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# Church Administration web catalog

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Title 1	Title 2	Author	Publisher	Media	Summary
<b>2006 COMPENSATION HANDBOOK FOR CHURCH STAFF</b>					
<b>CHURCH LAW AND TAX REPORT</b>					
	Cobble, James F., Jr., et al		Church Law & Tax Report, 2005		BOOK
	Church Law & Tax Report series. A current and reliable picture of church compensation practices across the U.S. Included are compensation breakdowns by church size, budget, denomination, and geographical setting. For staff compensation planning.				
<b>AFRICAN AMERICAN CHURCH MANAGEMENT HANDBOOK</b>					
	Flake, Floyd, Elaine McCollins Flake & Edwin C.		Judson Press, 2005		BOOK
	The authors, two pastors, and the church chief financial officer offer a design based on key needs in the black church, and their experience at one of the nation's most respected and largest black churches, Greater Allen A.M.E. Cathedral in New York. This unique, detailed, and thorough resource for black churches of any denomination covers virtually all aspects of church management from the theoretical and theological to the practical "nuts and bolts" of church administration.				
<b>ALBAN PERSONNEL HANDBOOK FOR CONGREGATIONS</b>					
	Berry, Erwin		The Alban Institute, 1999		BOOK
	Copy 2				
<b>ALBAN PERSONNEL HANDBOOK FOR CONGREGATIONS</b>					
	Berry, Erwin		The Alban Institute, 1999		BOOK
	This handbook provides practical and proven strategies for managing church staff, and addresses ethical issues that faith communities need to consider to serve as effective stewards of employees. Invaluable features include guidelines and forms for conducting hiring interviews and performance evaluations; providing benefits; dealing with disciplinary and discrimination issues; and developing personnel policies.				
<b>APPLICATION BOOKLET FOR MINISTERS</b>					
			Church Law & Tax Report, 1996		BOOK
	Church Law & Tax Report Series. This booklet contains an employment application, reference forms, an annual review form, a form for driving church vehicles, and a Pinkerton employment verification form. The booklet should be used only by ordained, licensed, or commissioned ministers who are applying for a ministerial position with the church. Please also refer to Selecting and Screening Church Workers #6340.				
<b>BUILDING FOR EFFECTIVE MISSION</b>					
	Callahan, Kennon L.		Jossey-Bass, 1995		BOOK
	A complete guide for congregations on bricks and mortar issues.				
<b>CHANGE OF PASTORS</b>					
<b>AND HOW IT AFFECTS CHANGE IN THE CONGREGATION</b>					
	Mead, Loren B.		The Alban Institute, 2005		BOOK
	A revised edition of Critical Moment of Ministry: Change of Pastors. In this revised edition, A Change of Pastors, Mead shares the wisdom he gained from 35 years of studying congregations, wisdom that he hopes will allow congregations to take full advantage of this extraordinarily pregnant moment during which incredible congregational change can happen.				

