
Leadership: Officer Education web catalog

Title 1	Title 2	Author	Publisher	Media	Summary
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BUILDING EFFECTIVE BOARDS FOR RELIGIOUS ORGANIZATIONS

	Holland, Thomas P. & David C. Hester, editors	Jossey-Bass Publishers, 2000	BOOK
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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.

CARING FOR GOD'S PEOPLE: A HANDBOOK FOR ELDERS

AND MINISTERS ON PASTORAL CARE

	Matthew, Stewart and Ken Lawson	The Saint Andrew Press	BOOK
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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.

CARING FOR THE CAREGIVER: GROWTH MODELS FOR

PROFESSIONAL LEADERS AND CONGREGATIONS

	Harbaugh, Gary L.	Alban Institute	BOOK
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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.

CARRYING FORWARD THE VISION: PRESBYTERY

MEETING JANUARY 24, 1998

		Kumpf, Fred	VIDEO
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Copy 2.

CHRIST'S CALL TO OPENNESS: THE REPORT OF THE

INCLUSIVISM TASK GROUP, PRESBYTERY OF ELIZABETH

		Presbytery of Elizabeth, PCUSA	PAMPHLET
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Contains History and Renewal of Presbytery's Commitment; AA/EEO Statement; New Policies and Assignment of Responsibilities; Education for Openness.

CHURCH OFFICER PREORDINATION CURRICULUM,

PARTICIPANTS BOOK (REVISED)

	Simpson, James E.	Geneva Press	BOOK
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Program is based on the requirements for ordination found in the Constitution (Book of Order). Contents include: Religious Experience, Faith of the Church, Duties of Elders and Deacons, Church Order, and Knowledge of the Local Church Situation.

CHURCH OFFICER PREORDINATION CURRICULUM, LEADERS

GUIDE REVISED

Title 1	Title 2	Author	Publisher	Media	Summary
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	James E. Simpson		The Geneva Press		BOOK
	Designed to prepare officers-elect for ordination. Based on the requirements for ordination as stated in the Constitution (Book of Order, G-6.0100).				

CLERK OF SESSION: A GUIDE TO ROLES AND RESPONSIBILITIES

	Hess, Kurtis C.		Blue Ridge Presbytery		BOOK
	A companion work to A Quick Reference Guide to the Form of Government, Book of Order, published by Blue Ridge Presbytery.				

CLERK OF SESSION: A MANUAL (REVISED)

	Randolph, Gene		Self-published		BOOK
	A guide for Clerks of Session, which does not presume that the office holder has had long experience in the church, has been an elder or has ever held the office of clerk of session. Expectations are that today's new clerks will pass on the responsibility to an early successor.				

COMPLETING THE CIRCLE

REVIEWING MINISTRIES IN THE CONGREGATION

	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				

CONSIDER YOUR MINISTRY, FIFTH REVISED EDITION

	Simmers, Marvin L., rev. and ed.		Presbyterian Publishing House		BOOK
	MISSING A study manual for new officers in the Presbyterian Church (U.S.A.). This edition contains information and questions regarding the reunion of the United Presbyterian Church in the U.S.A. and the Presbyterian Church in the United States. Also includes latest amendments to our Constitution and a new and updated bibliography for continuing study.				

DON'T KNOW MUCH ABOUT BEING A LEADER IN MY CHURCH

	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.				

DR. JACK ROGERS: ESSENTIALS OF BIBLICAL INTERPRETATION

			Essential Media Services		VIDEO
	For two 30-minute or one 60-minute class. Sessions or new church officers might review what the ordination vow about believing the scriptures means.				

GROWING CHURCH LEADERS: NEW SKILLS FOR NEW TASKS

Title 1	Title 2	Author	Publisher	Media	Summary
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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 P

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 Ministr

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.

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 EXPECTATION INVENTORY

Title 1	Title 2	Author	Publisher	Media	Summary
	Vocation Agency		UPCUSA		BOOK
	One of four booklets in Toward the Improvement of Ministry Series. Provides a basis for pastor and session to identify priorities, the time required for each, how these responsibilities will be shared, how clear objectives for the work of the church can be set and the results measured. Particularly useful in new pastoral relationships to establish mutual expectations.				

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	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

Wright, Paul S. (Newly Revised by W. Ben Lane, e	Westminster/John Knox Press	BOOK
Resource for current and future elders. Topics covered include the Presbyterian and Reformed understanding of the Christian faith; qualifications of elders and how determined; the functions of the office; the role of elders in the session and in presbytery; and their relationship to pastors and to the whole church.		
Wright, Paul S. (Revision by W. Ben Lane)	Westminster Press	BOOK
This easy-to-use guide is a valuable resource for current and future elders. It covers topics such as the Presbyterian and Reformed understanding of the Christian faith and the qualifications of elders and how these are determined, as well as functions of that office. It discusses the role of elders in the session and in the presbytery and their relationship to pastors and to the whole church.		

PRESBYTERIAN POLITY FOR CHURCH OFFICERS

Gray, Joan S. and Joyce C. Tucker	John Knox Press	BOOK
A detailed, comprehensive interpretation of the Book of Order.		

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

Title 1	Title 2	Author	Publisher	Media	Summary
		McClintock, Karen A.	The Alban Institute, 2004		BOOK
		Copy 2.			

PROPOSAL FOR CONSIDERING THE THEOLOGY AND PRACTICE OF ORDINATION IN THE PCUSA, STUDY GUIDE

Theology and Worship Ministry Unit, PCU 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.

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 2 REVISED AUGUST 2000

Congregational Ministries Division

Presbyterian Church (USA), 2000

VIDEO

Copy 2. 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.

Title 1	Title 2	Author	Publisher	Media	Summary
	Congregational Ministries Division		Presbyterian Church (USA), 2000	VIDEO	Copy 3. 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 infomative 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.
	Congregational Ministries Division		Presbyterian Church (USA), 2000	VIDEO	Copy 4. 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 infomative 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.
	Congregational Ministries Division		Presbyterian Church (USA), 2000	VIDEO	Copy 5. 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 infomative 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.
	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 infomative 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.
	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 infomative 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 AN ELDER...

COPY 6 REVISED AUGUST 2000

	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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SYMPATHY, WITNESS AND SERVICE: THE MINISTRY OF THE DEACONS

			Presbytery of San Gabriel, PCUSA	VIDEO	Video depicts deacons performing some of their duties and also discussing among themselves their initial feelings of inadequacy about visiting the sick, the bereaved, and others who needed their help. New deacons will find it encouraging and full of practical hints for doing a competent and compassionate job.
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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.
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WE WON'T LET IT HAPPEN HERE!

PREVENTING CHILD SEXUAL ABUSE IN THE CHURCH

	Rifner, Lois and Susan Keil Smith		Presbyterian Child Advocacy Network, PC		Copy 2.
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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, PC	BOOK	Copy 2.
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WHEN BETTER ISN'T ENOUGH

EVALUTATION TOOLS FOR THE 21ST CENTURY CHURCH

	Hudson, Jill M.		The Alban Insitute, 2004	BOOK	Copy 3.
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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.
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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.
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Title 1	Title 2	Author	Publisher	Media	Summary
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WORK OF THE DEACON AND DEACONESS, REV. ED.

Nichols, Harold	Judson Press	BOOK
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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
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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.