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# Leadership: Officer Education web catalog

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Title 1	Title 2	Author	Publisher	Media	Summary
<b>BLUE BOOK: WHAT WE WISH WE HAD KNOWN FOURTH EDITION</b>					
	First Tuesday Group		The Presbyterian Church, Mt. Kisco, NY	BOOK	Copy 2. Breaking the silence. Moving toward understanding. A resource for individuals and families designed to address the most frequently asked questions about homosexual orientation.
<b>BUILDING EFFECTIVE BOARDS FOR RELIGIOUS ORGANIZATIONS</b>					
	Holland, Thomas P. & David C. Hester, editors		Jossey-Bass Publishers, 2000	BOOK	A handbook for Trustees, Presidents and Church Leaders. This in-depth book offers essential insights to clearly define roles, mission and hierarchical structures into models of collaborative leadership. Interfaith in scope and full of real life examples, this book skillfully demonstrates how a religious board can escape common problems, and how understanding the full depth of the organization's mission can help it best fulfill its intended purpose.
<b>CALLED TO DISCIPLESHIP</b>					
	Michael, Katherine S.		Westminster PC, Minneapolis, MN 2010	BOOK	Leadership training manual to equip and prepare elders, deacons, and trustees; sessions and presbyteries. This extensive, in-depth training program for church officers is designed to engage the whole person and deepen a sense of commitment to the extraordinary call to service in the church. Comes with a CD-ROM. Developed by Rev. Katherine S. Michael, Associate Pastor, Westminster Presbyterian Church, Minneapolis, MN.
<b>CALLED TO SERVE: A WORKBOOK FOR TRAINING NOMINATING COMMITTEES AND CHURCH OFFICERS</b>					
	Witherspoon, Jr., Eugene D. & Marvin Simmers, e		PCUSA, 1997	BOOK	A comprehensive resource to assist churches in preparing officers for leadership. May be used for a three-hour nominating committee training workshop, a pre-ordination retreat, or for individual study.
<b>CARING FOR GOD'S PEOPLE: A HANDBOOK FOR ELDER AND MINISTERS ON PASTORAL CARE</b>					
	Matthew, Stewart and Ken Lawson		The Saint Andrew Press	BOOK	This book is designed to provide guidance for the individual elder, to facilitate training opportunities, and to encourage mutual support for those entrusted with the care of a district or a number of members in their congregation.
<b>CARING FOR THE CAREGIVER: GROWTH MODELS FOR PROFESSIONAL LEADERS AND CONGREGATIONS</b>					
	Harbaugh, Gary L.		Alban Institute	BOOK	To maintain a vibrant religious community, pay attention to the well-being of its professional leadership. The author confronts clergy with their responsibility to care for themselves as well as for others. Contains information on various personnel support systems used by churches.
<b>CARRYING FORWARD THE VISION: PRESBYTERY MEETING JANUARY 24, 1998</b>					
			Kumpf, Fred	VIDEO	Copy 2. 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.

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<b>COMPLETING THE CIRCLE</b>					
<b>REVIEWING MINISTRIES IN THE CONGREGATION</b>					
	McMahill, David R.		Alban Institute, 2003		BOOK
	A respectful, constructive, helpful review of leaders and ministries in a congregation, and the creation of a culture of healthy communication in the congregation				
<b>CREATION AND SHAPING OF AN AMERICAN PRESBYTERY</b>					
	Foltz-Morrison, Robert		Robert Foltz-Morrison, 2009		REPORT
	Copy 2.				
<b>DON'T KNOW MUCH ABOUT BEING A LEADER IN MY CHURCH</b>					
	Johnson, Douglas W.		Abingdon Press, 1996		BOOK
	Filled with examples of people who have used their natural leadership skills and characteristics to make a difference, this resource will help you gain confidence in your ability to lead in your church.				
<b>FINDING OUR WAY</b>					
<b>LEADERSHIP FOR AN UNCERTAIN TIME</b>					
	Wheatley, Margaret J.		Berrett-Koehler Publishers, Inc., 2007005		BOOK
	Incorporating her photographs and poetry in addition to her prose, Finding Our Way sums up Margaret Wheatley's thinking on everything from leadership and management to education and raising children in turbulent times, from societal commentary to specific organizational techniques, and more.				
<b>GOVERNANCE AND MINISTRY</b>					
<b>RETHINKING BOARD LEADERSHIP</b>					
	Hotchkiss, Dan		The Alban Institute, 2009		BOOK
	In Governance and Ministry, the author offers congregational leaders a roadmap and tools for changing the way boards and clergy work together to lead congregations. Hotchkiss demonstrates that the right governance model is the one that best enables a congregation to fulfill its mission - to achieve both the outward results and the inward quality of life to which it is called.				
<b>GROWING CHURCH LEADERS: NEW SKILLS FOR NEW TASKS</b>					
	Ramey, Robert H., Jr.		CTS Press		BOOK
	Useful for training board members and other leaders as an in-depth study or incorporated into meetings. Based on Scripture, it also draws upon other resources congruent with the faith and life of the church, various management theories, and congregational studies.				
<b>GUIDEBOOK FOR A PASTOR SEARCH COMMITTEE</b>					
	Doak, W. Glenn		Desert Ministries Press, 2009		BOOK
	This book will help you understand how a Pastoral Search Committee works, the ways the Holy Spirit is involved in the search and how each measured step and turn in the road is important to the search as a whole.				
<b>GUIDELINES FOR SESSION PERSONNEL COMMITTEES</b>					
	Churchwide Personnel Services		National Ministries Division, PCUSA, 1997		BOOK
	Booklet prepared by Churchwide Personnel Services, vocational services for church professionals, congregations, and governing bodies, a Ministry to The General Assembly Council, PCUA. Included are guidelines for forming a personnel committee, adopting personnel policies, position descriptions, annual reviews, and compensation.				

