

## Projects by Subject

### PROJECT CATEGORY

Project Title	Author	Date	Web	Stack #
<b>Congregational Leadership</b>				
An Administrative Plan for Releasing God's People in a Ministry of Excellence	Dr. Michael D. Currans		N	435
Planning a Church Anniversary Celebration	Mrs. Sharon E. Davis		N	365
The Development and Birthing of Belmont Church's Ministry to the Poor	Mr. William F. Ruff		Y	739
Media and Ministry	Mrs. Cecelia J. Smith		N	519
Developing Purpose Driven Committees	Rev. Michael J. Wehner		N	454
Policy Guidelines for Accountable Church Leaders	Ms. Cheryl Anderson, CCA	2010	Y	831
Guiding the Laity to Spiritually Discerned Discipleship	Ms. Vernon Davis		Y	729
How a Shepherd Leads His Flock: Governance for a Nondenominational Church	Mrs. Weslia V. Echols	2003	Y	572
The Committee System of Volunteerism	Ms. Judith A. Young, CCA		N	169
Member Resources Management System For Church Vitality	Ms. Lynn L. Francis, CCA		N	68
Developing Congregational Leadership	Ms. Lois V. Nyman, CCA		N	82
Committee Designs for the 90s	Mr. Don Guy, CCA		N	224
Administrative Awareness for Small Black Churches	Ms. Joyce Q. Gaston, CCA	2003	Y	609
Developing Volunteer Staff As Alternatives to Paid Staff	Mrs. Mary Lois Davis, CCA		N	316
Unused, Neglected, and All Wrapped Up: Now What?	Mr. Robert Adams		N	293
Why the Church Needs Change: A Circular Organizational Chart That Encourages Team Ministry at Ebenezer Baptist Church, West	Mrs. Theresa Lynn Brown	2006	Y	716
The Task Ahead	Ms. Carolyn J. Brinsley	2005	Y	671
Planning And Coordinating A Church Anniversary Celebration	Mr. J. Craig Lawless, CCA		N	415
Effective Volunteerism: A Practical Response	Mrs. Nancy L. Lauber, CCA		N	103
Knowing How To Work With and Through Westminster Presbyterian Church	Roy E. Burford		N	396
Servant (volunteer) Training Program	Mrs. Sherryl N Reeder	2010	Y	834
These Committees Will Have Me Committed: Developing a Committee Structure at First Presbyterian Church	Mrs. Jennifer J. Childers, CCA	2010	Y	812
Planning for a Second Pastor-Preparing for Change	Mrs. Carla R. Heintz, CCA	2010	Y	824
Governance at Bidwell Presbyterian Church	Ms. Lisa Stone, CCA	2010	Y	810
Moving Church History into the 21st Century	Ms. Beverly Kay Hollen McFarland, CCA	2010	Y	821
Manual for Committee on Ministry Liaisons	Rev. Cynthia L. Walton		N	162
Putting Our Gifts to Work, Developing A Volunteer Program	Mr. Richard L. Galbreath		N	297
Committees and/or Teams in Church Leadership	Ms. Gwen Coburn, CCA	2011	Y	855

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<b>Congregational Leadership</b>				
The Implementation Process of a Child Safety Policy	Mr. Richard E. Bush, CCA	2010	Y	840
Volunteer Program for the Church Office	Mrs. Adell F. Anderson		N	138
Two Sides of the Lay Ministry Coin: The Shallow Talent Pool & the Burned-Out	Rev. Michael R. Hunter		N	220
Orchestrating The Melodies of The Church and Its Members	Mr. Phillip A. Nall		N	207
Discerning, Discovering, and Deploying Spiritual Gifts	Mr. Bobby W. McNew		N	283
Volunteer Service in the Church, The	Mrs. Carol M. Cooper, CCA		N	33
Developing a Respite Program for the Developmentally Disabled	Dr. David C. Lewis		N	381
The Volunteer Involvement Program: Mobilizing The Dormant Resource	Mr. Jon Shepeluk		N	434
Organizing a Church's Leadership During Transformation	Rev. James D. Burton		Y	615
Developing and Implementing Discipleship Ministries	Dr. Ronald S. Blevins		N	380
<b>Congregational Leadership, Personnel Management, Staff Development, Theology and Church</b>				
Being Mary in a Martha Environment	Mrs. Janet T. Bracewell	2008	Y	769
<b>Congregational Leadership, Theology and Church</b>				
Development of the Support and Infrastructure for and Effective Prayer Ministry	Mr. David George Bender		Y	758
<b>Facilities Management</b>				
Disaster Preparedness Plan	Mrs. Laurie Peterson		Y	724
Implementing an Energy Management System	Mr. Alan Ware	2007	Y	763
Construction Management: Project Scope to Contractor Selection	Mr. Gregory Welsh, CCA	2010	Y	822
An Alternative to Traditional Burial in the 21st Century	Mrs. Debora S. Holcombe, CCA	2010	Y	838
The Installation of Change Ringing and Chiming Bells in an Existing Tower	Ms. Paula Deeme Slack, CCA	2010	Y	828
Guide to Evaluation and Purchase of a Church Organ	Mr. John D. Gibbs		N	174
Safety & Security Policy for Churches	Rev. Gregory K. Gordon	2004	Y	654
Scheduling Facility Events into Three Sites for a One Clustered Community	Mrs. Mary C. Nilsson	2002	Y	546
"The Ministry and Administration of Congregational Food Service"	Mrs. Margaret O. Lawley, CCA	2004	Y	601
I Found My Niche - Do You Know Where Your Niche Is? A Columbarium - the Urban Church Cemetery	Ms. Carol Garbisch		Y	699
Maintenance and Repair Manual for Fairview Presbyterian Church	Ms. Roberta Griffis	2004	Y	653

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Project Title	Author	Date	Web	Stack #
<b>Facilities Management</b>				
First Impressions	Mr. James S. Myers, CCA	2010	Y	837
Developing a Maintenance Program for a Church on National Register of Historic Places-Jasper FUMC	Mr. William L. Green, CCA	2001	Y	528
Selection, Installation & Integration of Facility, Security, Access, Monitoring & Alarm Systems	Rev. David E. Wagner	2007	Y	748
Building Use Policies Designed for a Community Church	Mrs. Carol J. Parrish, CCA	2002	Y	533
Developing a Master Site Plan for an Existing Church	Mr. Ross Burton	2003	Y	595
Development of a Church Child Care Center	Mrs. Barbara J. Alpine, CCA	2001	Y	527
Facilities Preventive Maintenance Plan	Mr. Arthur T. Stemmermann, Jr.	2005	Y	645
Developing Church Financial Policies and Procedures	Mr. Claud D. McHorse		N	264
Developing a Facilities Manual During Relocation or Building Process	Mrs. Andrea L. McCoy		N	276
The Development of the Policy and Guidelines for Use of Church Facilities for Algersgate United Methodist Church	Mrs. Elizabeth Hillenbrand, CCA	2011	Y	857
<b>Facilities Management,General Administration,Operations Manual,Property Management</b>				
Columbarium Administraton	Mr. Phillip S. Boggs	2002	Y	535
<b>Facilities Management,Information Systems</b>				
Communications: Rewire Your Church	Mr. Steacy E. Housholder		Y	318
<b>Facilities Management,Operations Manual</b>				
Planning for the Future: The Necessity of a Long Term Maintenance Schedule	Ms. Mary Ann Vaughan	2010	Y	815
Revising Church Wedding Policy	Ms. Sue M. McCuiston	2004	Y	662
<b>Facilities Management,Operations Manual,Strategic Planning</b>				
What's Next? formulating a Master Plan for Your Church	Rev. Kevin M. Kellogg	2008	Y	780
<b>Facilities Management,Personnel Management,Information Systems,Financial Management</b>				
Multiplying Ministry: When a Daughter School Out-Grows the Parent Church	Mr. Christopher D. Pott	2004	Y	683
<b>Facilities Management,Property Management</b>				

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Project Title	Author	Date	Web	Stack #
<b>Facilities Management,Property Management</b>				
Strategic Maintenance Planning and Facilities use Development	Mrs. Dianne Giroir, CCA	2002	N	537
<b>Facilities Management,Risk Management</b>				
Security Camera and Electronic Door Access Implementation	Mr. Michael T. Aycock, CCA		Y	805
<b>Facilities Management,Strategic Planning</b>				
Church Building Consultation and Steering Preparation Manual	Rev. Robert F. Grant		Y	644
<b>Financial Management</b>				
Developing a Ministry Action Budget	Mr. Ronald R. Brewer		N	32
Financial Package for New Construction Financing	Mr. Jan C. Porter	2004	Y	657
When the Back of the Envelope Is Not Enough: An Accounting Manual	Mrs. Andrea K. Drapp		N	398
Cash Management for the Mega Church	Mr. Harold V. Webb, CCA		Y	453
Accounting Manual For The Presbytery of Scioto Valley	Mr. Raymond P. Moore		N	190
Procedural Guide on Mission Budgeting	Mr. James E. Lawrence, Jr., CCA		N	279
Unrelated Business Income	Mr. James C. Allison		N	71
Financial Options: A Tool and "Big Picture" Guide to 2006 Strategic Financial and Budget Decisions	Mr. David L. Miller	2006	Y	711
Financing the Vision: Planned Giving for United Methodist Churches	Mr. Philip W. Brooks		N	491
Cash Management in the Mega Church	Mr. Jeremy Moser	2009	Y	807
Stewardship at Grace Presbyterian Church, from Budget Requirement to Faithfilled Commitment	Dr. W. Martin Burch, CCA	2005	Y	637
Socially Responsible Investment: A Biblical Perspective	Ms. Kim O'Leary, CCA	2006	Y	701
Endowment Funds in the Church	Mrs. Jeanette J. Carlson		N	187
Accounting Guidelines Brookhollow Baptist Church	Ms. Barbara Walker, CCA	2005	Y	738
Discovering a Biblical Basis for Financial Decisions	Rev. William H. Fortner		N	133
Financial Policies and Procedures	Mrs. Dana Young	2007	Y	754
Christian Financial Planning Workshop	Ms. J. Beth Garner, CCA	2008	Y	777
Ministry-Action Budget Preparation for Leadership	Ms. Marjorie Hennessee		N	80
Implementing A Mission Budget That Supports the Goals of the Church	Mr. Johnie J. Wright		N	314

