

NACBA Certification Projects by Category

Project Title	Author	Stack	Year	Electronic Version
Congregational Leadership				
A Benevolence Ministry Improvement Plan	Mr. Nelson Horton	646	2004	Yes
Administrative Awareness for Small Black Churches	Ms. Joyce Q. Gaston, FCBA	609	2003	Yes
An Administrative Plan for Releasing God's People in a Ministry of Excellence	Dr. Michael D. Currans, FCBA	435		No
Celebrating, Educating, and Communicating the Missions' Ministry at Highlands United Methodist Church	Mrs. Sharon F. Doggett, FCBA	730	2006	Yes
Committee Designs for the 90s	Mr. Don Guy, FCBA	224		No
Developing a Respite Program for the Developmentally Disabled	Dr. David C. Lewis, FCBA	381		No
Developing an Emergency Management Plan for the Local Church	Mr. Wallace Hills, FCBA	660	2004	Yes
Developing and Implementing Discipleship Ministries	Dr. Ronald S. Blevins, FCBA	380		No
Developing Congregational Leadership	Ms. Lois V. Nyman, FCBA	82		No
Developing Purpose Driven Committees	Rev. Michael J. Wehner, FCBA	454		No
Developing Volunteer Staff As Alternatives to Paid Staff	Mrs. Mary Lois Davis, FCBA	316		No
Discerning, Discovering, and Deploying Spiritual Gifts	Mr. Bobby W. McNew, FCBA	283		No
Effective Volunteerism: A Practical Response	Mrs. Nancy L. Lauber, FCBA	103		No
Guiding the Laity to Spiritually Discerned Discipleship	Ms. Vernon Davis, FCBA	729		Yes
How a Shepherd Leads His Flock: Governance for a Nondenominational Church	Mrs. Weslia V. Echols, FCBA	572	2003	Yes
Knowing How To Work With and Through Westminster Presbyterian Church	Mr. Roy E. Burford, FCBA	396		No
Laity Involvement: The Ministry Plan for Empowerment	Rev. Jerry Arrington	249		No
Leadership Development	Mr. Rod Mitchell, FCBA	650	2004	Yes
Manual for Committee on Ministry Liaisons	Rev. Cynthia L. Walton	162		No
Media and Ministry	Mrs. Cecelia J. Smith, FCBA	519		No
Member Resources Management System For Church Vitality	Ms. Lynn L. Francis, FCBA	68		No
Optimizing Staff Performance and Development for Mission Success	Mrs. Mary P. Dorsey, FCBA	571	2002	Yes
Orchestrating The Melodies of The Church and Its Members	Mr. Phillip A. Nall, FCBA	207		No
Organizing a Church's Leadership During Transformation	Rev. James D. Burton, FCBA	615		Yes

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Project Title	Author	Stack	Year	Electronic Version
Congregational Leadership				
Planning a Church Anniversary Celebration	Mrs. Sharon E. Davis, FCBA	365		No
Planning And Coordinating A Church Anniversary Celebration	Mr. J. Craig Lawless, FCBA	415		No
Putting Our Gifts to Work, Developing A Volunteer Program	Mr. Richard L. Galbreath, FCBA	297		No
The Committee System of Volunteerism	Ms. Judith A. Young, FCBA	169		No
The Development and Birthing of Belmont Church's Ministry to the Poor	Mr. William F. Ruff, FCBA	739		Yes
The Task Ahead	Mrs. Carolyn J. Brinsley, FCBA	671	2005	Yes
The Volunteer Involvement Program: Mobilizing The Dormant Resource	Mr. Jon Shepeluk, FCBA	434		No
Two Sides of the Lay Ministry Coin: The Shallow Talent Pool & the Burned-Out	Rev. Michael R. Hunter, FCBA	220		No
Unused, Neglected, and All Wrapped Up: Now What?	Mr. Robert Adams, FCBA	293		No
Volunteer Program for the Church Office	Mrs. Adell F. Anderson, FCBA	138		No
Volunteer Service in the Church, The	Mrs. Carol M. Cooper, FCBA	33		No
Why the Church Needs Change: A Circular Organizational Chart That Encourages Team Ministry at Ebenezer Baptist Church, West	Mrs. Theresa Lynn Brown, FCBA	716	2006	No
Facilities Management				
"The Ministry and Administration of Congregational Food Service"	Mrs. Margaret O. Lawley, FCBA	601	2004	Yes
Building Use Policies Designed for a Community Church	Mrs. Carol J. Parrish, FCBA	533	2002	Yes
Church Building Consultation and Steering Preparation Manual	Mr. Robert F. Grant, FCBA	644		Yes
Columbarium Administraton	Mr. Phillip S. Boggs, FCBA	535	2002	Yes
Communications: Rewire Your Church	Mr. Steacy E. Housholder, FCBA	318		Yes
Developing a Facilities Manual During Relocation or Building Process	Mrs. Andrea L. McCoy, FCBA	276		No
Developing a Maintenance Program for a Church on National Register of Historic Places-Jasper FUMC	Mr. William L. Green, FCBA	528	2001	Yes
Developing a Master Site Plan for an Existing Church	Mr. Ross Burton, FCBA	595	2003	Yes
Developing Church Financial Policies and Procedures	Mr. Claud D. McHorse, FCBA	264		No
Development of a Church Child Care Center	Mrs. Barbara J. Alpine, FCBA	527	2001	Yes