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**HEALING THE HEART OF YOUR CHURCH: HOW CHURCH LEADERS CAN BREAK THE PATTERN OF HISTORIC CORPORATE DYSFUNCTION**

Quick, Kenneth ChurchSmart Resources, 2003 BOOK

The author shares his story of how the Lord helped him lead his church through the corporate healing process. He gives biblical guidelines on why this is necessary and how you can do it too. Healing topics include: Past Shame; Sinful reactivity; Splits; Pastors who abuse; Churches that abuse pastors. While the road to healing may not be easy, it is possible and necessary.

**HUMBLE LEADERSHIP: BEING RADICALLY OPEN TO GOD'S GUIDANCE AND GRACE**

Standish, N. Graham The Alban Institute, 2007 BOOK

Copy 2. 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.

**LEADERSHIP IN CONGREGATIONS**

Bass, Richard, ed. The Alban Institute, 2007 BOOK

This new book in Alban's Harvesting the Learnings Series, edited by Richard Bass, gathers the collected wisdom of more than 10 years of Alban research and reflection on what it means to be a leader in a congregation, how our perceptions of leadership are changing, and exciting new directions for leadership in the future.

**LEADERSHIP OPTIONS FOR SMALL CHURCHES**

Synod of Lakes and Prairies, PCUSA VIDEO

Video supplements "New Times--New Call." Useful for a Committee on Ministry (COM) representative to use in helping a small church determine its future leadership needs and arrangements. Divided into five parts (pauses between sections allow for discussion).

**LEADERSHIP WITHOUT EASY ANSWERS**

Heifetz, Ronald A. The Belknap Press of Harvard University Press, 1994 BOOK

Drawing on a dozen years of research among managers, officers, and politicians in the public realm and the private sector, among the nonprofits, and in teaching, Heifetz presents clear, concrete prescriptions for anyone who needs to take the lead in almost any situation, under almost any organizational condition, no matter who is in charge.

**MAKING DISCIPLES, MAKING LEADERS A MANUAL FOR DEVELOPING CHURCH OFFICERS**

Eason, Steven P. Geneva Press BOOK

Making Disciples, Making Leaders offers a unique 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 training leaders.

**MINISTRY OF SERVICE: A GUIDE TO THE MEANING OF ORDINATION AND CHURCH OFFICE IN THE PCUSA**

Office of Theology, Congregational Ministries Div, PCU BOOK

A booklet that may assist in the theological understanding of ordination. Useful for G.A. commissioners; church nominating committees; new officer training workshops for elders/deacons; personnel committees; presbytery committees.

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**OVERCOMING RESISTANCE TO CHANGE**

Ridley, Charles R. and Steven J. Goodwin ChurchSmart Resources, 2003 BOOK  
 Few obstacles present more of a challenge to church leaders than resistance to change. It stops progress in its tracks and prevents the implementation of new ideas in our congregations. Yet the more we try to fight that resistance, the stronger it seems to get.

