RETENTION OF CCA

Personnel/Human Resource Management

Staff Development

Berry, Erwin. *The Alban Personnel Handbook for Congregations*. The Alban Institute, 1999.
ISBN# 1-56699-214-1
This handbook provides practical and proven strategies for managing church staff, and addresses the particular ethical issues that faith communities need to consider to serve as effective stewards of those whom they employ.

Covey, Stephen M.R. with Rebecca R. Merrill, *The Speed of Trust The One Thing that Changes Everything.* Simon & Schuster, Inc. 2006.
ISBN# 0-7432-9730-X
The Speed of Trust offers an unprecedented and eminently practical look at exactly how trust functions in our every transaction and relationship—from the most personal to the broadest, most indirect interaction—and how to establish trust immediately so that you and your organization can forego the time–killing, bureaucratic check–and–balance processes so often deployed in lieu of actual trust.

Parchman, Joyce. *Church Staff Evaluation.* NACBApress, 2001.
ISBN# 0-9705433-1-X
Church Staff Evaluation takes a look at the why, the when, the how of evaluation. Includes sample evaluation instrument as well as information on personnel manual content.

Reina, Dennis S., Ph.D. and Michelle L. Reina, PhD. *Trust and Betrayal in the Workplace-Building Effective Relationships in Your Organization.* Berrett-Koehler Publishers, 2006.
ISBN# 9781576753774
Presents a powerful research-based and field-tested model for building trust within any organization.

Westing, Harold J. *Church Staff Handbook*. Kregel Publications, 1997.
ISBN# 0-8254-3973-6
Provides a blueprint for developing a spiritually strong and effective ministry team in the local church.

Congregational Leadership

Emerging Models of Governance. Alban Institute Congregations Magazine, Spring 2005.
ISBN# Volume 31, Number 2
A collection of articles on how the board that is intentionally engaged with the life of the congregation can have a renewing and revitalizing effect on the congregation.

Bonem, Mike and Roger Patterson *Leading From the Second Chair : Serving Your Church, Fulfilling Your Role, and Realizing Your Dreams*. Wiley, Jossey-Bass, 2005
ISBN# 0-7879-7739-X
It recognizes the unique challenges and frustrations of serving in a subordinate position and equips these leaders with the attitudes and skills that they will need to survive and thrive in this new paradigm.

Cladis, George *Leading the Team-Based Church: How Pastors and Church Staffs Can Grow Together into a Powerful Fellowship of Leaders.* A Leadership Network Publication, Wiley, 1999.
ISBN# 978-0-7879-4119-2
Through down-to-earth stories from his own experience and those of clergy in both mainline and evangelical churches, Cladis offers an exciting alternative to the traditional forms of church leadership, enabling pastors, congregational leaders, and staff to breathe new life into their ministries and unleash the full potential of the entire ministry team.

Lott, David B. *Conflict Management in Congregations*. The Alban Institute, 2001.
ISBN# 1566992435
Divided into three sections that explore the dynamics of conflict, conflict management techniques, and dealing with conflict in specific contexts, this book serves as a comprehensive primer that no pastor or congregational leader will want to be without.

Morgan, Tony and Tim Stevens *Simply Strategic Volunteers: Empowering People For Ministry.* Group Publishing, 2005.
ISBN# 0764427563
The authors give you field-tested ideas on how to create a serving environment, structure unique serving roles, help people learn how God has wired them for ministry and more.

Newton, Phil A. *Elders in Congregational Life: Rediscovering the Biblical Model for Church Leadership.* Kregel Publications, 2005.
ISBN# 978-0-8254-3331-3
In this practical book, experienced pastor Phil Newton explains the necessity of elder plurality and how it functions in a congregational setting.

Sande, Ken *The Peacemaker.* Baker Books, 2004
ISBN# 0801064856
The Peacemaking Pastor provides a survey of the nature and kinds of conflict typical in the pastorate to bring to light the need to recover the ministry of reconciliation.

Stahlke, Les with Jennifer Loughlin *Governance Matters: Balancing Client and Staff Fulfillment in Faith-based Not-for-profit Organizations.* Governance Matters.Com, Inc, 2004.
ISBN# 0973368500
One model for governance, leadership and management built on a foundation of biblical values and common sense. This book puts the pieces together with clarity and conviction.

Swetland, Kenneth L. *Facing Messy Stuff in the Church*. Kregel Academic & Professional, 2005
ISBN# 0825436966
A collection of fourteen case studies that give church leaders practical and realistic preparation to handle tough issues like sexual harassment, pornography, divorce, and the effects of abortion. Includes discussion questions and a bibliography of additional resources.