<b>Title 1</b>	<b>Title 2</b>	<b>Author</b>	<b>Publisher</b>	<b>Media</b>	<b>Summary</b>
<b>CHARACTER OF ORGANIZATIONS</b>					
<b>USING PERSONALITY TYPE IN ORGANIZATION DEVELOPMENT</b>					
	Bridges, William		Davies-Black Publishing	BOOK	An enormous consulting industry has sprung up promising to help organizations overhaul themselves to meet today's competitive pressures. Yet far too often, such change efforts fail. The solution, according to best-selling management author William Bridges, lies in identifying, understanding, and working with what he calls organizational character.
<b>CHURCH ARCHITECTURE</b>					
<b>BUILDING AND RENOVATING FOR CHRISTIAN WORSHIP</b>					
	White, James F. and Susan J. White		Order of Saint Luke Publications, 2004	BOOK	Revised edition. Required reading for anyone with responsibilities for building or renovating a Christian church. A wealth of practical help.
<b>CHURCH GUIDE TO COPYRIGHT LAW, SECOND EDITION</b>					
	Hammar, Richard R.		Christian Ministry Resources	BOOK	Church Law & Tax Report series. This book provides non-technical explanations of those provisions of the copyright law that are of greatest significance to the churches. (Copying, transparencies, recording, broadcasting, copying computer programs, and use of videotapes during church activities.)
<b>CHURCH GUIDE TO COPYRIGHT LAW, SECOND EDITION</b>					
	Hammar, Richard R.		Christian Ministry Resources, 1990	BOOK	Copy 2
<b>CHURCH GUIDE TO EMPLOYMENT LAW</b>					
	Bloss, Julie L.		Christian Ministry Resources	BOOK	Church Law & Tax Report series. Complete coverage of all important employment issues for churches. For ministers and church leaders to protect themselves against litigation. Written for non-lawyers.
<b>CHURCH GUIDE TO FINANCIAL REPORTING</b>					
<b>CHURCH LAW AND TAX REPORT</b>					
	Vargo, Richard J.		Church Law & Tax Report, 1995	BOOK	Church Law & Tax Report reference guide to financial reporting. This guide provides practical examples of effective financial reporting techniques for each level of congregational life.
<b>CHURCH GUIDE TO INTERNAL CONTROLS</b>					
<b>CHURCH LAW AND TAX REPORT</b>					
	Vargo, Richard J.		Church Law & Tax Report, 1995	BOOK	Church Law & Tax Report reference guide to internal controls. This guide presents 50 practical steps that any church can easily implement to help protect church assets and ward off the risk of theft or mismanagement of church funds.
<b>CHURCH GUIDE TO PLANNING AND BUDGETING</b>					
<b>CHURCH LAW AND TAX REPORT</b>					
	Vargo, Richard J.		Church Law & Tax Report, 1995	BOOK	Church Law & Tax Report reference for planning and budgeting offering a comprehensive step-by-step guide to the budgeting process in the local church.

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**CHURCH LAW & TAX REPORT**

Hammar, Richard R., ed., James F. Cobble, Jr., pu Christian Ministry Resources PERIODICAL  
 REFERENCE ONLY periodical box contains bimonthly copies of this periodical, beginning March/April 1993 to the present. It is designed to provide accurate and authoritative information in regard to the subject matter covered. Index to issues included.

**CHURCH LEADERSHIP: VISION, TEAM, CULTURE, AND INTEGRITY**

Weems, Lovett H., Jr. Abingdon Press BOOK  
 Identifies four crucial elements of effective leadership in the church: Vision (a picture of preferred future); Team (those needed for the vision to become reality); Culture (the locus of change); and Integrity (the congruency of the vision and reality for both the leader and the church).

**CHURCH RESOURCE LIBRARY: HOW TO START IT AND MAKE IT GROW**

Dotts, Maryann J. Abingdon BOOK  
 Complete information on organization, policy, financing, physical setting. Simple line drawings, clearly written and illustrated reference. Includes non-print items also.

**CHURCH TREASURER ALERT!**

Hammar, Richard R. ed., James F. Cobble, Jr., pub Christian Ministry Resources PERIODICAL  
 REFERENCE ONLY looseleaf binder contains assorted copies of this magazine, beginning Nov. 1993 to the present. It is a monthly review of accounting, financial, and tax developments affecting churches and clergy. Index to issues included.

**CHURCH TREASURERS NEWS**

Board of Pensions, PC(USA) PERIODICAL  
 REFERENCE ONLY looseleaf binder contains quarterly publications regarding pensions, retirement savings plans, benefits, insurance, and other fiscal matters of interest to church treasurers.

**COMMON BOND**

New York Landmarks Conservancy PERIODICAL  
 REFERENCE ONLY looseleaf binder contains periodicals published 3 times per year by New York Landmarks Conservancy. Common Bond is the technical journal for the Conservancy's Sacred Sites Program. Working with congregations of all denominations, this program provides financial and technical assistance to preserve historic religious properties throughout New York State.

**EXCELLENCE IN ADMINISTRATION IN PRESBYTERIAN OFFICES**

Bauer, Joyce Phillips Administrative Personnel Association, PCUSA, 2000 BOOK  
 A manual for managing Presbyterian offices. A resource for church office staff use which includes 178 pages of vital information: staff meetings and retreats, office procedures, legal issues/hiring/termination, organization, filing systems, financial matters, budgets, computers, communications, time & stress management, and other important data.