**PASTORAL SEARCH JOURNEY:  
 A GUIDE TO FINDING YOUR NEXT PASTOR**

Vonhof, John The Alban Institute, 2010 BOOK  
 The author provides detailed guidance for search committees to ensure a good match between pastor and congregation. He discusses interim pastors, transitions between pastors, and the use of the Internet and digital media.

**PREPARATION FOR MINISTRY: SESSION'S ROLE IN  
 PREPARATION FOR MINISTRY**

PCUSA VIDEO  
 This five-part video is primarily a resource for a session in the Presbyterian Church (U.S.A.) and for a presbytery committee on preparation for ministry (CPM). This resource outlines the responsibilities of both session and CPM in their work with the person who seeks to enter the ministry.

**PRESBYTERIAN DEACON  
 AN ESSENTIAL GUIDE**

Johnson, Jr., Earl S. Geneva Press, 2002 BOOK  
 A book for new Deacons or old, to explore biblical texts, to describe the office of Deacon as a ministry of Sympathy, witness, and service. Historical information regarding the inclusion of women and ways to incorporate the office into the larger ministry of the Church.

**PRESBYTERIAN ELDER  
 NEWLY REVISED EDITION**

Wright, Paul S. (Revision by W. Ben Lane) Geneva Press, 1992 BOOK  
 This revised version of the 1986 edition is a valuable resource covering many basic topics. It examines the Presbyterian and Reformed understanding of the Christian faith and the qualifications for the office of elder and its importance to the church, as well as the functions of the office.

**PRESBYTERIAN TRUSTEE  
 AN ESSENTIAL GUIDE**

Johnson, Jr., Earl S. Geneva Press, 2004 BOOK  
 The Presbyterian Trustee is a brief, highly useful handbook for trustees in the Presbyterian Church U.S.A. and the first to examine the office. Added features of the book include a liturgy for the installation or recognition of trustees, a glossary, and a list of other recommended resources.

**PREVENTING SEXUAL ABUSE IN CONGREGATIONS  
 A RESOURCE FOR LEADERS**

McClintock, Karen A. The Alban Institute, 2004 BOOK  
 Copy 2.

**SAFE AND SECURE: THE ALBAN GUIDE TO PROTECTING  
 YOUR CONGREGATION**

Hanna, Jeffrey W. Alban Institute BOOK  
 The church is no longer untouched by the secular issues of theft, conflict, and lawsuits. This guide helps church leaders provide secure surroundings for their people and to set in place controls that prevent abuse.

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**SEARCHING FOR A PASTOR THE PRESBYTERIAN WAY  
A ROADMAP FOR PASTOR NOMINATING COMMITTEES**

Foose, Dean E. Geneva Press, 2001 BOOK

This step-by-step guide for nominating committees not only makes the many official guidelines and procedures clear and understandable, but it goes behind the rules and regulations to the deeper theological and practical concerns.

**SELECTED TO SERVE: A GUIDE FOR CHURCH OFFICERS**

Johnson, Earl S., Jr. Geneva Press, 2000 BOOK

Handbook for Presbyterian church officers--elders, deacons, trustees, pastors--covering responsibilities, the biblical and theological principles behind Pres. Govt., worship and discipline as set forth in the Book of Order. Ordination vows, professional and ethical standards, and the Book of Confessions are also covered.

**SELECTING CHURCH LEADERS  
A PRACTICE IN SPIRITUAL DISCERNMENT**

Olsen, Charles M. & Ellen Morseth The Alban Institute, 2002 BOOK

The authors provide a challenging, practical and honest treatment of the biblical concept of discernment compared to the current cultural models of decision making. The book offers a needed corrective to the often agonizing experience of nominating/search committee work by recognizing God's work at the center of the process and providing steps to intentionally connect with Holy Spirit to leadership selection.

**SO YOU'RE ON THE SEARCH COMMITTEE  
REVISED EDITION**

Ketchum, Bunty with Celia Allison Hahn Alban Institute, 2005 BOOK

This book focuses on the experience of pastoral search committees and the unique role that laity in most denominations play in this crucial process. The authors offer insightful reflections on the deeper issues of congregational identity and transformation, as well as raise warnings about some of the obstacles committee members can expect to encounter in the search process.

**SO, YOU'VE BEEN ELECTED A DEACON...  
COPY 1 REVISED AUGUST 2000**

Congregational Ministries Division Presbyterian Church (USA), 2000 VIDEO

This resource is part of a leader development video series. This video is intended primarily for deacons who have been elected but not yet examined or ordained, but also is informative for elders, deacons and clergy who care to learn more about what deacons mean for the church. The User's Guide offers reflection and discussion suggestions.