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F a c i l i t i e s M a n a g e m e n t				
Disaster Preparedness Plan	Mrs. Laurie Peterson, FCBA	724		Yes
Facilities Preventive Maintenance Plan	Mr. Arthur T. Stemmermann, Jr., FCBA	645	2005	Yes
Family Life Center Operations	Mrs. Starr Evans	596	2003	Yes
Guide to Evaluation and Purchase of a Church Organ	Mr. John D. Gibbs	174		No
I Found My Niche - Do You Know Where Your Niche Is? A Columbarium - the Urban Church Cemetery	Ms. Carol Garbisch, FCBA	699		Yes
Maintenance and Repair Manual for Fairview Presbyterian Church	Ms. Roberta Griffis, FCBA	653	2004	Yes
Multiplying Ministry: When a Daughter School Out-Grows the Parent Church	Christopher D. Pott, FCBA	683	2004	Yes
Relocation: Steps of Transition from Here to There	Mr. Joseph Brian Hill, FCBA	548	2002	Yes
Revising Church Wedding Policy	Ms. Sue M. McCuiston, FCBA	662	2004	Yes
Safety & Security Policy for Churches	Mr. Gregory Kenneth Gordon, FCBA	654	2004	Yes
Scheduling Facility Events into Three Sites for a One Clustered Community	Mrs. Mary C. Nilsson, FCBA	546	2002	Yes
Strategic Maintenance Planning and Facilities use Development	Mrs. Dianne Giroir, FCBA	537	2002	No
The Dream: Navigation of the Church Building Process	Mr. Charles D. Paul, FCBA	629	2003	Yes
F i n a n c i a l M a n a g e m e n t				
"Ministerial Support" in the Budgets of Selected Churches of The Virginia Annual Conference 1988	Mr. Edward Turner Wright	170		No
A Profile of a Finance/Office Manager at the First Presbyterian Church of Nashville, Tennessee	Mrs. Cynthia V. Bozman, FCBA	628	2004	Yes
A Team Approach to Financial Management	Mr. Jerry A. Frazier, FCBA	610	2004	Yes
About Our Father's Business (Financial Procedures at Hayes Barton UMC)	Mr. Russell L. Wilcox, FCBA	682	2005	Yes
Accountability: Developing an Internal Audit Procedure	Mrs. Elaine Allison, FCBA	456		No
Accountable Accounting	Mrs. Marilyn Bishop, FCBA	350		No
Accounting Guidebook	Mr. James K. Davis, FCBA	524		No
Accounting Guidelines	Mrs. Beverly Giacone, FCBA	599	2004	No
Accounting Guidelines Brookhollow Baptist Church	Ms. Barbara Walker	738	2005	Yes