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Project Title	Author	Date	Web	Stack #
<b>Financial Management</b>				
Financial Guidelines, Policies, and Procedures	Mr. Robert G. Terry, CCA	2008	Y	786
Integrating Church Trustee Financial Activity into Church Mangement Software	Ms. Jackie Lilly, CCA, PCCA	2010	Y	813
Re-establishing Church Treasurer and Finance Committee Responsibility and Authority and Accounting Correctness	Mr. John H. Kirkpatrick, CCA	2001	Y	498
Manual on Church Fund Accounting, A	Ms. Frankie Coughlin, CCA		N	188
Restoring Trust after Theft: The Financial Story as a Means of Healing	Rev. K. Wade Meranda, CCA	2008	Y	782
Partners with God: Planned Giving for Lake Arlington Baptist Church	Mr. Larry E. Anthony		N	474
"Ministerial Support" in the Budgets of Selected Churches of The Virginia Annual Conference 1988	Mr. Edward Turner Wright		N	170
Development of a Bank Loan Presentation	Mr. Charles A. Thompson	1999	N	501
Financial Policy Manual, Oakland Heights BC	Mr. Glen E. Owens, CCA		N	119
Cultivating & Investing Special Gifts	Mr. James B. Hugan, CCA	2002	Y	529
Revenue Disbursement Handbook, A	Mr. Thomas S. Johnson, CCA		Y	525
Every Member Commitment: Organizing a Successful Financial Campaign	Ms. Gloria Lynn Stewart		Y	479
About Our Father's Business (Financial Procedures at Hayes Barton UMC)	Mr. Russell L. Wilcox	2005	Y	682
Design and Implementation of a Financial Reporting System	Mr. C. Dale Hendrix, CCA	2008	Y	779
Developing a Food Service Manual	Mr. Eddy Espinosa	2005	N	669
Financial Policies & Procedures	Mr. Edwin Heinrich	2002	Y	561
Financial Management for Immanuel Baptist Church	Mrs. Arilla Austin		N	532
Program Budget, The	Rev. Paul Johnson		N	184
Fiscal Intervention and the Local Church	Rev. Jay Schmitt	2010	Y	836
Financial System Reorganization and Financial Manual	Mrs. Debbie Stankovich, CCA	2007	Y	755
Financial Policy & Procedures Manual for MBC, A	Mr. Ronald J. Springate, CCA		N	5
Establishing a Policy & Procedure Manual for Management of Finances	Mrs. Diane D. Mareck	2003	Y	569
Financial Policies and Procedures Handbook	Mr. Robert Michael Aaron	2002	N	594
Developing a Church Endowment Fund	Ms. Mary C. Healy, CCA		N	81
Managing the Church Budget by Cash Flow	Mr. John W. Perkins, Jr., CCA		N	115
Administering the Financial Resources of First Christian Church	Mr. Marvin D. James, CCA		N	199
Manual for Office of Treasurer of a Presbytery	Ms. Patricia Richardson, CCA		N	137
Flow of Receipts	Mr. Zane Bartel, CCA		N	51

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Project Title	Author	Date	Web	Stack #
<b>Financial Management</b>				
Creating A Church Loan Package	Mr. David A. Corson		N	374
Policies and Procedures for the Ministry Resources Department	Mr. Charles M. Wendt		Y	517
Understanding Nonprofit Accounting in the Church	Mrs. Catherine R. Sikes		Y	457
Plan for Internal Control and Accountability in the Church, A	Rev. Bobbie J. Barney, CCA		N	424
Accountable Accounting	Mrs. Marilyn Bishop, CCA		N	350
Financial Policy and Procedures African American Missionary Baptist	Deborah D. Hopkins		N	333
Financial Affairs Manual Wilmington Christian School, Inc.	Mr. William F. Carey, CCA		N	23
Developing A Procedure Manual for Financial Management	Mrs. Therese Frederick		N	351
External Financial Audits	Mrs. Terri A. Hood	2004	Y	661
Developing Financial Policies and Procedures	Mrs. Susan S. Hall, CCA		N	215
Financial Procedures Handbook	Mr. Rick Cadden		N	476
Financial Management in Churches that Rely on Volunteers	Mr. Thomas H. Perkins, III	2004	Y	685
Accounting Guidelines	Mrs. Beverly D. Giacone	2004	N	599
Manual for Church Treasurers, A	Mr. Gilbert Vazquez		N	271
Accounting Procedures for 1st Congregational Church	Dr. Michael H. Carman		N	44
Church Trust Fund, A	Mrs. Mollie DeVries, CCA		N	14
Develop an Accounting and Financial Policy Manual for Temple Baptist Church	Mr. Larry Ponder	1899	Y	713
Accountability: Developing an Internal Audit Procedure	Mrs. Elaine Allison		N	456
Business Plan for a Christian Bookstore	Mr. David S. Wayman, CCA	2001	N	516
Managing Fixed Assets	Mrs. Sheila D. McKay		N	372
Financial Procedures for First Presbyterian Church, Colorado Springs, CO	Mr. F. Edward Ward, Jr.		Y	462
Hunters Glenn Baptist Church Financial Policies and Procedures	Mr. Burt McGaughey	2002	N	550
Building With Bonds	Dr. Allen W. Harden		N	348
Implementing Financial Procedures in a Small Church	Mr. David Focht		N	482
Church Finances: Chaos to Automation	Mr. Russell Patterson		N	100
An Interpretation of the General Assembly Per Capita Budget	Mr. Christopher Y. Nicholas		N	298
Accounting Manual on Disc	Mr. Robert Paul Sherwood, CCA		Y	530
Financial Policies and Procedures	Mr. Larry F. Burrow, CCA	2002	Y	553
Financial Management in the Catholic Parish as Lay Ministry	Mr. Robert E. Stadjuhar, CCA		Y	702

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Project Title	Author	Date	Web	Stack #
<b>Financial Management</b>				
Where Do I Start? : Putting Together a Local Church Financial Procedures Manual	Mr. Jerrold L. Kelly	1905	Y	624
Seeing Things as They Are: A Financial Perspective UMC	Mr. Sidney Johnston		N	275
A Team Approach to Financial Management	Mr. Jerry A. Frazier	2004	Y	610
Contributions Accounting With Computers	Mr. Lamar H. Zeigler, Jr.		N	219
Implementation of a "GAAP" Accounting System	Pastor Gregory L. Poss	2003	N	591
Debits, Credits and Christ	Mrs. Pamela S. Willey		N	463
First Baptist Church Windermere Finance Handbook	Mr. Steven J. Marcereau, CCA	2002	Y	565
Accounting Guidebook	Mr. James K. Davis		N	524
Role of the Office Manager As Coordinator for Capital Campaign, The	Mrs. Sue S. Cook		N	347
Through the Maze of Church Accounting and Tax Regulations	Mrs. Judith S. Klaerig, CCA		N	225
Long Range Giving Development	Rev. Rick Enns	1995	Y	607
Internal Financial Controls	Sister Joanna Illg, CCA		N	90
<b>Financial Management,General Administration</b>				
Organization of Mission Administration and Finance in Regard to Anti-Terrorist Financing Guidelines	Mrs. Rhonda Houk	2009	Y	800
<b>Financial Management,Legal and Tax Matters</b>				
How to Keep Your Church Financially and Legally Sound	Rev. Gary L. Crowell, CCA,CPA	2009	Y	790
<b>Financial Management,Office Management,Personnel Management</b>				
A Profile of a Finance/Office Manager at the First Presbyterian Church of Nashville, Tennessee	Mrs. Cynthia V. Bozman	2004	Y	628
<b>Financial Management,Personnel Management</b>				
Staff Handbook for The Discovery Days Preschool	Mr. John D. Yeates	2003	N	656
Duties and Responsibilities of the Church Treasurer	Dr. Thomas K. Hunter, CCA	2009	Y	793
Creating A Pay Schedule for St. Mary Parish	Mrs. Peggy L. Brown	2006	Y	766
<b>Financial Management,Stewardship</b>				
Creative Giving: Developing The Spirit of Liberality	Mr. Michael D. Cooley, CCA		N	349

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Project Title	Author	Date	Web	Stack #
<b>Financial Management,Stewardship</b>				
Live for the Lord A Guide for Planning Ministries & Increase Giving	Mr. Ernest Dale Standerfer		N	334
Stewardship And Ethics in Church Expansion Projects	Mr. Jon K. Elliott, CCA		N	223
First UMC Wichita Falls, Texas, Financial Policies and Procedures	Mr. Richard L. Sims		N	288
Unified Ministry through Biblical Stewardship	Mrs. Kathy M. Powell	2005	Y	694
Stewardship - Gifts From God - Time - Talent - Tithe	Mrs. Genne Sherman, CCA		N	146
<b>Financial Management,Strategic Planning</b>				
Financing a Building Program through the Use of Variable Rate Demand Bonds	Mrs. Denise Craig	2005	Y	664
<b>General Administration</b>				
Church Administration Manual	Mr. John E. Guest, CCA		N	58
General Policy and Procedure Manual First Presbyterian Church	Mr. Ben McKenney, CCA		N	228
Rebuilding Parish Identity After the Closing of St. Patrick's School	Dr. Colleen Sargent-Day		N	364
Policies and Procedures Manual Southeast Christian Church	Mr. Michael L. Graham		N	257
Church Administration Manual	Mr. Doyle E. Oliver		N	9
A Ministry Marketing Event Strategy for Antioch Baptist Church	Rev. Melvin E. Jones, CCA	2010	Y	827
Policy & Procedure Manual for St James UMC, Montgomery AL	Mr. Richard A. Harvey	2003	Y	588
Manual of Administrative Policies	Mr. Randall W. Holman		N	254
Developing a Policy and Procedures Manual-Murray Hill BC, Jacksonville, FL	Rev. James D. Stuckey		N	445
Defining Policy: A Procedural Guide to Financial Methods in Business Affairs	Mrs. Shari Strong Bonham	2004	Y	621
"Are You New, Too?" Charting a Course in Church Business Administration	Rev. Philip A. Greenwald	2004	Y	605
Stewardship of Self: Applying the Disease/Recovery Model to CBA	Mr. Loren A. Williams		N	286
Church Administration and the Black Baptist Congregation	Ms. Revoydia Richardson, CCA	2006	Y	736
Project Nehemiah - A Model for Developing Biblically Based Business Plans	Ms. Pamela Sessoms, CCA	2008	Y	784
Taking Care of His Sheep (Administering a Tribal System)	Ms. Ayanna Nicole Burns, CCA		Y	770
A Leadership Manual	Ms. Margaret A Chilton	2008	Y	774
Homeless Ministry: In the Trenches	Mr. Daniel D. Scott, CCA		N	98
Development of Church Organization Manual for Southcliff Baptist Church	Mr. Kevin Wayne Walker	2007	Y	761
Policies and Procedures Manual for FBC, Dothan, Alabama	Mr. Jack W. Ready, CCA		N	236
The Church Business Administrator	Rev. Charles H. Reynolds	2005	Y	735

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Project Title	Author	Date	Web	Stack #
<b>General Administration</b>				
New Member Orientation of History and Administrative Policies	Mr. John Rainwater		N	112
An Employee Handbook for the First Baptist Church of Dalton	Mrs. Debra Garner Haney, CCA	2008	Y	778
Policy & Procedures Manual	Mr. LaPinsky Phillips, CCA	1999	N	478
Guidelines for the Use of Church Property by Non-Members	Mr. Ralph I. Thomas		N	157
Policies and Procedures Manual for Fielder Road Baptist Church	Mr. Lonnie Diggs		N	339
Church Operations Manual for Trinity Baptist Church, Kerrville, TX	Mr. James G. Leak		N	238
Order Out of Chaos: How to "Administrate a Church without Losing Your Religion	Mrs. Donna Bledsoe		N	209
Developing and Administrating a Marketing Strategy for the Baptist Student Center at Southern Illinois University	Mr. Sylvan H. Knobloch	1990	N	3
Manual of Administrative Policies	Rev. Robert L. Maxey		N	126
Practicing Hospitality: User Friendly Event Management at Belmont Church	Ms. McLauren P. Foster, CCA		Y	488
Developing A Church Policies and Procedures Manual	Mr. Kit J. Valentine		N	317
Decision Making by the Church Business Administrator	Mr. Kevin C. Nicolin		Y	558
Assimilation of Guest and New Members into First Baptist Church Ozark	Mr. Donald L. Currence, CCA		N	576
Strengthening Administration of a Church Based Pre-School Program	Ms. Edward W. Brouwer		N	504
The Formation and Operation of a Church Bookstore	Mr. Mark J. Evans	2000	Y	497
Policy and Procedures Manual: Meadow Creek Christian School Andover, Minnesota	Rev. Warren Schmalzer	2000	Y	477
Here I Am: Answering The Call	Mr. Thomas D. Danklefsen	2008	Y	775
Development and Implementation of a Constitution and Bylaws for First Baptist Church, Burkburnett, TX	Rev. Larry E. Wright		N	475
Grace United Methodist Church Policies and Procedures Manual	Mr. Timothy A. Keen, CCA		N	466
'When God is in the Details: A Theology of Church Administration'	Mr. David G. Peterson	2000	Y	508
St. John The Divine Bookstore Reference Manual for Staff & Volunteers	Mrs. San Juanita Thompson		N	338
Developing a Ministry Administrative Plan	Mr. Leon Moore, CCA		N	515
Policies and Procedures Manual for Christ Church Assembly of God, Fort Worth, Texas	Rev. Bruce R. Craft		N	468
Handbook for Teachers of Saint Mark School/Handbook for Parents	Mrs. Elizabeth Lakey		N	386
The Friday Epistle Experience: Using Computers and a Web Site to Improve Communication Among Your Professional Group"	Mr. Craig M. Wiester, CCA	2003	N	567
Prayer Ministry	Ms. Susan Forry, CCA	2001	Y	602