**SO, YOU'VE BEEN ELECTED A DEACON...  
COPY 6 REVISED AUGUST 2000**

Congregational Ministries Division Presbyterian Church (USA), 2000 VIDEO

Copy 6. This resource is part of a leader development video series. This video is intended primarily for deacons who have been elected but not yet examined or ordained, but also is informative for elders, deacons and clergy who care to learn more about what deacons mean for the church. The User's Guide offers reflection and discussion suggestions.

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Congregational Ministries Division Presbyterian Church (USA), 2000 VIDEO

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<b>SO, YOU'VE BEEN ELECTED AN ELDER...</b>					
<b>COPY 6 REVISED AUGUST 2000</b>					
	Congregational Ministries Division		Presbyterian Church (USA), 2000	VIDEO	
Copy 6. This resource is designed to help pastors and sessions prepare newly elected elders. It is a video survey in six parts covering: personal faith, doctrine and government, and duties of the office.					
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**SPIRITUAL LEADERSHIP FOR CHURCH OFFICERS**

**A HANDBOOK**

Gray, Joan S.

Geneva Press, 2009

BOOK

This timely new leadership guide for the PC(USA) is written for church officers who are looking for a deepened relationship with God. Author Joan S. Gray, Moderator of the 217th General Assembly of the PC(USA), challenges elders and deacons to see themselves as spiritual leaders and equips them to lead alongside their pastors. She lays out a variety of leadership styles and helps leaders understand when each is appropriate; and then provides resources for dealing with relationships in the church and identifies ways churches can be supportive of the spiritual leadership of elders and deacons.

**WE BELIEVE: A STUDY OF THE BOOK OF CONFESSIONS**

Eberts, Harry W., Jr.

The Geneva Press

BOOK

A study of the Book of Confessions for church officers. Continuing Education Series for Church Officers resource.

**WE WON'T LET IT HAPPEN HERE!**

**PREVENTING CHILD SEXUAL ABUSE IN THE CHURCH**

Rifner, Lois and Susan Keil Smith

Presbyterian Child Advocacy Network, PCUSA, 1997

Copy 2.

**WE WON'T LET IT HAPPEN HERE! SECOND EDITION**

**PREVENTING CHILD SEXUAL ABUSE IN THE CHURCH**

Rifner, Lois and Susan Keil Smith

Presbyterian Child Advocacy Network, PCUSA, 2002

BOOK

Copy 2.

**WHEN BETTER ISN'T ENOUGH**

**EVALUTATION TOOLS FOR THE 21ST CENTURY CHURCH**

Hudson, Jill M.

The Alban Insitute, 2004

BOOK

Copy 3.

**WHEN CHILD ABUSE COMES TO CHURCH**

Anderson, Bill

Bethany House Publishers, 1992

BOOK

The author offers guidance for recognizing sexual abuse, knowing what to do about - and possibly preventing it from happening. The resource is a valuable tool for parents, church leaders, and anyone who provides care for children.

**WHEN MOSES MEETS AARON: STAFFING AND SUPERVISION**

**IN LARGE CONGREGATIONS**

Rendle, Gil & Susan Beaumont

Alban Institute, 2007

BOOK

Gil Rendle and Susan Beaumont have taken the best of corporate human resource tools and immersed them in a congregational context, providing a comprehensive manual for supervision, motivating, and coordinating staff teams.

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**WHO, ME LEAD A GROUP?**

Clarke, Jean I.	Winston Press	BOOK
Concise, easy-to-use guide for anyone who works with adults and wishes to lead a group with confidence. Written by an educator with 25 years experience in group leadership.		

**WORK OF THE DEACON AND DEACONESS, REV. ED.**

Nichols, Harold	Judson Press	BOOK
A Baptist deacon covers the work of the office as he sees it. The origin of the deacon, requisites and qualifications, organization, ordinances, worship, the unchurched, training, relationships, finances, and the role of the deaconess. Letters and reference cards, a fellowship friendship plan, and a zone visitation plan are included.		

**WORSHIP HANDBOOK FOR CHURCH OFFICERS AND LEADERS**

Stake, Donald Wilson	Presbyterian Publishing House	BOOK
Continuing Education Series for Church Officers, part of the Presbyterian and Reformed Educational Ministry (PREM). The book is written for church leaders who share the responsibility for assisting in worship and for encouraging the worship of the people.		