

# *The* CHURCH SECRETARY'S HANDBOOK

- Expand your ministry as a church secretary
- Improve your relationship with the pastor
- Save valuable time
- Enhance your communication skills
- Simplify your workday through effective organization

*Patricia McKenna Seraydarian*

# Secretarys Guide To Church Office Management

**Robert H. Welch**



## **Secretary's Guide To Church Office Management:**

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