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<b>General Administration</b>				
Out of Order: Developing Policies and Procedures and Other Documents for the Administration of the Local Church	Rev. Michael L. Davis	2002	Y	540
Policies and Procedures Manual for First Baptist Church/Arlington, Arlington, Texas	Ms. Cheryl Durham		N	469
Stepping into Purpose	Mrs. Gwendolyn M. Milner	2003	Y	623
Changing of a Mother's Day Out Program Into a Licenced Child Care	Ms. Jeannine Wendell, CCA		N	165
Business Administration for a Southern Baptist Mission Church	Rev. Bill Gruenewald, CCA	2006	Y	792
Preparing for and Surviving a Sabbatical	Mrs. Karen J. Geary, CCA		N	270
Policy and Procedure Manual	Mr. Frank Hankins, CCA		N	88
Policy Manual	Ms. Janis A. Gore, CCA		N	62
Church Manual of Administrative Policies	Ms. Karen J. Robbins, CCA		N	28
Business Administration Manual of the Christian Church	Ms. Angela Frush, CCA		N	213
Policy and Procedure Manual	Dr. Donna J. Bowman, CCA	2002	Y	551
The Mentoring Team: Helping Administrators Reach Their Full Potential	Mr. Dennis Stokes	2004	Y	679
Seven Changes in Seven Years - A narrative history of Fox River Christian Church	Mr. Kent Singletary, CCA		Y	737
In the Beginning: For the First Time Church Administrator A First Time Church	Mr. Franklin O. Norwood	2007	Y	765
Why Churches Need a Church Business Administrator: The Cornerstone of Church Staffing	Rev. Rachel Bootes Miller	2003	Y	573
Administrative Policies First UMC, Rock Island, IL	Ms. G. Lynn Edinger		N	422
"Developing a Business Administrator Function at Grace Fellowship"	Ms. Vivian Sawyer	2004	Y	603
Jesus Loves Little Children (Church nurseries)	Mrs. Toni Busch	2002	Y	630
Administrative Manual and Committee Operations Guide	Mr. Jerry G. Worley	1905	N	577
Operations Manual	Mr. Wendell D. Sloan, CCA		N	145
Administrative and Financial Policy and Procedures Manual	Mr. Chris Brown, CCA		N	244
Church Administration Manual	Mr. R. Don Roberts		N	135
Preparing a Comprehensive Policy Manual for a Growing Church	Mrs. Patricia A. Miller	2001	Y	511
From Convent to Parish Center, Preschool Child Care Center & Apartments	Mrs. Judy Helsper		N	79
A Records Management System for Garfield Memorial Church	Mrs. Toni Ann Cirino	2000	Y	492
Development of an Administrative Manual, The	Mr. Joseph L Tropansky,, CCA		N	160
Constitution And Bylaws - Relevant Guide Or Ignored Dinosaur	Dr. Rodney M. Van Dyke, CCA		N	433
Developing a Policies and Procedures Manual for the Kindergarten	Mr. David A. Suddath		N	265

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<b>General Administration</b>				
Preparing an Annual Book of Reports	Ms. Linda J. Ayres, CCA		N	512
Developing A Policies and Procedures Manual for FBC, Minette, AL	Mr. Charles W. Strong, CCA		N	237
Policies and Procedures for First Baptist Church, Irving, Texas	Rev. Wayne Watkins, CCA		N	592
Policy and Procedure Manual for First Baptist Church, Colleyville, TX	Rev. Rolla M. Bradley		N	267
Administrative Policy Manual for Baptist Temple	Rev. Billy W. Burford		N	234
Policies and Procedures Manual for Bethany First Church Nazarene	Mrs. Jeanette V. Hands		N	266
Church's First Church Business Administrator, The	Mr. David L. Perkins		N	274
Study & Implementation of an Association Medical Insurance	Mr. Terry L. Bloom		N	284
Church in Transition: The Role of the Administrator	Mrs. Margaret B. Smelser		N	227
Church in Relation to Community Agencies, The	Ms. Sharon E. McBean		N	272
Policy and Procedure Manual For Capital City Baptist Church	Rev. Gary L. Williams		N	353
Policy and Procedures, Grace Community Church of Visalia	Rev. Leroy W. Sumwalt		N	212
Are We Really Accessible?	Mr. Jeri Patrick Clark		N	489
Church Policy and Procedure Manual for Sherman Bible Church	Mrs. Kathy Grove		N	263
Policy & Operations Manual for Bayside Baptist Church	Dr. Bruce E. Minett		N	363
Knowing Knox: Development of A User's Handbook for Knox Presbyterian Church	Mrs. Joyce Mandigo, CCA		N	428
By-laws for Missions	Mr. Andrew T. Allen		N	242
Pro-Active Approach to Church Business Administration	Mr. Frederick W. Heinrichs	2005	Y	638
Guide for Ministry, A	Brett R. Morin		N	337
Policy and Procedures Manual for Christ United Methodist Church	Mr. Larry G. Pennington		N	335
Policies and Procedures Manual for FBC Lamesa, Texas	Mr. Dennis C. Swarb		N	370
The Development of a Church Organization for Legacy Drive Baptist Church	Mr. Tom R. Seely, Sr.		N	416
<b>General Administration,Congregational Leadership</b>				
Leadership Development	Mr. Rod Mitchell	2004	Y	650
<b>General Administration,Congregational Leadership,Theology of Stewardship</b>				
A Benevolence Ministry Improvement Plan	Mr. Nelson Horton	2004	Y	646
<b>General Administration,Facilities Management</b>				

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<b>General Administration, Facilities Management</b>				
Development of a Master Plan for Clear Lake United Methodist Church	Mr. Thomas J. Basile	2008	Y	768
<b>General Administration, Financial Management, Personnel Management</b>				
Administrative Manual	Mr. Bill Lewis Harvey	2007	Y	751
<b>General Administration, Financial Management, Stewardship</b>				
Social Ministry Guidelines and Training Manual	Ms. Tamara E. Uteg	2010	Y	817
<b>General Administration, Information Systems, Legal and Tax Matters</b>				
Church Administration at a Black Baptist Institution St. Paul Baptist	Ms. Willette Robinson		N	251
<b>General Administration, Operations Manual</b>				
Eastmont Organizational Manual	Mr. Patrick C. Jordan		Y	509
Policy and Procedure Manual	Mrs. Judith Ann Scherschligt, CCA	2004	Y	636
Business Operations and Procedures Manual	Mr. J. Timothy Jones	2005	Y	635
<b>General Administration, Personnel Management</b>				
Church Leadership Administration Manual	Louie L. Salazar, CCA	2007	Y	747
<b>General Administration, Property Management</b>				
There and Back Again - Church Transportation in the Early 21st Century	Mr. William H. Duncan	2005	Y	684
<b>General Administration, Strategic Planning</b>				
Strategic Planning, Facilitating Growth in the Local Church	Ms. Mary G. Schigoda	2007	Y	753
<b>General Administration, Theology and Church</b>				
The Business of the Church is Making Disciples	Mr. Steve Maurice All	2008	Y	767
<b>Information Systems</b>				
Who We Are In the Body of Christ: A Practical & Effective Approach to Complete Church Communicaton	Mr. Ronald Warren Fischer, Jr., CCA	2006	Y	719

## Projects by Subject

### PROJECT CATEGORY

Project Title	Author	Date	Web	Stack #
<b>Information Systems</b>				
How To Plan for a Lan	Mr. Jerry Johnson		N	346
Communicating the Great Commission in the 21st Century	Mrs. Aimee C. McCullough	2010	Y	820
Computer Program Design for Housing Supplement Program	Ms. June Russell, CCA		N	191
Formation of a Computer User's Group	Mr. Howard A. Lee, CCA		N	101
Unchanging Truths and Changing Methods: A New Website Development for Calvary Memorial Church	Mr. Jeremy Keith Steiner	2009	Y	794
Engaging Computer Support to Enable Ministry & Ministers	Mr. John A. Dorsey, CCA		N	1
Preservation and Storage of Records and Archives for FBC, Springfield	Mr. Robert H. Burroughs, CCA		N	239
Reaching the Multitudes with Direct Mail	Mr. Leslie W. Williams		N	38
Behind the Stained Glass Screen Saver	Ms. Glenda J. Miller	2003	Y	584
Selecting Thee Computer for Thine Church	Mr. Bentley Foster, Jr.		N	70
Exploring the Use of Computer Communication in the Local Church	The Rev. J. Phillip Martin		Y	134
Refocusing, Revitalizing & Remapping Our Church Website	Ms. Jean Knuteson, CCA	2010	Y	825
Technolony Management	Mrs. Mary Backhus, CCA	2011	Y	841
Possibilities & Pitfalls of the PC in the Church	Mr. Barry E. Hardy		N	87
Communication: The River That Flows Both Ways	Ms. Marnie Burke, CCA		N	177
Improving Church Communication	Mrs. Janice R. Johnson, CCA		N	200
Impact of Technology on the Church, The	Mr. Kenneth E. Botts, CCA		N	47
The Church Computer	Mr. Gene H. Kitterman, CCA		N	105
The Conversion	Ms. Nancy Crandall, CCA		N	193
Computerization of St Mary Catholic Church,The	Mr. John Flakes, CCA		N	74
Computer Operating Procedure Manual	Mr. Douglas A. Hylton, CCA		N	93
Church Computer-To Be or Not to Be	Mr. Mel L. Harris, CCA		N	83
Property Control Management in Churches	Mr. James V. Bingham, CCA		N	171
TV in the Local Church	Mr. Gerald W. Sweitzer, CCA		N	156
Documenting Your Ministry: The Value of a Church Information Management Handbook	Mr. Kevin Paul McCord	2005	Y	692
Procedures, Programming & Documentation for UMC	Mrs. Mary M. Huth, CCA		N	15
www.communication.com/church/world	Mrs. Carolyn Gaston, CCA		N	503
Developing Web Site Technology As a Tool to Enhance Ministry	Mrs. Cheryl Valdebenito, CCA	2002	Y	539

