <i>Pastor, Church & Law</i>.</p>