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Project Title	Author	Stack	Year	Electronic Version
F i n a n c i a l M a n a g e m e n t				
Accounting Manual For The Presbytery of Scioto Valley	Mr. Raymond P. Moore, FCBA	190		No
Accounting Manual on Disc	Mr. Robert Paul Sherwood, FCBA	530		Yes
Accounting Procedures for 1st Congregational Church	Dr. Michael H. Carman, FCBA	44		No
Administering the Financial Resources of First Christian Church	Mr. Marvin D. James, FCBA	199		No
An Interpretation of the General Assembly Per Capita Budget	Mr. Christopher Y. Nicholas, FCBA	298		No
Building With Bonds	Dr. Allen W. Harden, FCBA	348		No
Business Plan for a Christian Bookstore	Mr. David S. Wayman	516	2001	No
Cash Management for the Mega Church	Mr. Harold V. Webb, FCBA	453		Yes
Church Finances: Chaos to Automation	Rev. Russell Patterson	100		No
Church Trust Fund, A	Mrs. Mollie DeVries, FCBA	14		No
Clergy and Church Employee Compensation Issues	Mr. Ben Rhodes, CPA, FCBA	642	2005	Yes
Contributions Accounting With Computers	Mr. Lamar H. Zeigler, Jr., FCBA	219		No
Creating A Church Loan Package	Mr. David A. Corson, FCBA	374		No
Creating A Pay Schedule for St. Mary Parish	Mrs. Peggy L. Brown		2006	No
Creative Giving: Developing The Spirit of Liberality	Mr. Michael D. Cooley, FCBA	349		No
Cultivating & Investing Special Gifts	Mr. James B. Hugan, FCBA	529	2002	Yes
Debits, Credits and Christ	Mrs. Pamela S. Willey, FCBA	463		No
Develop an Accounting and Financial Policy Manual for Temple Baptist Church	Mr. Larry Ponder, FCBA	713	1899	Yes
Developing a Church Endowment Fund	Ms. Mary C. Healy, FCBA	81		No
Developing a Food Service Manual	Mr. Eddy Espinosa, FCBA	669	2005	No
Developing a Ministry Action Budget	Mr. Ronald R. Brewer, FCBA	32		No
Developing A Procedure Manual for Financial Management	Mrs. Therese Frederick, FCBA	351		No
Developing Financial Policies and Procedures	Mrs. Susan S. Hall, FCBA	215		No
Development of a Bank Loan Presentation	Mr. Charles A. Thompson, FCBA	501	1999	No
Discovering a Biblical Basis for Financial Decisions	Rev. William H. Fortner, Jr.	133		No

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F i n a n c i a l M a n a g e m e n t				
Endowment Funds in the Church	Mrs. Jeanette J. Carlson, FCBA	187		No
Establishing a Policy & Procedure Manual for Management of Finances	Mrs. Diane D. Mareck, FCBA	569	2003	Yes
Every Member Commitment: Organizing a Successful Financial Campaign	Ms. Gloria Lynn Stewart, FCBA	479		Yes
External Financial Audits	Mrs. Terri A. Hood, FCBA	661	2004	Yes
Financial Affairs Manual Wilmington Christian School, Inc.	Mr. William F. Carey, FCBA	23		No
Financial Management for Immanuel Baptist Church	Mrs. Arilla Austin, FCBA	532		No
Financial Management in Churches that Rely on Volunteers	Ms. Thomas H. Perkins, III, FCBA	685	2004	Yes
Financial Management in the Catholic Parish as Lay Ministry	Mr. Robert E. Stadjuhar, FCBA	702		Yes
Financial Options: A Tool and "Big Picture" Guide to 2006 Strategic Financial and Budget Decisions	Mr. David L. Miller, FCBA	711	2006	Yes
Financial Package for New Construction Financing	Mr. Jan C. Porter, FCBA	657	2004	Yes
Financial Policies & Procedures	Mr. Edwin Heinrich, FCBA	561	2002	Yes
Financial Policies and Procedures	Mr. Larry F. Burrow, FCBA	553	2002	Yes
Financial Policies and Procedures Handbook	Mr. Robert Michael Aaron, FCBA	594	2002	No
Financial Policy & Procedures Manual for MBC, A	Mr. Ronald J. Springate, FCBA	5		No
Financial Policy and Procedures African American Missionary Baptist	Deborah D. Hopkins, FCBA	333		No
Financial Policy Manual, Oakland Heights BC	Mr. Glen E. Owens, FCBA	119		No
Financial Procedures for First Presbyterian Church, Colorado Springs, CO	Mr. F. Edward Ward, Jr., FCBA	462		Yes
Financial Procedures Handbook	Mr. Rick Cadden, FCBA	476		No
Financing a Building Program through the Use of Variable Rate Demand Bonds	Mrs. Cathy Denise Craig, FCBA	664	2005	Yes
Financing the Vision: Planned Giving for United Methodist Churches	Mr. Philip W. Brooks, FCBA	491		No
First Baptist Church Windermere Finance Handbook	Mr. Steven J. Marcereau, FCBA	565	2002	Yes
First UMC Wichita Falls, Texas, Financial Policies and Procedures	Mr. Richard L. Sims, FCBA	288		No
Flow of Receipts	Mr. Zane Bartel, FCBA	51		No
Hunters Glenn Baptist Church Financial Policies and Procedures	Mr. Burt McGaughey	550	2002	No