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Project Title	Author	Date	Web	Stack #
<b>Information Systems</b>				
An Intranet for Village Church of Gurnee--Two Clicks to Whatever You Need	Mr. Richard C. Giesler, CCA	2004	Y	622
The Re-Design of St. Cecilia Church/School Website	Ms. Arlene M. Stacy	2004	Y	606
Church Property Inventory System	Mr. Charles L. Cook, CCA		N	34
Welcome to the Presbytery of New Covenant	Ms. Sharon G. Darden		N	446
How to Choose the Right Accounting Software for Your Church	Mrs. Joyce A. Safford, CCA		N	379
Analysis of Needs and Selection of Hardware and Software for a Local Church	Mr. Paul A. Guthrie		N	467
Computer Solutions for University Carillon United Methodist Church	Mrs. Denise A. Clark		N	451
Upgrading Financial Procedures: Upgrading Hardware & Software and Establishing Job Descriptions for the Financial Team	Ms. Susan A. Converse		N	440
Church Management Software Comparison	Mrs. Sally A. Bowder	2006	Y	726
Telecommuting and the Church: Good Stewardship of God's Resources	Mr. Walter A. Manning		N	408
Guidelines for Setting Up a Computer System in the Mid-Sized Church	Mr. Robert B. Gray		N	523
Information System: Entering the Information Super Highway	Mr. D. Vaughn Tatum		N	330
Computers in the Macro Church	Mr. John A. Rogers, CCA		N	287
Protecting Church Data from the Unthinkable	Mr. Brian J. Shoup, CCA	2011	Y	846
Effective Church Advertising on a Limited Budget	Mr. David J. Roddick		N	13
Marketing the New Church Home to Grow God's Kingdom	Mr. William K. Smith, CCA	2011	Y	847
Login to Computer Network Ministry	Mrs. LaDonna B. Reynolds, CCA		N	136
Marketing the Church	Mr. Kenneth B. Schinstine, CCA		N	139
Guide to Church Computer Information Systems Management, A	Mr. Jack M. Templeton		N	321
Records Management	Mr. Hugh L. Thomas, CCA		N	158
Do You Know What I Know? A Church Guide to Communications	Mrs. Kathleen Yzermans		N	329
Computer Selection and Installation Manual Calvary BC, Alexandria, LA	Mr. Donald R. Magee		N	324
Networking: Evaluating a Church Computer System	Ms. Carol E. Barnett		N	375
Developing a Ministry-Centered Church Database	Mr. James L. Strong		N	393
<b>Legal and Tax Matters</b>				
Reducing the Risk: A policy Handbook for those Working with Children and Youth	Ms. Enola L. Leonard		N	536
Business Entity Formation Model	Mrs. Patrice Richardson Stokes, CCA	2007	Y	764
Implementing A Child And Youth Protection Program in the Local Church	Rev. Edward B. Simmons		N	406

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Project Title	Author	Date	Web	Stack #
<b>Legal and Tax Matters</b>				
Federal Regulations and Their Impact on Church Salary Policies	Rev. Jim D. Mustain		N	211
The Implementation of a Child Abuse Prevention Program for Church Volunteer Protection Policy for First Presbyterian Church of Evanston	Ms. Priscilla S. Owens, CCA		N	443
'Legal Matters of Church Dissolutions'	Mrs. Eleanor Ehresman, CCA		N	358
Obtaining a 501(c)(3) Designation for Highland Park Baptist Church	Rev. Robert E. Naughton		N	513
Developing New Directions In Stewardship: A Plan for Kingswood UMC	Mrs. Mary Diane Baker	2011	Y	842
If I Cannot Trust My Church, Can I Really Trust Your Savior?	Ms. Michelle M. DeFano, CCA		N	403
Implementation of Amendment Process to a Constitution & By-Laws Under New York State Religious Corporations Law for an "Independent Church"	Mrs. Wanda M. Chadwick		N	357
Reducing the Risk of Child Sexual Abuse	Mrs. Ellen Bahr	2006	Y	717
Constitution and Bylaws for Sherman Bible Church	Mr. Thomas A. Broadhead		N	368
Through the Eyes of the Bear: 'Property Tax Exemption'	Mr. Burt F. Graham, CCA		N	8
Preventing Child Abuse in the Church	Mr. Walter C. La Core, CCA		N	91
Child Protection And Safety at the Church	Mr. Donald R. Wells		N	472
Proposed Revision of Governing Documents for Abundant Life Christian Center	Susan J. Neville, CCA		N	356
	Mr. Norman N. McCarthy		N	130
<b>Legal and Tax Matters, Stewardship</b>				
Developing and Implementing Child Protection Policies	Ms. Dianne B. Waters	2005	Y	668
<b>Office Management</b>				
Written Portrait of the Center of Operations FBC of Hampton	Mrs. Phyllis D. Crudup		N	296
Policies and Procedures for the Business Office of First Baptist Church of El Paso	Mrs. Vicki C. Mastriani		N	470
Written Hazard Communication Program for Westminster Presbyterian Church	Ms. Karen K. Pikschus		N	352
First Presbyterian Church of Dearborn Administrative Office Procedures	Mr. Jay R. Hevener, CCA		N	291
Updating Office Equipment	Mr. R. Carl Schooling		N	143
Report on the Purchase of a Telephone System	Mr. Malcolm Edwards, CCA		N	75
Order My Steps	Mrs. Ellen S. Milton	2007	Y	742
Correspondence From the Church Business Administrator	Ms. Christine Scozzaro, CCA		N	360
Making the People Sit Down: Survival Tools for the Church Administrator in the Episcopal Diocese of Long Island	Mrs. Linda R. Hay, CCA	2005	Y	674

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Project Title	Author	Date	Web	Stack #
<b>Office Management</b>				
"In Order to Equip the Saints"	Mrs. Bonnie Elsen Jones		Y	612
Policies and Procedures for the Church Business Office	Mrs. Arlene P. Hamilton, CCA		N	85
"It is Written": Church Office Records Management	Mr. John Bean	2005	Y	670
Developing an Organization, Policy and Procedure Reference System	Mr. Larry A. Conrad	2005	Y	689
<b>Operations Manual</b>				
An Operations Manual for Woodridge Community Church Milwaukee, Wisconsin	Rev. Shane Wallace Houle		N	471
A Plan of Preparation for Evangelical Community Church	Mrs. Joyce L. Troescher	2007	Y	744
Organization & Operations Manual for St. Ansem Parish	Ms. Suzanne M. Hoops, CCA		N	411
Policies and Procedures for First Evangelical Free Church	Mr. Thomas J. Kluge	2005	Y	647
A Manual for the Director of Operations of South Highland Presbyterian Church	Mr. Steve P. Law, CCA		N	502
Policy and Operations Manual for Kinsmen Lutheran Church	Mr. Robert G. Fox, CCA		N	437
Manual of Policy and Procedure	Mr. Jack L. Taylor, CCA		N	461
Development of an Integrated Employee Handbook, Policy, and Prodecure Manual and Administrative Forms Manual for Grace Community Church	Mr. William L. Bishop	2006	Y	727
Developing Facility Usage Policies and Guidelines	Mr. Shawn Weeks	2003	Y	568
The Creation of a Policy Handbook for First Baptist Church Maryville, Tennessee	Ms. Kelly Martin Rose	2006	Y	723
Conquering the Mountain of Standard Operating Procedures: Gaston Oakes Baptist Church	Rev. Gary A. Anthony, CCA	2004	Y	655
How We Do Our Work-A Manual of Policies & Procedures	Mr. Russell Comer, CCA		N	36
Policy & Procedure Manual-First Baptist Church, Brandon FL	Mr. Barney Westmoreland, CCA		N	166
Manual of Administrative Policies for FBC	Mr. Kenneth A. Cartwright, CCA		N	43
Handbook of Administrative Policies for First UMC, Springdale	Mr. Bennie L. Parks, CCA		N	328
Personnel Policy Manual Heights Cumberland Presbyterian	Ms. Linda M. Downum, CCA		N	302
Review of the Church's Constitution and Bylaws	Rev. Stan Breeden		Y	690
Development of a Church Organizational manual for Lockmar Baptist Church	Mrs. Billie M. Norczyk, CCA	2007	Y	783
An Operations Manual for FBC	Dr. Nathan S. Burns		N	29
Policy Manual for the Williamsburg UMC	Ms. Virginia S. Brinn, CCA		N	45
Owning and Operating a Thrift Store with Your Ministry	Ben Ray	2002	N	556
Operations Manual: West Side Baptist Church	Mr. Steve Wolcott		N	507

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Project Title	Author	Date	Web	Stack #
<b>Operations Manual</b>				
First Baptist Church of New Smyrna Beach By-Laws Update	Mr. Jeff Martindale	2007	Y	757
Operations Manual for Mt. Tabor Missionary Baptist Church	Rev. Keith E. Brown	2005	Y	687
Development of a Church Operations Manual	Rev. William G. Watson		N	205
Glad Tidings Church Financial Policies and Prodedures Manual	Mr. James Andrew Callan	2009	Y	788
Developing an Operations Manual for First Baptist Church, ADA, OK	Mr. Donnie W. Voss		N	253
Developing an Operations Manual for Pleasant Valley Baptist Church	Mrs. Cheryl Kohlsteadt		N	306
Establishing a Daycare and Kindergarten Operation	Mr. Jeffrey L. Gee	2004	Y	648
Developing A Church Operations Manual for FBC of Deer Park, Texas	Mrs. Donna S. Hanson		N	371
Organization and Functions Manual	Mr. Charles C. Hahn, CCA		N	376
"A Star is Born" Developing a Luthern Center for Theological Studies	Mr. Jerry W. Regan		N	322
<b>Operations Manual,Congregational Leadership</b>				
Church Governance and Bylaw Construction at First Baptist Church of Warrensburg, Missouri	Mr. Clifton Wise	2009	Y	797
<b>Operations Manual,Facilities Management,Property Management</b>				
Family Life Center Operations	Mrs. Starr Evans, CCA	2003	Y	596
<b>Operations Manual,General Administration</b>				
Church Policies and Procedures: A coming Together of Old and New	Ms. Barbara T. Nelson	2010	Y	816
To Everything a Season - Establishing, Operating, and Closing a Church	Mr. John S. Hyatt	2005	Y	733
<b>Operations Manual,Office Management</b>				
Key Processes and Procedures Booklet	Mrs. Sharon S. Furniss	2004	Y	658
<b>Operations Manual,Risk Management</b>				
The Westminster Presbyterian Church Nursey Policies and Procedures	Ms. Anne VanDeventer Camburn, CCA	2010	Y	814
<b>Personnel Management</b>				
Personnel Manual for Cornerstone Baptist Church	Mrs. Glorian J. Ford	2002	N	552
Initiating a Personnel Policy Manual for FBC Walton Beach, Florida	Dr. Wesley R. Yates, CCA		N	262