Wackman, Daniel, Elam Nunnaly, Phyllis Miller, and Sherod Miller *Connecting with Self and Others*. Interpersonal Communication, 1988.
ISBN# 0-917340-15-9
How well you communicate with your friends, partner, family, and people at work, determines in large part how satisfying these relationships are.

Congregational Leadership continued

Welch, Robert H. *Church Organization Manual*. NACBApress, 2002.
ISBN# 9780970543332
The Church Organization Manual provides job descriptions, committee policies, salary plans, church use policies, space utilization policies, benevolence policies, and forms which can be copied or purchased.

Theology of Stewardship

Blanchard, Ken and S. Truett Cathy *The Generosity Factor.* Zondervan, 2002.
ISBN# 0310246601
A modern day parable teaching the joy of generosity, service, and relationships.

Mead, Loren B. *Financial Meltdown in the Mainline?* The Alban Institute, 1998.
ISBN# 1566991978
Mead addresses changing church giving patterns; the inconsistent ways congregations keep financial records; the lack of coordinated short- and long-range planning; the need for knowledge of sound financial techniques such as accounting for inflation; an over-reliance on "restructuring" to fix problems; and lack of defensive planning for operational costs.

Hotchkiss, Dan *Ministry & Money.* The Alban Institute, 2002.
ISBN# 1566992613
Dan Hotchkiss wants to help clergy overcome their own anxieties about money matters so they can help others address the personal, social, and congregational aspects of this challenging and often difficult topic.

Hudnut-Beumler, James *Generous Saints.* The Alban Institute, 1999
ISBN# 1566992109
A constructive theology and ethics of money in the Christian life deals with vital questions. "What does the Lord require? what is the true meaning of the term 'commonwealth?' and how does the church build a stable base for its members to live ethical lives?" A positive approach to forming the basis for new thought and discussion.

Reeves, Michael, Rob Fairly, Sanford Coon *Creative Giving: Understanding Planned Giving and Endowments.* Discipleship Resources, 2005.
ISBN# 0881774707
Intimidated by numbers? Most church leaders are. If you're not the sort who would find it fun to plot your budget in Roman numerals, this book is for you! It is the perfect resource to teach staff about distinctive strategies for church financial planning, such as bequests and other planned giving.

Reeves, Michael D. *Extraordinary Money.* Discipleship Resources, 2002.
ISBN# 0881773794
Extraordinary Money is not a capital campaign program; rather, it is an excellent tool to help churches determine if a capital campaign suits their setting.

Reeves, Michael D. and Jennifer Tyler *Faith & Money: Understanding Annual Giving in Church.* Discipleship Resources, 2004.
ISBN# 0881774103
Grounded in the gospel, *Faith & Money* identifies the challenges of fund development in local congregations, develops a consistent theological foundation for fund development, and guides congregations in building worthy expectations and attitudes on how to fund ministry.

THEOLOGY OF STEWARDSHIP continued

Schaller, Lyle E. *The New Context for Ministry: The Impact of the New Economy on Your Church*. Abingdon Press, 2002.
ISBN# 0687065801
In this informative guide to fund-raising in the new economy, Schaller helps the reader navigate through the difficulties and opportunities for churches in this new age of charitable giving.

Office Management

Information Management

Flynn, Nancy *The ePolicy Handbook: Designing and Implementing Effective E-Mail, Internet, and Software Policies*. AMACOM/American Management Association, 2000.
ISBN# 0814470912
The most effective--and least used--way for a company to protect itself is by developing clear, comprehensive e-policies. Packed with step-by-step guidelines, sample policies, and e-disaster stories.

Schweitzer , Douglas *Internet Security Made Easy.* AMACOM/American Management Association, 2001.
ISBN# 0814471420
This versatile book is a step-by-step guide to solving both the common and the more complex security issues (and protecting your precious information).

Spiegel, Aaron, Nancy Armstrong, and Brent Bill. *40 days and 40 Bytes*. The Alban Institute, 2004.
ISBN# 1-56699-298-2
40 Days and 40 Bytes will help your congregation explore technology so you can decide, from a ministry and culture standpoint, what you need to do. The goal: godly service—not technological glitz.

Property Management

Chandler, Ron M., G. L. Lashley, and Joyce Parchman *Thy Kingdom Clean.* NACBApress, 2001.
ISBN# 0970543328
The book provides guidance on hiring of employees, outsourcing cleaning and maintenance needs, proper care of floors, handling of hazardous materials, safety measures, scheduling, evaluating workers performance, accepted cleaning standards and more.