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**FAITH OR FURY: PREVENTING LOSS AT YOUR RELIGIOUS INSTITUTION**

Guide One Commercial Insurance	GuideOne Insurance, 2000	VIDEO
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Preventing loss at your religious organization. In this video you will learn about: the horror of sexual misconduct; the inherent dangers of youth activities; the threat of fire; the risk of auto accidents; personal injury. This program should be shared with congregation and staff, to get them involved and make safety everyon'e priority. See also accompanying insurance coverage brochures.

**FINANCIAL MELTDOWN IN THE MAINLINE?**

Mead, Loren B. Copy 2	Alban Institute	BOOK
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**FINANCIAL REVIEW GUIDE**

**AN ANNUAL FINANCIAL REVIEW COMMITTEE CHECKLIST**

Craft, Dick and Fred Milligan	Stewardship, PCUSA, 2001	REPORT
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This checklist is provided to assist churches in fulfilling the requirement of Book of Order provision G-10.0400, 4, d. The Book of Order does not require that the annual review of the financial records of a congregation be conducted by a professional accountant or attorney. Completion of this checklist should satisfy the requirement of the Book of Order. The Office of Stewardship is not rendering legal, accounting, or other professional services. If accounting or legal advice is necessary or required, the services of a competent professional advisor should be sought.

**FIRM FOUNDATIONS: AN ARCHITECT AND A PASTOR GUIDE YOUR CHURCH CONSTRUCTION**

Moore, Lance and Daniel Michael	CSS Publishing Co., 1999	BOOK
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This book offers a common language for ministers, church boards, contractors, and designers. Point by point, start to finish, Mr. Dan Michal, an architect involved in a variety of church building projects, and the Rev. Dr. Lance Moore, a pastor and the son of a pastor, warn of common follies and guide you in sorting out the best choices for your church. A copy for all involved in planning or building your facility may be the best investment you make!

**FIRST IMPRESSIONS: HOW TO PRESENT AN INVITING CHURCH FACILITY**

Lee, Robert A.	Abingdon Press	BOOK
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An Effective Church Series resource. The author looks at your church--as viewed from the street, the parking lot, the lobby, the chancel, the nursery. Chapter by chapter, the building committee members can analyze their buildings and decide whether or not to undertake improvements. The author lists twenty for under \$300 each.

**FIVE AUDIENCES**

Hartman, Warren J.	Abingdon Press	BOOK
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A Creative Leadership series resource. This book suggests that church classes and groups will be more effective if organized around people's interests and needs, rather than by age, gender, or marital status.

**GROWING PLANS: STRATEGIES TO INCREASE YOUR CHURCH'S MEMBERSHIP**

Schaller, Lyle E. Copy 2.	Abingdon Press	BOOK
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<b>Title 1</b>	<b>Title 2</b>	<b>Author</b>	<b>Publisher</b>	<b>Media</b>	<b>Summary</b>
<b>GROWING PLANS: STRATEGIES TO INCREASE YOUR CHURCH'S MEMBERSHIP</b>					
	Schaller, Lyle E.		Abingdon Press		BOOK
	Five different strategies for increasing the size of the congregation are developed--with applications to small, middle-sized, and larger churches.				
<b>GUIDELINES FOR THE EMPLOYMENT OF CHURCH MUSICIANS IN PRESBYTERIAN CHURCHES</b>					
			Presbyterian Association of Musicians		PAMPHLET
	This resource seeks to help establish and develop a shared ministry based on mutual caring and respect between musicians, pastors, sessions and congregations, through professional employment relationships that nurture trust, fairness, compassion and good stewardship to the end that God is glorified and the mission of the church is enhanced.				
<b>HOLY PLACES MATCHING SACRED SPACE WITH MISSION AND MESSAGE</b>					
	DeMott, Nancy, Tim Shapiro & Brent Bill		Alban Institute, 2007		BOOK
	Holy Places is designed to be used by congregations who are involved in or are contemplating work on their facilities. This could include renovation, remodeling, expansion, or building. No matter how extensive the project, approaching the work with mission at the forefront is the key to having a final result that strengthens the congregation's ministry.				
<b>INSPECTING AND MAINTAINING RELIGIOUS PROPERTIES REVISED EDITION</b>					
			New York Landmarks Conservancy		BOOK
	Copy 2. This resource addresses the inspection and maintenance of the roof, walls, and perimeter drainage systems, emphasizing the reduction of energy costs. It provides guidelines for organizing records and implementing a maintenance program.				
<b>INSPECTING AND MAINTAINING RELIGIOUS PROPERTIES REVISED EDITION</b>					
			New York Landmarks Conservancy		BOOK
	This resource addresses the inspection and maintenance of the roof, walls, and perimeter drainage systems, emphasizing the reduction of energy costs. It provides guidelines for organizing records and implementing a maintenance program.				
<b>LEGAL RESOURCE MANUAL FOR PRESBYTERIAN CHURCH (U.S.A.) MIDDLE GOVERNING BODIES AND CHURCHES: 2000-2003</b>					
	General Assembly Council		PCUSA 2003		BOOK
	First Edition. Be certain to consult your local attorney for legal advice and expert assistance. While the information in this resource Manual should be a helpful guide, it cannot substitute for your local counsel familiar with the law and facts of your particular situation. The laws, of course, continue to change. Your local counsel will ensure the current law is applied to your needs.				
<b>LIBRARIES &amp; THE INTERNET</b>					
	Koehler, Robert, ed.		Highsmith Press		BOOK
	An introduction to the Internet, containing both basic and more specialized uses. Suggestions include how to adapt for different size and type libraries. How to develop a library home page, a glossary, a bibliography, a listing of library-related listservs, and an index are included.				
<b>LORD'S HOUSE: A GUIDE TO CREATION CAREFUL MANAGEMENT OF CHURCH FACILITIES</b>					
	Krueger, Frederick W.		Christian Society of the Green Cross, 1995		BOOK
	Copy 2.				