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### PROJECT CATEGORY

Project Title	Author	Date	Web	Stack #
<b>Personnel Management</b>				
Women and Men in Ministry	Ms. Virginia G. Riggins, CCA		N	256
Human Resources Policies and Procedures	Rev. James A. Hylton	2010	Y	808
Benefits and Resource Manual for Lay Employees of White Rock UMC, A	Rev. Ira M. Thompson, CCA		N	186
Westlake Hills Presbyterian Church Personnel Policies Manual	Mr. Richard J. Sherrier, CCA		N	142
Personnel and Policy Manual for the Virginia Baptist General Board	Dr. John W. Tadlock, CCA		N	377
Developing a Personnel Policies Manual for First Baptist Church, Winter Park, Florida	Frank B. Fuller		N	418
Developing a Personnel Manual for Red Lane Baptist Church	Mrs. Deborah McCormick Howard, CCA, CCI	2011	Y	845
A Terms of Employment Handbook (The Women's Inter-Church Council of Canada	Rev. Karen A. Hincke		N	427
Developing a Policy and Procedure Manual	Dr. Terry D. Bertrand		N	197
Manual for Ministry and Position Descriptions for SPC, Starkville, Mississippi	Ms. Vicki L Schramm	2010	Y	839
Employee Manual for First Presbyterian Church	Ms. Kathleen S. Wilhelm	2011	Y	844
Church Policy Manual: A Guide To Personnel Management, A	Mr. Paul R. Peak		N	179
Developing a Personnel Policies Manual for Hilvie Heights Church	Mr. Steven L. Dorris, CCA CPA	1999	N	447
Personnel Policies and Procedures Manual for Northwoods Presbyterian Church	Mrs. Kay Irvine		N	449
Development of a Personnel Policies Manual	Mr. Stephen D. Kelley		N	518
Personnel Policies, Guidelines, and Practices for Friendship Missionary Baptist Church	Mr. Edwin Holland	2004	Y	604
Personnel Manual for North Hills Church of God	Ms. Janice C. Berghouse, CCA	2002	Y	586
But It's Different: A Theological Practicum of Church	Dr. Ramon Mark King, CCA		N	218
Human Resource Policy & Procedure Handbook	Rev. David R. Norris, CCA	2005	Y	695
Staff Guidelines and Work Life Benefits	Mr. Randall C. Due	2001	Y	676
Employee Policy Manual	Mr. Steven Cole, CCA		N	354
Employee Handbook for First Evangelical Church	Pastor Donald E. Warren	2002	Y	542
Annual Evaluations for Staff	Mrs. Beth Bramstedt		N	514
Creation of a Church Personnel Policy Manual	Mrs. Nancy B. Wade, CCA	2004	Y	652
New Hire Packet	Mrs. Vicki A. Morgan	2002	Y	559
Policy Manuals for an Unified Church, School, and Day Care Ministry	Mr. Roger L. Curvey, CCA		N	198
Performance Reviews and Salary Administration For Church Staff	Mr. William J. Thompson		N	388
Search for Excellence Through Pre-Employment & Present Employee Screening	Rev. John L. Tarrer		N	305
Safeguarding the Church Through Adequate Screening Procedures	Mr. Bill Silkman, CCA		N	216

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Project Title	Author	Date	Web	Stack #
<b>Personnel Management</b>				
Personnel Policies for Support Staff (non-exempt)	Mr. Evan Klein		N	246
Resolving Personal Conflict	Mr. Jim Charron		N	320
Human Resource and Staff Development	Ms. Anna M. Rafalko, CCA	2002	Y	579
Manual of Operating Procedures	Mr. Roger Margason, CCA		N	127
Salary Administration Plan, A	Mr. Terry W. Steen		N	355
Developing an Employee Handbook	Mr. Keith Manuel	2005	Y	641
What Do You Mean, I Can't Do That?!? Creating An Effective Personnel Handbook for College Park Baptist Church	Mrs. Cynthia B. McInvale	2006	Y	721
Personnel Policies and Procedures for Central Baptist Church	Mr. Daniel B. Petty		N	331
Administrative Policies Manual Finance Department Gethsamane Church of God	Mrs. Paula A. Duncan		N	312
Reclaiming The Past To Claim The Future	Mrs. Jorita B. Spilver, CCA		N	226
Manual of Administrative Policies	Mr. Glen F. Cameron		N	27
Administrative Handbook for Memorial BC, An	Rev. Jay R. Allen, CCA		N	54
Developing a Personnel Policy Manual "Starting from Scratch"	Rev. Ronald D. Prevatte		N	448
Personnel Policies for Woodland Acres Baptist Church	Dr. Curtis Glenn Armstrong, Jr		Y	696
Developing a Performance/Team Contribution Evaluation Procedure	Dr. Edward R. Lycett		N	311
Developing a New and Improved Personnel Manual	Mr. Greg B. Harris		N	369
Personnel Policies & Procedures Manual	Mrs. Margaret J. Banta	2006	Y	712
Liberty Heights Church Personnel Policy Manual	Mr. Ralph L. Wilmhoff, CCA	2005	Y	698
Personnel Policies & Procedures Manual, A	Mr. Christopher P. Zabel, CCA		N	405
Updating Church Personnel Policies & Procedures for the 21st Century	Mrs. Vicky Hagar	2007	Y	750
Creating An Environment for Success	Mr. Larry J. Goar		N	289
Church Business Administrator's Guide to Conflict Management	Mrs. Sandra K Havlik, CCA		N	124
Updating/Overhauling Personnel Policies	Mr. Dennis Wainright, CCA		Y	547
An Investigation of the Myers-Briggs Personality Types of Church Business Administrators	Dr. William J. Bryan	2003	Y	663
Formulation and Implementation of Personnel Policies in Parish, The	Mrs. Sheliah M. Mulvaney		N	247
Personnel Policies and Procedures	Mr. Norm Hils, CCA, CCBA	2002	N	549
Implementation of a Hiring Process and Related Policies for HR Management	Mr. Frank A. McQuarry	2010	Y	818
Personnel Policies and Procedures Manual	Mr. Reynard R. McMillian, Sr.		N	520

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Project Title	Author	Date	Web	Stack #
<b>Personnel Management</b>				
Personnel Policies and Procedures Manual	Mrs. Kristi Young	2001	N	522
Personnel Records and Files	Mr. G. Lacy South, CCA		N	149
Defining Support Staff Job Procedures: How to Enable Visionary Leadership by Clarifying Support Staff Steps to Defining Support Staff Steps to Success	Mr. Phillip Estes, CCA	2002	Y	680
Developing an Employee Handbook, Performance Standards/Review Plan, Salary	Mrs. Diane K. Carleton		N	442
Church in Search of Management Excellence, The	Gary D. Keith		N	106
Church Business Administrator: Manager or Minister	Mr. Marvin H. Foster, CCA		N	72
Employee Handbook for First Baptist Church, Smyrna	Mr. Jason B. Golden, CCA	2006	Y	725
Development of a Policy and Procedures Manual	Mr. Herman T. Eubanks, Jr., CCA		N	175
Administrative Policies Manual First Baptist Church	Mr. W. Lewis Woodson, CCA		N	45
Pastor's Pay Package in the Congregation's Budget	Mr. Kenneth L. Grimes, CCA		N	61
Development of Job Descriptions/Performance Evaluations	Ms. Louise Gee, CCA		N	69
Right People, Right Job, Right Time	Mrs. Roxi Vanstory	2005	Y	659
Policy & Procedure Manual for Taylor Memorial Baptist Church	Mr. Dale Shook		N	144
Win-Win Situation: Employee Benefits That Are Easy On The Budget, A	Ms. Kay R. Stanley		N	278
Position Descriptions Personnel Policies Procedures	Mr. John R. Owens, CCA		N	120
Staff Reorganization-A Necessity for Efficiency	Mr. Jerry Cotton, CCA		N	41
Procedures Manual	Ms. Helsine C. McCarty, CCA		N	131
Developing a Church Staff Evaluation System	Mr. Gregory M. Fine, CCA		N	16
Hiring From Outside the Denomination	Ms. Jennifer Roszko, CCA		N	273
Staff Development - A Fascinating Puzzle	Mrs. Jeannette Dalton, CCA		N	452
Ministerial Staff and Ministry Descriptions	Robert O. Pruett		Y	460
New Beginning Lay Personnel Policy Manual for FUMC, Franklin, TN	Ms. Kathryn Sue Montross		N	384
Creating a Staff Resource Manual for Your Church	Mr. Andrew J. Reynolds		Y	714
Analysis of Staff Positions to Determine Proper Grading, Distribution and Function	Mr. Stephen V. Moulton, CCA		N	464
Personnel Evaluations and Missouri Labor Law Compliance	Rev. Ray Smithee	2002	Y	563
Personnel Guidelines For Good Shepherd Presbyterian Church	Mrs. I.K. Sandi Woodhall		N	410
Personnel Manual of First Baptist Church Eastland	Rev. Timothy M. Plant	1999	N	493
Profile of a Church Administrator	Ms. Beverly Mintmire		N	129

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Project Title	Author	Date	Web	Stack #
<b>Personnel Management</b>				
A Lay Employee Handbook for Church of the Incarnation	Rev. James C. Markle, CCA		Y	589
Personnel Handbook	Kevin D. Pugh, Sr.		N	521
Implementing A Church-Based Human Resource Information System	Dr. Jimmie T. Miles, CCA		N	426
A Handbook for the Employees of First United Methodist Church Gastonia, North Carolina	Rev. Glenn D. Johnson, Sr.		N	483
Fellowship Bible Church North/ Center for Church Renewal/ Employee Handbook	Mrs. Iva G. Morelli	1999	N	495
Compensation and Benefits in the Church Today	Mr. William H. Spinks, Jr.		Y	697
Creating a Work Policy Your Church Can Live With	Mrs. Greta M. Messarra		N	473
Personnel Policies and Procedures Manual for FBC, Pensacola, Florida	Mrs. Reginia D. Barrow		N	439
Human Resource Development A Meta Approach	Mrs. Delora L. Kuyvenhoven		N	367
Seek Ye First the Kingdom of God...And These Personnel Policies Will Be Added	Mrs. Mary Ellen Futch		N	378
Lay Employee Handbook for Christ Church Cathedral, A	Mr. Christopher B. Thomas, CCA		N	441
Administrative Policies Manual	Mr. Ken Griffin		N	22
Staff Communication on a Dual Campus	Mrs. Kathleen M. Dailey		N	268
Understanding Personality as God's Gift and a Church Asset (a Staff Retreat)	Susan D. Jespersen	2000	Y	484
Development of a Personnel Policy Manual for Rosemeade BC Carrollton, TX	Rev. Joseph A. Day		N	438
Personnel Manual for Peace Lutheran Church	Mrs. Karen Meissner	2003	N	590
Policy Manual Whittier Area Baptist Fellowship	Pastor John C. Ortberg		N	292
Personnel Handbook for First Baptist Church Trussville	Dr. James Charles McCain	2000	Y	494
Human Resource Policies	Mr. Robert L. Avery, CCA	2002	N	554
"Personnel Polices for Woodmont Baptist Church"	Mr. Steven W. Thompson	2004	Y	649
Developing a Personnel Manual in Today's Changing Environment	Mrs. Nina W. Davis		Y	691
Personnel Policy Handbook St. Michael Parish	Ms. Mary Ann Andrea		N	26
Developing A Salary Plan	Mr. Robert E. McConnell, CCA		N	176
Performance Evaluations	Mr. Simeon May		N	202
The Development of a Comprehensive Employee Handbook for Third Avenue Congregational Christain Church	Mr. Timothy Ray Case, CCA	2008	Y	772
Development of a Personnel Policy Manual for FBC	Mr. Bob Berry		N	7

