

The CHURCH SECRETARY'S HANDBOOK

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- Improve your relationship with the pastor
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- Enhance your communication skills
- Simplify your workday through effective organization

Patricia McKenna Seraydarian

Secretarys Guide To Church Office Management

L Darling-Hammond



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The Secretary's Guide to Church Office Management Abingdon Press Staff, 1985 **Corporation Secretary's Guide**
William H. Crow, 1926 *Leadership Handbook of Management and Administration* James D. Berkley, 2008-01-01 This
substantial resource offers pastors and church leaders practical insight into the daily issues of running a church. Conceived
and compiled by the editors of *Leadership Journal*, this book covers the full spectrum of ministry practice. Readers will learn
about perennial topics such as time management, negotiating the terms of a call, handling crisis and conflict, hiring and
managing staff, conducting special fund drives, spending church money, and dealing with tax and law considerations. This
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Contributors include Leith Anderson, Rick Warren, Brian McLaren, Luis Palau, John Ortberg, Aubrey Malphurs, and many others.

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