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**MANAGING REPAIR & RESTORATION PROJECTS:**

**A CONGREGATION'S HOW-TO GUIDE**

Goldberg, Shari P.

New York Landmarks Conservancy, Inc., 2002

BOOK

Using a step-by approach, this book explains how church members can plan thorough and precise projects, develop an effective building committee, hire an experienced preservation consultant, identify a scope of work, solicit competitive bids, review bids and sign a complete contract, and much more. It is invaluable for laypeople working to preserve older houses of worship.

**MANAGING TRANSITIONS**

**MAKING THE MOST OF CHANGE**

Bridges, William

Da Capo Press

BOOK

The business world is a place of constant change, with stories of corporate mergers, layoffs, bankruptcy, and restructuring hitting the news every day. Yet as veteran consultant William Bridges maintains, the situational changes are not as difficult for companies to make as the psychological transitions. Managing Transitions remains the definitive guide to dealing with change.

**MULTIPLE STAFF AND THE LARGER CHURCH**

Schaller, Lyle E.

Abingdon Press

BOOK

The author helps the leaders of larger churches, 700 to 1000 or more members, understand the special characteristics of these churches, and helps members of multiple staffs see their role and the context of their role more clearly.

**NEW TIMES - NEW CALL: A MANUAL OF PASTORAL**

**OPTIONS FOR SMALL CHURCHES**

Evangelism & Church Development Ministry Unit, PCU BOOK

Copy 2.

**PRECIOUS CARGO: KEEP THEM SAFE**

**CHURCH AND SCHOOL VERSION**

Guide One Commercial Insurance

GuideOne Insurance, 1999

VIDEO

This video is a helpful resource for educating your organization on the subject of transportation safety. The video combines powerful, firsthand accounts of the devastating effects accidents can have on organizations, with advice from loss prevention experts to convey a message that is both alarming and encouraging. Comes with two insurance coverage brochures with steps to improve transportation safety.

**PREVENTING SEXUAL ABUSE IN CONGREGATIONS**

**A RESOURCE FOR LEADERS**

McClintock, Karen A.

The Alban Institute, 2004

BOOK

In this comprehensive resource, Methodist pastor and pastoral psychologist Karen McClintock demonstrates that sexual abuse in congregations is preventable and gives clergy and lay leaders the tools they need to prevent sexual abuse in congregations. This book shows congregations how to protect children and vulnerable adults, prevent sexual harassment either by clergy or of clergy, and strengthen clergy families by raising awareness of the occupational and emotional risks inherent in pastoral ministry.

**PROJECTS THAT MATTER: SUCCESSFUL PLANNING**

**AND EVALUATION FOR RELIGIOUS ORGANIZATIONS**

Cahalan, Kathleen A.

