
Church Administration web catalog

Title 1	Title 2	Author	Publisher	Media	Summary
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"HOW TO" GRANTS MANUAL: SUCCESSFUL GRANTSEEKING

TECHNIQUES FOR OBTAINING PUBLIC & PRIVATE GRANTS

Bauer, David G.		American Council on Education		BOOK
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This resource clearly addresses the methods, new techniques, and procedures as well as including sample letters, other documents and additional worksheets to help grant seekers write better proposals in less time. Very helpful in understanding the intricacies involved in winning grants and managing awarded funds.

2006 COMPENSATION HANDBOOK FOR CHURCH STAFF

CHURCH LAW AND TAX REPORT

Cobble, James F., Jr., et al		Church Law & Tax Report, 2005		BOOK
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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.

ALBAN PERSONNEL HANDBOOK FOR CONGREGATIONS

Berry, Erwin		The Alban Institute, 1999		BOOK
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Copy 2

Berry, Erwin		The Alban Institute, 1999		BOOK
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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.

APPLICATION BOOKLET FOR CHURCH EMPLOYMENT

(NON MINISTERIAL)

		Church Law & Tax Report, 1996		BOOK
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MISSING 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 for church employees (nonministerial). Please also refer to Selecting and Screening Church Workers #6340.

APPLICATION BOOKLET FOR MINISTERS

		Church Law & Tax Report, 1996		BOOK
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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.

BUILDING FOR EFFECTIVE MISSION

Title 1	Title 2	Author	Publisher	Media	Summary
		Callahan, Kennon L.	Jossey-Bass, 1995		BOOK
		A complete guide for congregations on bricks and mortar issues.			

CARRYING FORWARD THE VISION: PRESBYTERY

MEETING JANUARY 24, 1998

Kumpf, Fred

VIDEO

Presbytery Leadership Development Committee Chair John Stephenson called on unit chairs to give short summations of the work of their units, so that presbytery commissioners might better understand the nature of each unit and be better equipped to suggest people who might be interested in serving these units. The presentation was made 1/24/98 at the Presbytery meeting.

CHANGE OF PASTORS

AND HOW IT AFFECTS CHANGE IN THE CONGREGATION

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.

CHARACTER OF ORGANIZATIONS

USING PERSONALITY TYPE IN ORGANIZATION DEVELOPMENT

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.

CHURCH ARCHITECTURE

BUILDING AND RENOVATING FOR CHRISTIAN WORSHIP

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.

CHURCH GUIDE TO COPYRIGHT LAW, SECOND EDITION

Hammar, Richard R.

Christian Ministry Resources, 1990

BOOK

Copy 2

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.)

CHURCH GUIDE TO EMPLOYMENT LAW

Title 1	Title 2	Author	Publisher	Media	Summary
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	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.				

CHURCH GUIDE TO FINANCIAL REPORTING

CHURCH LAW AND TAX REPORT

	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.				

CHURCH GUIDE TO INTERNAL CONTROLS

CHURCH LAW AND TAX REPORT

	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.				

CHURCH GUIDE TO PLANNING AND BUDGETING

CHURCH LAW AND TAX REPORT

	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.				

CHURCH LAW & TAX REPORT

	Hammar, Richard R., ed., James F. Cobble, Jr., pu		Christian Ministry Resources		PERIODICA
	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 MEETINGS THAT WORK

	Noyce, Gaylord		Alban Institute		BOOK
	This book covers the critical areas in meetings such as leadership, dealing with conflict, energizing participants, and training people to use meetings effectively. The author re-visions church meetings as sprightly events of vitality and purpose in which church members rediscover their common calling, finding practical ways to honor the vision.				

Title 1	Title 2	Author	Publisher	Media	Summary
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CHURCH RESOURCE LIBRARY: HOW TO START IT

AND MAKE IT GROW

Dotts, Maryann J.	Abingdon	BOOK
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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	PERIODICA
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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)	PERIODICA
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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	PERIODICA
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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.