Cotts, David and Edmond, P. Rondeau *The Facility Manager's Guide to Finance & Budgeting.* Amacom, 2007.
ISBN# 0814401597
This book is the first primer designed to teach the ropes quickly, concisely, and with minimum pain. The book explains how to: * Understand the essential concepts of facility work programs and programmatic planning and budgeting * Develop and manage an annual expense budget, then evaluate the results * Make financially sound “”go/no go”” decisions on projects requiring capital funding * Pinpoint significant cost-savings and cost-containment areas * Use unit-cost indicators to benchmark facility management initiatives * Create an information system and database that ties directly into the budget.

Couchenour, William L. *Churches...Before You Build*. Cogun, Inc., 2003.
ISBN# 0975363603
The purpose of this book is to acquaint you with the major aspects of a building program so that you can increase the opportunity for a successful and satisfying journey.

Communication and Marketing

Reising, Richard L. *Church Marketing 101: Preparing Your Church for Greater Growth.* Baker Books, 2006
ISBN# 0801065925
If you're a pastor or a layperson serving on an outreach committee or evangelism team, reading this book will help you avoid the pitfalls that prevent churches from growing.

Vassallo, Wanda *Church Communications Handbook: A Complete Guide to Developing a Strategy, Using Technology, Writing Effectively, and Reaching the Unchurched.* Kregel Academic & Professional, 1998
ISBN# 0825439256
A communications specialist discusses communication in the local church--advertising, talking with the media, communicating with members, and utilizing technology. Includes helpful forms, checklists, and examples from cutting-edge churches.

Strategic Planning

Financial Management

Busby, Dan *Donor-Restricted Gifts Simplified.* Evangelical Council for Financial Accountability (ECFA), 2007
Donor-imposed restrictions create specific responsibilities for the recipient ministry to comply with ethical practices, generally accepted accounting principles and ECFA Standards.

Callahan, Kennon L. *Effective Church Finances: Fund-Raising and Budgeting for Church Leaders*. Jossey-Bass, 1997.
ISBN# 0787938696
This step-by-step guide to healthy habits of church finances will help church leaders focus their best creativity, leadership, and energy on advancing their mission.

Capin, Gregory *Accounting and Financial Guide for Christian Ministries.* Evangelical Joint Accounting Committee, 1997.
This Guide includes helpful information and detailed exhibits to assist Christian ministries to account for and report on their varied activities in compliance with generally accepted accounting principles.

Johnson, Janice and Ruben Swint *Weaving Our Lives Together.* NACBApress, 2004.
ISBN# 0-9705433-6-0
Together is a unique, creative program that will develop more generous and faithful stewards in your congregation; create new givers, increase funding for ministries and programs, increase involvement of members, build a new depth of relationships within your congregation, and develop a greater understanding of your church s mission, vision, and values.

Skjegstad, Joy *Winning Grants to Strengthen Your Ministry.* The Alban Institute, 2007
ISBN# 1566993415
She shows how fund-raising 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.

Stewardship of Self

Bullock, Richard and Richard J. Bruesehoff *Clergy Renewal: The Alban Guide to Sabbatical Planning.* The Alban Institute, 2000.
ISBN# 1566992230
The sabbatical renewal leave: planning, taking leave, being on sabbatical, and re-entering the place of work. We've tried to address the concerns of the congregation, the family, co-workers and the person who is planning the sabbatical.

Miller, Linda J. and Chad W. Hall *Coaching for Christian Leaders: A Practical Guide.* Chalice Press, 2007.
ISBN# 0827205074
Centering totally on the nature and ministry of Christian coaching, Miller and Hall provide an overview of the growth and development of coaching and its application to Christian ministry.

Oswald, Roy M. *Clergy Self Care: Finding a Balance for Effective Ministry.* Alban Institute, 1991.
ISBN# 1566990440
Discover how imbalances in your physical, emotional, spiritual, and intellectual lives can destroy the very ministry you seek to carry out. Learn what you can do to restore that balance.

Sanders, Tim The Likeability Factor: How to Boost Your L-Factor and Achieve Your Life's Dreams. Three Rivers Press, 2006.
ISBN# 1400080509
Sanders, a Yahoo! leadership coach, is able to deconstruct complex subjects such as personality traits, and the book's value is in guiding readers toward understanding that likability isn't an accident of birth but a skill that can be learned (exercises are included).

Sisk, Ronald D. *The Competent Pastor: Skills and Self-Knowledge for Serving Well.* Alban Institute, 2005.
ISBN# 1566993040
This book is intended to help ministers, seminarians, and lay people who work with ministers to understand two concepts: What does it mean to say that a minister is *competent*? How does a competent minister *function*?