The Alban Institute, 2003

BOOK

Successful Project Planning and Evaluation is a primer for project leaders and teams about basic project planning and evaluation. Intended for the nonexpert, the book introduces readers to the five basic elements of project design and describes in detail a six-step process for designing and implementing a project evaluation and disseminating evaluation findings.

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**PUTTING ENERGY INTO STEWARSHIP**

**ENERGY STAR GUIDE FOR CONGREGATIONS**

Energy Star, 2005

BOOK

Joint publication with U.S. Environmental Protection Agency and the U.S. Department of Energy, this energy guide for congregations suggests strategies to accomplish the task of upgrading, including financing, efficient equipment and energy uses for congregations.

**REDUCING THE RISK OF CHILD SEXUAL ABUSE  
IN YOUR CHURCH**

Hammer, Richard E., et al

Christian Ministry Resources

BOOK

Copy 3

**REDUCING THE RISK: A STEP-BY-STEP GUIDE TO  
IMPLEMENTING A PREVENTION PROGRAM**

Cobble, James F., Jr.

Preferred Risk Mutual Insurance Company

BOOK

A guide for workshop leaders that will help achieve four goals: 1) making a church safe for children, 2) lowering a church's legal risk 3) protecting church workers from false allegations, and 4) designing a program that meets other goals while maintaining the integrity of church programs and staffing.

**RE-PITCHING THE TENT: THE DEFINITIVE GUIDE TO  
RE-ORDERING CHURCH BUILDINGS FOR WORSHIP AND MISSION**

Giles, Richard

Liturgical Press, 2004

BOOK

THIRD EDITION. No issue in church life is more sensitive than the nature and character of the sacred space in which the Christian community meets to "address one another in psalms and spiritual song, singing and making melody to the Lord" (Eph 5:19). In Re-pitching the Tent, Richard Giles offers a hands-on practical guide to the entire process of reordering and furnishing churches.

**ROBERT'S RULES OF ORDER: NEWLY REVISED, 10th EDITION**

Robert, Henry M.

Perseus Publishing, 2000

BOOK

This resource is used as a manual for adoption by organizations as a parliamentary authority in running meetings. America's recognized guide to parliamentary procedure, published by the official publisher of Robert's Rules of Order since 1896.

Cite this book with page and line numbers as in the following example:

RONR (10th ed.), p.350, l. 16-17

**RUNNING A LIBRARY**

Smith, Ruth S.

Seabury

BOOK

Managing the congregation's library with care, confidence, and common sense.

**SAFETY CHECKLISTS FOR CHURCHES AND SCHOOLS  
2002 EDITION**

Cobble, Jr., James F.

Christian Ministry Resources, 2001

BOOK

Church Law & Tax Report Series. Conducting safety inspections is a vital task for every church and school. While many leaders desire to make their programs, property, and facilities more safe, they often feel paralyzed in knowing where to begin or what to do. The annual inspection checklists profiled in this book can assist chores to address safety concerns and needs. Book is divided into Twelve Modules: Volume 1: Buildings and Grounds, Volume 2: Activities (recreation, transportation & travel, construction, ergonomics.)

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## **SELECTING & SCREENING CHURCH WORKERS**

	Cobble, Jr., James F. & Richard R. Hammar	Church Law & Tax Report, 1996		BOOK	
	Church Law & Tax Report Series. A guide to selecting and screening ministers, church employees and volunteer workers. The focus of this book is limited to screening concerns and pre-employment issues as a tool for churches in providing a safe place for their members and staff.				

## **SMALL IS BIG ENOUGH**

		Synod of the Northeast, PCUSA		VIDEO	
	This resource highlights the life and ministry of small churches--200 members or less.				

## **SMALL LIBRARIES: ORGANIZATION AND OPERATION**

	Sager, Donald J.	Highsmith Press		BOOK	
	An introduction to the organization and operation of a small library for those who may not have formal training in library science or prior experience in managing a library. The tools and techniques essential to successful planning, organizing, operating and development of a small library.				