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Project Title	Author	Date	Web	Stack #
<b>Personnel Management</b>				
Personnel Policies & Procedures Manual	Mrs. Brenda Lee Mayo	2008	Y	781
Performance Appraisal Strategy, A	Mr. James L. Murphy, CCA		N	185
Personnel Manual for Support Staff	Mr. Donald W. Blasche		N	231
Office and Personnel Manual for Peace River Presbytery	Mrs. Barbara Dee Talsma		N	342
Employment Policies for Professional and Support Staff UMC	Mr. Lawrence R. Taylor		N	327
Revising A Church Personnel Handbook	Mr. William H. Adkerson		N	55
Potential Performance: Permitting Secretaries to Be All They Can	Mrs. Mary Ann Wood, CCA		N	241
Personnel Policies and Prodecures	Mr. David Larry Wilkerson, CCA	2011	Y	848
Personnel Policies and Procedures for St. Luke's Episcopal Church	Mrs. Betty B. O'Neil		N	383
Personnel Policy Manual For Greenwood Christian Church	Mr. David R. Strange		N	423
A Performance Appraisal & Salary Administration Program for the Presbytery of New Covenant	Mr. Phillips Lacy	2000	Y	481
Policy & Procedures Manual for New Covenant Christian Church	Nona Faye Thompson, CCA		N	159
Salary Administration	Mr. Gerald L. Robinson		N	401
Developing Software for Human Resource Management	Mr. Jonathan Sizemore, CCA	2010	Y	829
Thee Employee Handbook - Clear Lake United Methodist Church	Glenda G. Albritton	2005	Y	632
Office and Personnel Manual for Shenandoah Presbytery	Mrs. Betty S. Dixon, CCA		N	189
Personnel Policies for Non-Ministerial Personnel at Cottage Hill B.C.	Rev. Lowell Addy		N	307
Employee handbook: Setting Boundaries	Ms. Julie Kristine Carr, CCA	2011	Y	851
An Employee Handbook for First Baptist Church	Mrs. Nancy Ann Martin	2007	Y	759
Manual of Personnel Policies	Mrs. Johnnie M. Baker	2011	Y	843
Developing A Policy and Procedures Manual for FBC	Mr. Terrell E. Cothran, CCA		N	4
Personnel Policies and Procedures Handbook	Mr. Keith Kristin		N	419
Plan the Staff -- Staff the Plan	Rev. Kenneth E. Brown	2005	Y	728
HR in Today's Church - Managing Catastrophic Risks: "Optimizing Outcomes"	Dr. Ken Himes, CCA	2010	Y	835
Congregational Policies and Procedures	Mr. Jack G. Johnson, CCA		N	230
Values of Personnel Policies, The	Rev. Phillip R. Jones		N	110
Development of Personnel Guidelines for the Staff	Mr. Emerson Porter		N	10
Personnel Policy Manual	Rev. Ron Headley	2003	N	600

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Project Title	Author	Date	Web	Stack #
<b>Personnel Management</b>				
Discovering the Perfect Person for the Right Job and Staying in Compliance	Dr. Stephen Hartwick	2007	Y	745
The Program Administrator	Mr. Roger D. Waite, CCA		N	11
Personnel Manual of Faith Lutheran Church	Ms. Cheryl Schoch, CCA		N	204
Personnel Manual, Bon Air Baptist Church Richmond, Virginia	Mr. Robert L. Smiddy, CCA		N	152
Employee Handbook	Mr. Robert S. DeLuke	2009	Y	791
Formal Salary Plan for Central Baptist Church, Jonesboro, AR, A	Dr. J. Leo George, CCA		N	172
Job Descriptions for St Luke's Episcopal Church	Mrs. Fabian Gilchrist	2003	Y	566
Lay Employee Handbook for St. John the Divine Episcopal Church, A	Marlene Weigert		N	359
Performance Evaluation System for the Staff of FBC, Charlotte, NC	Rev. Thomas K. Crow		N	450
emPOWERment to the People	Mr. Myron F. Goodwin		Y	631
Employee Handbook - Personnel Policies & Procedure	Mrs. Patricia Mohwinkel, CCA		N	125
Personnel Handbook	Ms. Martha Sauce	2007	Y	760
St. Martin of Tours Personnel Guidelines	Mr. Mark Mitchell, CCA	2005	Y	640
Evaluation of Church Business Administrator's Career Advancements	Rev. Richard L. Hardy		N	86
Personnel Policies and Procedures Manual for Ballwin Baptist Church	Dr. Bruce A. Morrison		N	336
Applying Organizational and Human Resource Development Best Practices in a Congregational Setting	Mr. David T. Jones		Y	734
How to Find the Right Person for the Right Job: Finding and Keeping the Best People	Mr. Edward L. Leonard	2000	Y	487
Staffing for Year 2000 and Beyond	Rev. Richard R. Landers		N	397
Policies & Procedures Manual - Staff Responsibilities	Rev. Charles Bagley		N	52
Personnel and Property Policy Manual KW UMC	Mrs. Avaneil Johnson, CCA		N	111
Goal-Oriented, Results - Based Performance Reviews	Mr. Stephen D. Mangum, CCA	2011	Y	854
Revising Personnel Policies in Keeping With Employment Law	Mr. Bill J. Wiman		N	308
2009 Employee Handbook Revision for Trinity Baptist Church of San Antonio	Gregory Paul Shaver, JD CCA	2009	Y	804
Job Descriptions for a Church Staff	Mr. Bill C. Guffey, CCA		Y	060
Personnel Policies & Procedures Handbook	Mr. Stephen V. Braus, CCA		N	46
Lay Personnel Policies	Mrs. Bertha S. Fuqua, CCA		N	66
Support Staff Job Descriptions; Keeping them Updated	Mr. Carey D. Jones	2004	Y	651
Employee Handbook And Personnel Policy Manual	Mrs. Susan M. Griggs	2005	Y	677

## Projects by Subject

### PROJECT CATEGORY

Project Title	Author	Date	Web	Stack #
<b>Personnel Management</b>				
Policies and Procedures Manual Victory Christian Fellowship	Mr. Kenneth H. Haase		N	57
<b>Personnel Management,Congregational Leadership</b>				
Optimizing Staff Performance and Development for Mission Success	Mrs. Mary P. Dorsey	2002	Y	571
<b>Personnel Management,Financial Management</b>				
Clergy and Church Employee Compensation Issues	Mr. Ben Rhodes	2005	Y	642
<b>Personnel Management,Operations Manual</b>				
Employee Handbook and Support Staff Job Descriptions	Mrs. Deborah Davis, CCA	2008	Y	776
<b>Personnel Management,Staff Development</b>				
Beyond Evaluations	Mrs. Marilyn Hiebert, CCA	2011	Y	852
Time For Transition and Change, A	Ms. Karen L. Olson, CCA		N	362
<b>Polity</b>				
Book of Order - First Baptist Church Kershaw, SC	Dr. William J. Hollins		N	195
Christian Benevolence - The Church's Response to Need	Dr. Robert H. Welch, CCA		N	163
Administrative Paradox: The Tower of Babel Account, An	Dr. Paul B. Welleford, CCA		N	167
Guidelines For Establishing or Modifying A Church Constitution and Bylaws	Mr. Donald R. White, CCA		N	341
Using A "Diaconal Church Business Administrator" to Enrich The Mission	Rev. Nancy L. Newman		N	385
Church or Secular Work Where Are You?	Mr. Joe Pat Nance, CCA		N	122
Effective Administration of Large Church	Mr. Darrell E. Mount, CCA		N	178
Mission Statement: An Administrator's Blueprint	Ms. Julie Burt, CCA		N	222
Captive Corporations and the Church	Mr. Peter Schlichting, CCA		N	210
Caring for the Sheep in a Local Congregation Through The Benevolence	Mr. Robert C. Arthur		N	229
Organizing & Administration Issues of a Parish-based Counseling Center	Rev. James Ray Martin		N	132
A B C's of Transient Ministry	Mr. Harry V. Leeman, Jr.		N	208
Saint Jude's For Profit Catering Service: What it Really Costs to Operate	Mr. John N. Simon, CCA		N	182
Care For My Lambs a Benevolence Ministry for the Members of a Church	Mr. Timothy P. Frink		N	277

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Project Title	Author	Date	Web	Stack #
<b>Property Management</b>				
Managing Church Safety, Security, Emergencies and Disaster Preparedness	Mr. Patrick Anthony Archuleta	2002	Y	544
Land Acquisition and Financing for Churches	Mr. John W. Kirby		N	490
Stewards of the Earth	Ms. Joyce Barnes, CCA		N	194
Building an Outdoor Labyrinth	Mrs. Tamatha C. McElroy, CCA		N	465
Facilities Manual For Williamsburg Presbyterian Church	Ms. Nancy James, CCA	2004	Y	625
Facility Use Guide for Rolling Hills Presbyterian Church, A	Mrs. Laraine Edwards		N	260
Maintenance Manual for the Falls Church	Mr. Taylor P. Pearson, CCA		N	299
Relocation - The Plans, Procedures & Follow Through	Ms. Beatrice Jordan		N	107
Only One Chance to Make a First Impression	Mrs. Debra A. Perry		Y	708
Making Room For Ministry	Mrs. Bonnie E. Blackman, CCA		N	332
Development of a Church Inventory System	Rev. Daniel A. Wynn		N	206
WWND - What Would Nehemiah Do? The Role of a Church Business Administrator in a Building Program	Mr. Ron Nelson, CCA	2005	N	666
Meeting Maintenance Challenges After a Building Expansion	Ms. Terri Gallahue	2006	Y	709
Building on a Firm Foundation ...or Taking a Leap of Faith?	Mr. Ronald G. Reeves	2005	Y	667
Overview for Maintaining Church Property	Mr. Jon S. Rohe, CCA		N	76
Freshening (Maintaining the Physical Plant)	Ms. Mary C. Wiggins, CCA		N	430
Basic Insurance Coverage for Congregations	Ms. Pam Sigman, CCA		N	300
Plan for Progress, Report on the Planning for Remodeling Education	Mr. John W. Bullock, CCA		N	24
Equipment Operation & Maintenance Manual	Mrs. Marcia B. Carr, CCA		N	255
Search for Excellence in a Place for Worship, The	Mr. John W. Battaglia, CCA		N	50
Developing a System of Inventory Management	Mr. Edwin D. Lee, CCA		N	102
A Plan for Disaster	Mrs. Kristi S. Dewell	2005	Y	672
The Outsourcing of Custodial Services at The Temple Church	Mrs. Dena C. Cheatham	2002	Y	531
Maintenance of the Church's Equipment	Mr. David H. Kramer	2003	Y	578
An Inventory Plan for Church Property	Rev. William O. Nisbet, CCA		N	123
The More We Work Together	Mrs. Deborah A. Miller	2003	N	583
Creating a Columbarium	Ms. Dianne W. Hull	2002	Y	538
Facilities Management: An Outreach Tool at First Alliance	Ms. Mary Lou Turnbull, CCA		N	431