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F i n a n c i a l M a n a g e m e n t				
Implementing Financial Procedures in a Small Church	Mr. David Focht, FCBA	482		No
Implementation of a "GAAP" Accounting System	Gregory L. Poss, FCBA	591	2003	No
Implementing A Mission Budget That Supports the Goals of the Church	Mr. Johnie J. Wright, FCBA	314		No
Internal Financial Controls	Sister Joanna Illg, FCBA	90		No
Live for the Lord A Guide for Planning Ministries & Increase Giving	Mr. Ernest Dale Standerfer, FCBA	334		No
Long Range Giving Development	Mr. Rick Enns, FCBA	607	1995	Yes
Managing Fixed Assets	Mrs. Sheila D. McKay, FCBA	372		No
Managing the Church Budget by Cash Flow	Mr. John W. Perkins, Jr., FCBA	115		No
Manual for Church Treasurers, A	Mr. Gilbert Vazquez	271		No
Manual for Office of Treasurer of a Presbytery	Ms. Patricia Richardson, FCBA	137		No
Manual on Church Fund Accounting, A	Ms. Frankie Coughlin, FCBA	188		No
Ministry-Action Budget Preparation for Leadership	Ms. Marjorie Hennessee, FCBA	80		No
Multiplying Ministry: When a Daughter School Out-Grows the Parent Church	Christopher D. Pott, FCBA	683	2004	Yes
Partners with God: Planned Giving for Lake Arlington Baptist Church	Mr. Larry E. Anthony, FCBA	474		No
Plan for Internal Control and Accountability in the Church, A	Rev. Bobbie J. Barney, FCBA	424		No
Policies and Procedures for the Ministry Resources Department	Mr. Charles M. Wendt	517		Yes
Procedural Guide on Mission Budgeting	Mr. James E. Lawrence, Jr., FCBA	279		No
Program Budget, The	Mr. Paul Johnson, FCBA	184		No
Re-establishing Church Treasurer and Finance Committee Responsibility and Authority and Accounting Correctness	Ms. John H. Kirkpatrick	498	2001	Yes
Revenue Disbursement Handbook, A	Mr. Thomas S. Johnson, FCBA	525		Yes
Role of the Office Manager As Coordinator for Capital Campaign, The	Mrs. Sue S. Cook, FCBA	347		No
Seeing Things as They Are: A Financial Perspective UMC	Mr. Sidney Johnston, FCBA	275		No
Socially Responsible Investment: A Biblical Perspective	Ms. Kim O'Leary, FCBA	701	2006	Yes
Staff Handbook for The Discovery Days Preschool	Mr. John D. Yeates, FCBA	656	2003	No