## **SO, YOUR PASTOR'S LEAVING?**

	Mead, Loren B. and William J. Phillips	The Alban Institute, Inc.		VIDEO	
	Copy 2				

## **SO, YOUR PASTOR'S LEAVING?**

	Mead, Loren B. and William J. Phillips	The Alban Institute, Inc.		VIDEO	
	This tape may be viewed straight through, or is designed with three optional breakpoints. It takes the audience through the various steps congregations go through between the leaving of one pastor and the arriving of the next.				

## **SO, YOUR PASTOR'S LEAVING? A MANUAL ON THE USES OF THE VIDEOTAPE**

	Mead, Loren B. and William J. Phillips	The Alban Institute		PAMPHLET	
	Copy 2				

## **SO, YOU'RE A LAY EMPLOYEE IN THE PC(USA)!**

		Advisory Committee on Lay Employees, PCUSA		BOOK	
	Handbook for the lay employee as well as for the entity that hired the lay employee. It is not policy; it is for use as guidelines.				

## **STARTING A NONPROFIT AT YOUR CHURCH**

	Skjegstad, Joy	Alban Institute, 2002		BOOK	
	The author outlines pros and cons of setting up a non-profit within the church; incorporating as a 501(c)(3) tax-exempt organization, setting up a board, raising funds and personnel issues - all while maintaining a positive relationship with your church.				

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**STEPPING FORWARD: SYNAGOGUE VISIONING AND PLANNING**

Leventhal, Robert	Alban Institute, 2008	BOOK
<p>Drawing on his extensive and fruitful consulting work in diverse synagogue contexts, Alban senior consultant Robert Leventhal presents his Synagogue Visioning and Planning (SVP) model to a wider audience for the first time. Using this substantial yet accessible model, Leventhal has helped numerous congregations with visioning and planning, leadership development, and team building.</p>		

**SUPPORT OF PASTORS**

	Synod of Lakes and Prairies, PCUSA	VIDEO
<p>This tape is for use by a presbytery Committee on Ministry. Divided into five parts, its purpose is to enhance a committee's understanding of the personal and professional support needs of church professionals; to increase a committee's awareness of its role in addressing these needs; and to provide a committee with specific tools and resources it can use in fulfilling its role.</p>		

**TELLING THE GOOD NEWS**

Bushkovsky, Linda Post	Synod of Laks and Prairies, PCUSA	BOOK
<p>How to use communication tools and modern technologies to tell the gospel story. Includes public relations, media relations, world wide web, and newsletters.</p>		

**TWELVE KEYS TO AN EFFECTIVE CHURCH [WORKBOOK]**

**THE PLANNING WORKBOOK**

Callahan, Kennon L.	Harper & Row	BOOK
<p>An easy-to-use workbook with clear, step-by-step instructions to work through the four stages of effective long-range planning. May be used with The Leaders' Guide, same title and author. Also available, the book Twelve Keys to an Effective Church by Kennon L. Callahan.</p>		

**VOLUNTEER SERVICE BOOKLET**

	Church Law & Tax Report, 1996	BOOK
<p>Church Law &amp; Tax Report Series. This booklet contains a volunteer service form application, a Pinkerton employment verification form, reference forms, an assumption of risk form for short-term missions work, and an annual review form. The booklet should be used only for church volunteers. Please also refer to Selecting and Screening Church Workers #6340.</p>		

**WHEN NOT TO BUILD: AN ARCHITECT'S UNCONVENTIONAL**

**WISDOM FOR THE GROWING CHURCH**

Bowman, Ray and Eddy Hall	Baker Books, 2000	BOOK
<p>When Not To Build helps church pastors, church leaders, building committees, and church members avoid unnecessary building, keeping building costs at a minimum if it is the right time to build, and maintain focus on ministry through a building program.</p>		

**WINNING GRANTS TO STRENGTHEN YOUR MINISTRY**

Skjegstad, Joy	Alban Institute, 2007	BOOK
<p>Joy Skjegstad is an experienced grant-proposal writer who has successfully raised money for a variety of nonprofits over the past 20 years, including a number of ministry organizations. She shows how fundraising can be an integral part of ministry - forcing us into deeper conversation with God, expanding our relationships with others, and building both our faith and our discipline.</p>		

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**WIRED CHURCH: MAKING MEDIA MINISTRY**

Wilson, Len

Abingdon Press

BOOK

Four parts--developing a mission for media, designing media, building a team, buying the tools. CD has tutorial.