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Project Title	Author	Date	Web	Stack #
<b>Property Management</b>				
Utilities Management in Your Church	Mr. James W. Kelly		N	92
Personnel Policy Handbook Development	Mrs. Joan Morss		N	319
Policies and Procedures Manual for Building Use / Presbyterian	Mrs. Ellen V. Geisert		N	345
The Presbyterian Church, Sewickley Maintenance Manual	Mrs. Laura L. Mikush		N	432
Inventory and Maintenance Manual	Ms. Sarah Birdsong		N	340
'One Church-Two Sites'	Mrs. Susan E. Morgan, CCA		Y	510
Facilities Manual for Phase I of the New Church Development Project, A	Mrs. Debra P. Brown		N	395
It's Broken!! Who Ya Gonna Call	Mrs. Ramona L. Ray		N	429
Now Hear This	Ms. Rebecca Tuttle		N	392
Designing a Church Sound System				
Staffing the Custodial Needs of a Large Downtown Catholic Church	Mr. Kenneth E. Nordby, CCA		N	425
Policies and Procedures Manual for Church Security Personnel	Mr. Duplicate E. Record		N	373
Memorial Garden Policy "Omega"	Ms. Susan B. Holmberg, CCA	2002	Y	582
Facilities Housekeeping & Maintenance Management	Mr. Ron M. Chandler, CCA		Y	173
Real Estate Purchases	Rev. John P. Joseph, Esq., CCA		N	389
Leasing Parish Properties to Non-Parishioners	Ms. Gayle Rzany		N	282
Improving Facilities Management	Mrs. Patti L. Malott		N	366
Church Building Construction, Dealing With Unknowns	Mr. James M. Stephens, CCA		N	78
Analysis of a Church Multi Peril Insurance Program	Mr. Dale E. Adams		N	196
Renovation at Wilshire Baptist Church	Mr. James G. Smith, CCA		N	150
Construction and Christianity	Mr. Gary E. Saliba, CCA		N	77
From Vision To Victory	Mr. Thomas H. Wester, CCA		N	323
Facility Management: Energy Control, Safety, And Security	Mr. George Tous Van Nijkerk		N	404
Priorities for Protecting the Church and Its Property	Mr. Richard Trussell		N	233
Acquisition and Implementation of a New Telephone System for Your Church	Mr. Clarence A. Gerfers, CCA	2003	Y	580
Developing a Crisis Management Plan	Mr. Warren P. Eck	2002	Y	534
"Peace,Be Still": Planning in Response to Safety and Security Concerns?	Mr. Jacob Lewis Saylor	2003	Y	619
Developing an Annual Maintenance Plan	Mr. Francis J. Seymour, Jr., CCA		N	301

### Property Management, Facilities Management

## Projects by Subject

### PROJECT CATEGORY

Project Title	Author	Date	Web	Stack #
<b>Property Management, Facilities Management</b>				
Relocation: Steps of Transition from Here to There	Dr. Joseph Brian Hill	2002	Y	548
<b>Property Management, Risk Management</b>				
Security Concerns for the Local Church	Dr. Lonny Harden	2007	Y	740
<b>Property Management, Risk Management, Congregational Leadership</b>				
Developing an Emergency Management Plan for the Local Church	Mr. Wallace Hills	2004	Y	660
<b>Risk Management</b>				
Formation of a Conflict Management Team (Peacemakers) for Dogwood Trails Baptist Area	Mr. William Mike Smith		Y	486
The Best Laid Plans of Mice and Men: Evaluating Your Church's Child Protection Policy	Mr. Donald J. Hebert	2007	Y	752
Safeguarding the Church Through a Child Protection Policy	Dr. J. Gregory Lawson	2002	N	597
Minimizing Risk - Child Sexual Abuse	Mrs. Patricia Caughman, CCA	2006	Y	720
Crisis and Risk Management	Mrs. Patricia H. Shaha, CCA		Y	506
The Emergency Response Team	Mr. Dan Russell	2010	Y	811
For the Safety of Our Children	Mrs. Joyce M. Mucha		Y	526
Risk Management Strategy for Spring Woods United Methodist Church and Weekday Ministry Preschool	Mrs. Jo Neemann	2002	Y	557
Child Protection in the Church	Mrs. Nancy C. Smith	2005	Y	693
The Church and the Sex Offender	Mr. Brad Janowski		Y	703
Managing Sex Offenders in the Church				
The Theology of Stewardship: The Theology of Risk Management	Mr. Richard G. Baggett, SPHR	2005	N	715
Emergency Response Team: Implementing a Medical Emergency Response Program	Mr. Douglas G. Keefer		Y	505
Keep Me Safe, O God...Planning for Emergency Preparedness and Response	Mr. Delbert J. Von Volkenburg	2007	Y	756
Designing an Updated Child Protection Policy and Registered Child Sex Offender Policy	Ms. Janis D. Buscher	2008	Y	771
Emergency Procedural Manual	Mrs. Clare M. Kerber, CCA	2009	Y	798
Safe and Secure: Implementing s Security Policy at Travis Avenue Baptist Church	Rev. Robert D. Waybright, Sr		Y	796
Disaster/Emergency - What's Your Plan?	Mr. Paul Thomas Quillen	2005	Y	700

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Project Title	Author	Date	Web	Stack #
<b>Risk Management</b>				
Safe Environment Training for the Diocese of Colorado Springs	Mr. Jerome E. Maxwell	2005	Y	639
Risk Management for Children and Youth in the Church	Ms. Karen E. Erickson		Y	608
Sexual Misconduct: Reducing the Risk and Responding to Reports Involving Children and Youth at Calvary United Methodist Church	Ms. Deborah S. Knapko		N	417
A Risk Management Plan for Centennial United Methodist Church	Mrs. Lisa L. Schuler	2009	Y	704
Keeping Our Church Community Safe and Secure	Ms. Diane Odom Gross, CCA	2011	Y	850
Safety and Security Manual	Mr. C Chris Smith, CCA	2010	Y	830
A House Built on Solid Rock: A Policies & Procedures Risk Manual for Grace United Methodist Church	The Rev. S. Ellen Hopkins	2004	Y	627
Church Safety	Mr. F Lyle Gordon, CCA		N	63
The Process of Developing a Crisis Management Handbook	Mrs. Robin S. Kersey	2010	Y	809
Planning for an Emergency in a Large Church	Mr. Brett R. Cavett, CCA	2009	Y	787
Preparing Alpine Chapel for a Future Pandemic	Mrs. Mary Dement	2009	Y	799
Church Safety Manual for Evangel World Prayer Center	Mr. Gregory A. Holt		Y	732
Emergency Management: Planning and Preparedness	Mr. Dana Robert Berry, CCA	2003	N	598
Church Safety: A Manual for Preparedness	Mrs. Jean Humphrey		N	409
Risk Management in the Church: Our Story	Ms. Karen Hartz, CCA	2003	Y	585
Plan for Disaster Recovery & Risk Management, A	Mrs. Katherine A. Kidd		N	390
Risk Managment: Creating a Safe & Secure Environment for FUMC of Valparaison, Indiana	Ms. Sheri Stockwell, CCA	2005	Y	688
Policy & Procedures for the Prevention of Child Abuse	Mr. Lawrence Sweet, CCA	2005	Y	686
Emergency Response Manual for Village Presbyterian Church	Rev. Maryann S. Farnsworth		N	402
Emergency Preparedness Response Manual	Mr. Mark Sligar, CCA	2000	Y	496
Developing a Child Safety Policy	Ms. Rebecca F. Walkington, CCA	2005	Y	634
Developing Guidelines to Protect the Children and Youth of Lakeside Christian Church from Sexual Misconduct	Mr. Thomas D. Doddridge	2004	Y	620
<b>Risk Management,Financial Management</b>				
Surviving Major Embezzlement in the Church	Mr. Roy Kenneth Chambers, Jr	2008	Y	773
<b>Risk Management,Operations Manual</b>				

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Project Title	Author	Date	Web	Stack #
<b>Risk Management,Operations Manual</b>				
Implementation of Emergency Response Prodecures	Mrs. Caron Overbeek	2009	Y	803
<b>Risk Management,Property Management</b>				
Developing an Emergency Preparedness Plan in Six Steps	Mrs. MaryEllen Gaubatz		Y	570
<b>Staff Development</b>				
In the Beginning...Establishing and Resourcing a Church Business Administator Position in a Corporate-Sized Presbyterian Church	Mrs. Peggy R. Koonts	2005	Y	675
Implementing a Model of Shared Ministry	Ms. Peggy A. Palmer, CCA		N	21
All Staff Development & Team Building at Trinity United Methodist Church and in the United Methodist Church	Ms. Ann L. Neptune	2005	Y	678
Development of a Multiple Church Staff in a Multi-Cultural Church, The	Ms. Lenora J. Manion, CCA		N	99
The role of the Church Business Administrator and the Interim Pastor	Mr. Barry Metzger	2003	Y	613
Staffs in Transition	Rev. Steven M Johnson		N	259
Deacons Family Ministry: From Board to Ministry	Ms. Deborah Miller Wilson, CCA	2007	Y	746
Establishing a Staff Performance Program for the large Church	Mr. Donald L. Rhoads		Y	743
Staff Leadership & Teamwork: Understand Self/Other	Marion Lee Weems, CCA		N	6
Staffing the Larger Church	Mrs. Jessica A. White		N	95
Authority and Leadership in Today's Church: Challenges/Opportunities	Mrs. Jeanette A. Messersmith		N	326
<b>Personnel Handbook</b>				
Guidelines for Internal Financial Controls				
Church Administrator at Nassau Church, The	Mrs. Kathi K. Morley, CCA		N	217
Multiple Staff Team: What Does It Mean?	Mrs. Patricia K. Hearon, CCA		N	250
<b>Staff Development,Congregational Leadership</b>				
Developing and Implementing Customer Service	Ms. Veronica Abney, CCA	2007	Y	806
Blue Man: A Mission Driven Officer Training Experience.	Rev. Dr. Mitchell Robert Van Metre, III	2008	Y	795
<b>Stewardship</b>				
Developing and Leading a Capital Stewardship Campaign at St James Church	Dr. John J. Scibilia	2011	Y	856

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Project Title	Author	Date	Web	Stack #
<b>Stewardship</b>				
Strong Foundation, A	Mrs. Nancy H. Tate, CCA		N	313
Continuing The Adventure	Mr. Joe Mabry, CCA		N	2
Development of the Money Master Ministry	Mr. W Dale Brooks		N	459
Year Round Stewardship	Rev. Ronald W. Newhouse, CCA	2000	Y	500
Identification and Implementation of Best Practices for Stewardship	Mrs. Lori Jones Walsh	2009	Y	802
Planned Giving: For Future Generations	Mr. Roger P. Young	2010	Y	823
Endowments: Can They Make a Difference?	Mr. John Russell Beith	2009	Y	789
Church Stewardship Manual	Rev. Charles R. Polcaster		N	114
Effect of Special Offerings on the Giving of Tithe	Mr. Marvel S. Lunn, Jr., CCA		N	104
Shifting the Focus From Money to Ministry	Ms. Ann Mobley, CCA		N	240
The Assimilation Process and the Relationship to Stewardship	Mr. G. Gregory Humphries, CCA	2008	Y	801
Endowment And Stewardship Strategies Enhancing Their Relationship	Ms. Kay Aler-Maida		N	436
Developing an Effective Stewardship Program for The Downtown Church	Mr. Steven Jay Sawyer	1998	Y	587
Development & Implementation of a Comprehensive Stewardship Program	Mr. Joel D. Halvorson	2005	Y	633
Out of the Mouths of Babes: A Reverse Approach to Stewardship Education	Mrs. Terry K. Cook	2010	Y	826
Electronic Transfers and Credit Transactions in Congregational Offerings	Mr. Leonard Harris, Jr	2005	Y	731
Giving in Grace: The Development of an Educational Program in Stewardship	Mrs. Lisa L. Smith		Y	575
Faithful "Signs" of Stewardship	Ms. Ellen Fuller		Y	705
Fundraising for Royal Family Kids' Camps; A Camp for Abused and Neglected Children	Mrs. Kimberly A. Spiess, CCA	2008	Y	785
Development of a Planned Giving Program	Mr. Raymond R. Andrae, CCA		N	56
Guidelines in Assisting Students with Financing Seminary Education	Ms. Connie Nyman, CCA		N	192
Financial Procedures for Polk Street UMC	Mr. Michael R. Buckles, CCA		N	30
High Yield Principle in Church Finances, The	Mr. Hugh M. Stevenson		N	391
Investments for the Church - A Different Kind of Ministry	Mrs. Karen C. Fulcher, CCA		N	67
Helping Stewardship to Happen in a Suburban Community: A Marketing Plan	Ms. Therese L. Vasicek, CCA	2002	Y	545
Open Handed ... Mission Resource Goals	Ms. Silvia R. White		N	304
Pledging a Budget	Mr. Charles T. Wohlneck, CCA		N	168
Volunteer In Mission as an Act of Stewardship	Mr. Charles R. Puryear, III, CCA		N	113
Development of a Stewardship Campaign	Ms. Shirley A. Dungan, CCA		N	39