CRITICAL MOMENT OF MINISTRY: A CHANGE OF PASTORS

Mead, Loren B.	The Alban Institute, Inc.	BOOK
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A look at the positive potential of a congregation's time between pastors. How the process used in finding a new pastor can lead to a stronger church, increased ministry and growth in the parish.

DESARROLLO NATURAL DE LA IGLESIA

OCHO CARACTERISTICAS BASICAS DE UNA IGLESIA SALUDABLE

Schwarz, Christian A.	Church Smart Resources	BOOK
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A Spanish version of Natural Church Development. This book presents the practical conclusions drawn from the most comprehensive study conducted on the cause of church growth to help church leaders assess and revitalize their congregations. It is a guide to essential qualities of healthy churches for church growth.

DIRECTORY OF SELECTED PRESBYTERIAN CONFERENCE

CENTERS FOR MEETING PLANNERS

Title 1	Title 2	Author	Publisher	Media	Summary
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Presbyterian Church Camp & Conference PAMPHLET

Contains a chart listing alphabetically 34 sites available throughout the country, with a detailed sheet describing each center. (New Jersey's Johnsonburg is listed under Presbyterian Camp & Conference Center) The back of the folder is a map of the United States showing the location of each facility.

EFFECTIVE CHURCH PLANNING

Schaller, Lyle E.

Abingdon Press

BOOK

Specific and relatively common issues which face nearly every church at one point or another are discussed, as well as budgeting, worship, evangelism, expansion of facilities, tenure, fellowship, and motivation.

EL ABC DEL DESARROLLO NATURAL DE LA IGLESIA

Schwarz, Christian A

Church Smart Resources

BOOK

A Spanish version ABC's Natural Church Development. A short booklet on important principles of church development.

ENTERING THE WORLD OF THE SMALL CHURCH

Pappas, Anthony G.

The Alban Institute, 2000

BOOK

Revised Edition. Small churches face a number of challenges as they seek to be faithful in the 21st century. They also have a needed message of faithfulness for the days ahead. The author states the greatest single resource to accomplish this is quality leadership - leadership that seeks God's heart, that loves the small church, that understands the nature of the small church and can act appropriately within it.

EXCELLENCE IN ADMINISTRATION IN PRESBYTERIAN OFFICES

Bauer, Joyce Phillips

Administrative Personnel Association, PCU BOOK

MISSING 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.

FAITH OR FURY: PREVENTING LOSS AT

YOUR RELIGIOUS INSTITUTION

Guide One Commercial Insurance

GuideOne Insurance, 2000

VIDEO

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 everyone's priority. See also accompanying insurance coverage brochures.

FINANCIAL MELTDOWN IN THE MAINLINE?

Mead, Loren B.

Alban Institute

BOOK

Copy 2

Title 1	Title 2	Author	Publisher	Media	Summary
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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.	Abingdon Press	BOOK
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Five different strategies for increasing the size of the congregation are developed--with applications to small, middle-sized, and larger churches.

Schaller, Lyle E.	Abingdon Press	BOOK
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Copy 2.

GUIDELINES FOR THE EMPLOYMENT OF CHURCH MUSICIANS

IN PRESBYTERIAN CHURCHES

	Presbyterian Association of Musicians	PAMPHLET
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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.

INSPECTING AND MAINTAINING RELIGIOUS PROPERTIES

REVISED EDITION

	New York Landmarks Conservancy	BOOK
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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.

Title 1	Title 2	Author	Publisher	Media	Summary
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LEGAL RESOURCE MANUAL FOR PRESBYTERIAN CHURCH (USA)

MIDDLE GOVERNING BODIES AND CHURCHES 2000-2003

Office of Legal/Risk Management Services, BOOK

This manual is a compilation of advice and resources on topics, such as Property, Incorporation and Boards of Trustees, Copyright and Trademark, Contracts, Personnel, Taxation, Immigration, Risk Mgmt. and Insurance, Estates and Planning Giving.