Tadlock, John W. *When It's Rush Hour All Day Long: Finding Peace in a Hurry-Sick World.* New Hope Publishers, 2003.
ISBN# 1-56309-770-2
For multitaskers, workaholics, and clock watchers everywhere, life can be simpler and better. A recovered hurry addict, John Tadlock maintains that hurry is the greatest obstacle to an active, growing spirituality.

Legal & Tax Matters

Akin, Daniel, Jr., James Leo Garrett, Robert L. Reymond, and James R. White *Perspectives on Church Government: Five Views of Church Polity.* B&H Publishing Group, 2004.
ISBN# 080542590X
Perspectives on Church Government presents in counterpoint form the basic models of church government which have developed over the course of church history with a view toward determining which is most faithful to Scripture. Each chapter will be written by a prominent person from within each tradition—with specific guidelines dealing with the biblical, historical, and theological issues within each governance tradition.

Busby, Dan *Zondervan Church and Nonprofit Tax and Financial Guide*, Zondervan, Annually
This annual reference remains one of the few resources offering tax and financial advice to churches and nonprofit organizations. An invaluable resource packed with timely information!

Legal & Tax Matters continued

Busby, Dan *Zondervan Minister's Tax Guide.* Zondervan, Annually.
For years, ministers have trusted this handy resource to save them time and money. This easy-to-understand workbook simplifies the tax code, provides a line-by-line explanation of the 1040 Form, supplies sound retirement planning helps, offers dozens of tips to reduce your tax bill, and much more.

Cobble, James E. , Jr. and Richard R. Hammer *Risk Management Handbook for Churches and Schools*. CMR, 2007.
ISBN# 0-917463-31-5
The goal is to empower congregations and schools through acts of leadership and caring to differentiate good risks from bad risks, and to the extent possible, eliminate those things that harm people and ministry.

Hammer, Richard R. *Pastor, Church & Law: Vol. 3 Employment Law.* Your Church, 2007.
ISBN# 978-0-0917463-35-8
Churches don't always think of themselves as employers. Yet this is one of the key roles a church plays. As an employer, is the church subject to the same legal obligations that apply to secular employers? Protect your church from employment litigation by keeping this resource on hand.

Schantz, Matthew R. and Ami Williams *The Church, Copyright & Communications* Fishhook, 2006.
This 3 CD set describes: what copyright means, what's protected (and what's not) under the law, and rights of the copyright owner.

Skjegstad, Joy *Starting a Nonprofit at Your Church*. The Alban Institute, 2002.
ISBN# 1566992656
Joy Skjegstad outlines the step-by-step procedures for setting up a 501(c)3 nonprofit organization connected to a congregation using simple, easy-to-understand terminology and plenty of examples from churches that have already taken on this task.

Christian Perspectives & Theology of Church

Theology and Ethics of Church Administration

General

Bell, Rob, Nancy Beach, John Maxwell, Joseph Stowell, Lyle Schaller, James Meeks and Ed Young *The Church Leader's Answer Book.* Tyndale House Publishers, 2006.
It offers battle-tested advice on nearly every topic imaginable, from church furnishings to staff meetings. Includes sidebars, callouts, charts, and graphs; case studies and checkups for ministry assessment; interviews with experienced and successful church leaders; and an extensive resource list.

Powers, Bruce P. *Church Administration Handbook*. B&H Publishing Group, 1997.
ISBN# 0805410619
This edition offers practical administrative guidelines, organizational hints, advice on personnel matters and much more.

Welch, Robert H. *Church Administration: Creating Efficiency for Effective Ministry*. B&H Publishing Group, 2005.
ISBN# 0805431640
For churches and religious nonprofits, the business of business is not business-it is ministry. Church Administration will assist the pastors and church administrators in becoming effective and efficient leaders, managers, and administrators.

Shawchuck, Norman *Managing the Congregation: Building Effective Systems to Serve People*. Abingdon Press, 1996.
ISBN# 0687088984
Identifying systems and relationships within the congregation enables church leaders to be intentional and structured in their approach to change. Contributes to our understanding of how to design, implement, or change systems within the congregation in order to enhance the effectiveness of ministry.

Stevens, Tim and Tony Morgan *Simply Strategic Stuff: Help for Leaders Drowning in the Details of Running a Church.* Group Publishing, 2003
ISBN# 0764426257
Some say it's the little things that matter the most...but the little details are often what pastors dread the most. Dread no more! Simply Strategic Stuff equips pastors to perform the administrative details of pastoring with ease--and enthusiasm. This book encourages pastors to consider basic principles that will help them develop systems and structures for releasing growth, enabling churches to reach their communities and the world for Jesus Christ!