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Project Title	Author	Date	Web	Stack #
<b>Stewardship</b>				
Creative Planned Giving	Ms. Sherree' D. Collins, CCA		N	37
Stewardship Education	Mr. William T. Fogarty, CCA		N	73
Opportunities for Planned Giving	Mr. John M. Hoskins		N	96
Program for Enlisting the Support of Every Member	Mr. Adolfe Edward Bell, CCA		N	49
Concerns of the Church	Ms. Marilyn J. Comer, CCA		N	35
Year Round Stewardship Education	Ms. Connie C. Barber, CCA	2005	Y	681
Teaching Personal Financial Stewardship	Mr. Roderick L. Cadenhead	2005	Y	643
Analysis of a Church Stewardship Campaign and Creation of a Church Giving Profile	Mr. Thomas J. Foran	2002	Y	564
Charge It, Please! Using VISA/MASTERCARD as a Stewardship Tool	Mrs. Judith M. Ford, CCA		N	258
Planned Giving for the Church: A Focus on Wills	Mr. Richard T. Swartz, CCA		N	148
Planned Giving	Mrs. Mary Ann Ledman, CCA		N	387
Stewards of the Hope, What is the Problem?	Mr. Thomas J. O'Brien, CCA		N	281
Internal Monetary Controls	Rev. Jerry W. Rodgers	2006	Y	718
Here I Am Lord, Annual Stewardship Covenant and Renewal	Mr. Gregory Loving		N	315
Stewardship Campaign Model for Small Congregations	Rev. Warren C. Heintzelman, Jr.		N	232
New Twist on Stewardship: Foundational Pledge Renewals, A	Ms. Suzanne McCary, CCA		N	280
Stewardship Education in a Transition Church	Dr. Terri H. Stovall		N	309
Study in Giving and Stewardship Campaigns, A	Mrs. Lynn Adcock, CCA		N	382
Sacrificial Giving - Biblical History & Application	Mrs. Helen V. Palmer, CCA		N	117
Capital Campaign in the Local Church, The	Rev. Thomas L. Price		N	361
Planned Giving: A Design for Exposure, Education & Initial Involvement	Rev. Robert E. Gladney, Jr		N	235
'Vision for Victory' A Church Capital Funds Campaign	Mr. David F. Mostek, CCA		N	458
Establishment of a Planned Giving Ministry, The	Mr. Richard Browning		N	31
Church Budget: A Tool for Planning and Management, A	Mrs. Karen Schmidt		N	140
Policies For First Presbyterian Church Endowment and Designated Funds	Mrs. Ann Nowell		N	261
Developing a Planning Giving Program	Mr. William C. Copper, CCA PCC	2002	Y	555
<b>Stewardship, Congregational Leadership</b>				
Celebrating, Educating, and Communicating the Missions' Ministry at Highlands United Methodist Church	Mrs. Sharon F. Doggett	2006	Y	730

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Project Title	Author	Date	Web	Stack #
<b>Stewardship, Financial Management</b>				
Theology and Practice of Stewardship, The	Mrs. Colleen L. James, CCA		N	25
<b>Strategic Planning</b>				
Systems Approach to Church Administration, A	Rev. Stan J. Tharp, CCA		N	154
Administering a Plan for Church Growth	Mr. George A. Strickland		N	155
"To Grow" or "Not to Grow" Is that the Question?	Rev. Sandra K. Harlan		N	303
Use of Market Research in Church Strategic Planning, The	Mr. Stephen D. Berger		N	243
Decades of Difference - The Growth of FBC of Jonesboro, Georgia	Mr. Michael S. Reagin		N	183
Vision 2000	Rev. William E. Sears		N	400
The Shaping of a Master Plan: A Study of Issues and Strategies	Mrs. Dana T. Fickling	2003	Y	593
Process of Developing A New Church Vision Strategic Planning, The	Mr. David W. Ketchand		N	245
Quality Service Model for Churches, A	Mr. Gary F. Smith		N	343
Limited Assessment Report for Prospective Site Development	Mr. Frederick L. Clement, CAE CCA	2002	N	560
Lord's Larder: A Planning Guide, The	Mrs. Sammie Dewoody, CCA		N	40
Plan for Planning at Alamo Heights. UMC	Mr. Richard C. Harder, CCA		N	84
Planning & Budgeting for Maintenance Capital Expenditures	Mrs. Sharon K. Smith		N	151
A Map to Mt. Comfort Road: A Church's Journey to a New Location	Mr. Mark T. Watkins		Y	707
Establishing Strategic Ministry Planning in a Local Church	Mr. Edward Ronald Rowland		N	203
Holistic Approach to Church Membership, A	Mr. David F. Lineberger		N	201
Strategic Direction Guided Through Volunteer Structure	Ms. Gerry Tolson Gehl	2010	Y	819
Developing and Organizing a Strategic Plan for Leadership in a Community Bible Church	Mr. Aaron T. Bullian	2007	Y	749
Three-Year Plan for Lee Highway Church of God	Mr. Charles D. Peek		N	116
Long-Range Planning Process in a Rural Church, The	Rev. Alan B. Dickinson		N	252
Strategic Planning Model for EdD Program at SWBTS	Dr. Robert E. Vaughan, CCA	2010	Y	832
Master Planning of the First Baptist Church of Glenarden	Mr. Stanley Featherstone, CCA	2011	Y	853
Long Range Strategic Planning	Mrs. Spooky Gilliam, CCA	2002	N	543
Long Range Planning for the Oxford-University United Methodist Church	John C. Moore		N	325

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Project Title	Author	Date	Web	Stack #
<b>Strategic Planning</b>				
A Case Study of the Strategic Planning Process at St. David's Episcopal Church and a Strategic Planning Model for Religious Institutions	Mrs. Linda S. Butz	2003	Y	617
Maximizing the Growth of Second Presbyterian Church	Mr. Henry G. Weaver, Jr., CCA		N	161
Process of Long Range Planning for FBC	Mr. Steve W. Pierce, CCA		N	310
Long-Range Strategic Planning	Mr. Glenn G. Rymer, CCA		N	269
Assimilation of New Members in a Larger Urban Church	Mr. Russell L. Moffitt, CCA		N	128
Developing & Implementing a Mission Design Using the Congregation	Mr. Robert L. Temple, CCA		N	147
Development of a Long-Range Plan for HBC	Mr. William R. Hornbuckle, CCA		N	97
Market Research for the Local Church: A Case Study	Mr. Terrance White, CCA		N	214
The Disaster Ready Church	Mr. Thomas E. Fountain, CCA	2003	Y	581
Strategic Planning for the Local Church	Mr. Lester F. Armstrong, CCA		N	53
Developing a Strategic Ministry Plan	Mr. Stuart Norton	2002	Y	562
Long Range Planning and Control For Your Church	Mr. James R. Meeks	2003	Y	574
A Growth Plan for FBC	Lynn Oswalt		N	444
Generations: Preserving the Past-Providing a Future: Renovations and New Construction From Master Plan to Schematic Design	Ms. Dola H. Gresham	2005	Y	673
Moving from Maintenance to Ministry: A Long-Range Plan for Trinity United Methodist Church	Ms. Dianne H. Wilkinson	2000	N	485
A Catholic Parish Without a Resident Ordained Pastor	Mrs. Vicki M. Rector		N	248
<b>Strategic Planning, Facilities Management</b>				
Development of a Strategic Facility Plan	Mr. William Samuel Campbell	2007	Y	762
<b>Strategic Planning, Property Management, Facilities Management</b>				
The Dream: Navigation of the Church Building Process	Mr. Charles D. Paul	2003	Y	629
<b>Theology and Church</b>				
A Formulated Adult Bible Study	Mr. Wayne Patrick Talbot, CCA		Y	626
Looking Through The Stained Glass Window	Mrs. Priscilla G. Heim		N	407
From Church Secretary to Church Administrator--a Study in Administrative Transition of a Church Experiencing Rapid Growth	Mrs. Ethel Ann Foster		Y	541

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Project Title	Author	Date	Web	Stack #
<b>Theology and Church</b>				
Developing an Administrative Manual	James E. Crittenden	1999	N	499
Finding Sabbath While Serving the Church	Mr. William Thomas Ricketts, CCA	2010	Y	833
Church in the Midst of AIDS, The	Mr. Rodney M. Sprott, CCA		N	285
A View from the Anglican Room: Formation & Identity Through How we Structure the Body of Christ as a Diocese	Mr. Stephen Pierce, CCA	2003	Y	614
Marriage Manual For FSBC Colorado Springs, CO	Mr. Keith B. Rowe		N	394
The Beauty of Holiness: Worshipping the Lord Through Art and Architecture at the Cathedral Church of St. Luke	Mrs. Anne E. Michels, CCA		Y	710
Development of Church-Based Counseling Services to Support Pastoral Counsel	Mrs. Yvonne D. Taylor, CCA		N	399
Developing a Ministry of the Laity	Mrs. Charlotte J. Chappelle, CCA		N	42
The Biblical Basis for Church Administration as a Pastoral Minister in a Modern New Testament Church			N	480
Developing a Committee Handbook on Church Procedures	Mrs. Dorothy Speer	2004	Y	616
Iron Sharpens Iron: Developing a Network of Church Administrators (From an African American Perspective)	Ms. Annie B. Darden	2004	Y	618
Implementing Spirituality in Catholic Parish Councils	David L. Vaughn		N	294
<b>Theology and Church, General Administration</b>				
The Re-Organization of Mt. Canaan Baptist Church	Mrs. Rosetta Q. Russell	2006	Y	706
Identifying and Correcting Significant Financial Operations Issues at First Baptist Church	Mrs. Katherine Dawson, CCA	2006	N	722
<b>Theology of Stewardship</b>				
Capital Campaign Management	Mr. Joseph Konrad, CCA		Y	741
Planned Giving: An Individual and a Church/Nonprofit Approach	Mr. P. Dan Woodall, CCA	2004	Y	665
Life Stewardship Education Plan for Southcliff Baptist Church	Mr. Jonathan Kidd		N	414
A Stewardship Manual for the Mid-Sized Church	Mrs. Gail G. Elmore		N	421
Christian Financial Management (Stewardship)	Rev. Kenneth H. Morrill, CCA, CCBA		N	412
Planned Giving For The Church	Mr. Robert R. Epperson		N	420
Emerging Models of Stewardship	Rev. Craig E. Showalter	2004	Y	611
Stewardship - A Faith Journey	Mrs. Janet C. Piwonka		N	413

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<b>Project Title</b>	<b>Author</b>	<b>Date</b>	<b>Web</b>	<b>Stack #</b>
<b>Time Management</b>				
From Time-Binds To Time-Lines	Mr. Steve M. Sexton		N	221
Time Management Process for a Local Church	Mr. Larry W. Golden, CCA		N	65
A Time and Talent Survey of Trinity United Methodist Church	Ms. Janice Lee McLain		N	48

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