LIBRARIES & THE INTERNET

Koechley, 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.

LORD'S HOUSE: A GUIDE TO CREATION CAREFUL

MANAGEMENT OF CHURCH FACILITIES

Krueger, Frederick W.

Christian Society of the Green Cross, 1995 BOOK

Copy 2.

MANAGING REPAIR & RESTORATION PROJECTS:

A CONGREGATION'S HOW-TO GUIDE

Goldberg, Shari P.

New York Landmarks Conservancy, Inc., 2 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

Title 1	Title 2	Author	Publisher	Media	Summary
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Evangelism & Church Development Minist BOOK

Copy 2.

ON CALLING A PASTOR: A MANUAL FOR CHURCHES

SEEKING PASTORS

PCUSA, 2000

PAMPHLET

Churchwide Personnel Services series. This manual is designed to be a resource for pastorless churches working with their presbytery committee in discerning God's call to the church and to its new leader.

PARISH PAPER

Schaller, Lyle E., editor

Net Results Resource Center

PERIODICA

A monthly paper usually consisting of one sheet and covering one topic. Sample titles include Programs or Small Groups? How Are You Organized? Why Change?

PASTORAL TRANSITIONS: FROM ENDINGS TO NEW BEGINNINGS

REVISED

Phillips, William Bud

The Alban Institute

BOOK

Covers the process by which pastors and congregations work through the change from one pastorate to another. Both pastors and parishioners may find new ways of constructively preparing for pastoral moves.

Phillips, William J.

Centre for Study of Church & Ministry

BOOK

Covers the process by which pastors and congregations work through the change from one pastorate to another. Both pastors and parishioners may find new ways of constructively preparing for pastoral moves.

PERSONNEL FUNCTIONS OF SESSION

The Synod of Lakes and Prairies, PCUSA VIDEO

Useful for encouraging and assisting sessions in the establishment and use of personnel policies and procedures covering relationships with pastors and other employed and volunteer staff. Video is divided into segments according to the membership size of the churches documented. A local church session can select the one closest to its membership.

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

Title 1	Title 2	Author	Publisher	Media	Summary
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	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.
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**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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**REDUCING THE RISK OF CHILD SEXUAL ABUSE
IN YOUR CHURCH**

	Hammer, Richard E., et al		Christian Ministry Resources	BOOK	Copy 3
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**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.
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**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.
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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.
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Cite this book with page and line numbers as in the following example:

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

RUNNING A LIBRARY

Title 1	Title 2	Author	Publisher	Media	Summary
		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.)		

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

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		

Title 1	Title 2	Author	Publisher	Media	Summary
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SO, YOU'RE A LAY EMPLOYEE IN THE PC(USA)!

Advisory Committee on Lay Employees, P 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.

SUPPORT OF PASTORS

Synod of Lakes and Prairies, PCUSA VIDEO

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.

TELLING THE GOOD NEWS

Bushkovsky, Linda Post Synod of Laks and Prairies, PCUSA BOOK

How to use communication tools and modern technologies to tell the gospel story. Includes public relations, media relations, world wide web, and newsletters.

TWELVE KEYS TO AN EFFECTIVE CHURCH [WORKBOOK]

THE PLANNING WORKBOOK

Callahan, Kennon L. Harper & Row BOOK

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.

VOLUNTEER SERVICE BOOKLET

Church Law & Tax Report, 1996 BOOK

Church Law & 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.

WHEN NOT TO BUILD: AN ARCHITECT'S UNCONVENTIONAL WISDOM FOR THE GROWING CHURCH

Title 1	Title 2	Author	Publisher	Media	Summary
		Bowman, Ray and Eddy Hall	Baker Books, 2000		BOOK
		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.			

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.		