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Project Title	Author	Stack	Year	Electronic Version
F i n a n c i a l M a n a g e m e n t				
Stewardship - Gifts From God - Time - Talent - Tithe	Mrs. Genne Sherman, FCBA	146		No
Stewardship And Ethics in Church Expansion Projects	Mr. Jon K. Elliott, FCBA	223		No
Stewardship at Grace Presbyterian Church, from Budget Requirement to Faithfilled Commitment	Dr. W. Martin Burch	637	2005	Yes
Theology and Practice of Stewardship, The	Mrs. Colleen L. James, FCBA	25		No
Through the Maze of Church Accounting and Tax Regulations	Mrs. Judith S. Klaerig, FCBA	225		No
Understanding Nonprofit Accounting in the Church	Mrs. Catherine R. Sikes, FCBA	457		Yes
Unified Ministry through Biblical Stewardship	Mrs. Kathy M. Powell, FCBA	694	2005	Yes
Unrelated Business Income	Mr. James C. Allison, FCBA	71		No
When the Back of the Envelope Is Not Enough: An Accounting Manual	Mrs. Andrea K. Drapp	398		No
Where Do I Start? : Putting Together a Local Church Financial Procedures Manual	Mr. Jerrold L. Kelly, FCBA	624	1905	Yes
G e n e r a l A d m i n i s t r a t i o n				
"Are You New, Too?" Charting a Course in Church Business Administration	Rev. Philip A. Greenwald, FCBA	605	2004	Yes
"Developing a Business Administrator Function at Grace Fellowship"	Ms. Vivian Sawyer	603	2004	Yes
A Benevolence Ministry Improvement Plan	Mr. Nelson Horton	646	2004	Yes
A Records Management System for Garfield Memorial Church	Mrs. Toni Ann Cirino, FCBA	492	2000	Yes
Administrative and Financial Policy and Procedures Manual	Mr. Chris Brown, FCBA	244		No
Administrative Manual and Committee Operations Guide	Mr. Jerry G. Worley, FCBA	577	1905	No
Administrative Policies First UMC, Rock Island, IL	Ms. G. Lynn Edinger, FCBA	422		No
Administrative Policy Manual for Baptist Temple	Rev. Billy W. Burford, FCBA	234		No
Are We Really Accessible?	Mr. Jeri Patrick Clark, FCBA	489		No
Assimilation of Guest and New Members into First Baptist Church Ozark	Mr. Donald L. Currence, FCBA	576		No
Business Administration Manual of the Christian Church	Ms. Angela Frush, FCBA	213		No
Business Operations and Procedures Manual	Mr. J. Timothy Jones, FCBA	635	2005	Yes
By-laws for Missions	Mr. Andrew T. Allen, FCBA	242		No

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Project Title	Author	Stack	Year	Electronic Version
General Administration				
Changing of a Mother's Day Out Program Into a Licenced Child Care	Ms. Jeannine Wendell, FCBA	165		No
Church Administration and the Black Baptist Congregation	Ms. Revoydia Richardson	736	2006	Yes
Church Administration at a Black Baptist Institution St. Paul Baptist	Ms. Willette Robinson, FCBA	251		No
Church Administration Manual	Mr. John E. Guest, FCBA	58		No
Church Administration Manual	Mr. Doyle E. Oliver, FCBA	9		No
Church Administration Manual	Mr. R. Don Roberts, FCBA	135		No
Church in Relation to Community Agencies, The	Ms. Sharon E. McBean, FCBA	272		No
Church in Transition: The Role of the Administrator	Mrs. Margaret B. Smelser, FCBA	227		No
Church Manual of Administrative Policies	Ms. Karen J. Robbins, FCBA	28		No
Church Operations Manual for Trinity Baptist Church, Kerrville, TX	Mr. James G. Leak, FCBA	238		No
Church Policy and Procedure Manual for Sherman Bible Church	Mrs. Kathy Grove, FCBA	263		No
Church's First Church Business Administrator, The	Mr. David L. Perkins, FCBA	274		No
Columbarium Administraton	Mr. Phillip S. Boggs, FCBA	535	2002	Yes
Constitution And Bylaws - Relevant Guide Or Ignored Dinosaur	Dr. Rodney M. Van Dyke, FCBA	433		No
Decision Making by the Church Business Administrator	Mr. Kevin C. Nicolin	558		Yes
Defining Policy: A Procedural Guide to Financial Methods in Business Affairs	Mrs. Shari Strong Bonham, FCBA	621	2004	Yes
Developing A Church Policies and Procedures Manual	Mr. Kit J. Valentine, FCBA	317		No
Developing a Ministry Administrative Plan	Mr. Leon Moore, FCBA	515		No
Developing A Policies and Procedures Manual for FBC, Minette, AL	Mr. Charles W. Strong, FCBA	237		No
Developing a Policies and Procedures Manual for the Kindergarten	Mr. David A. Suddath, FCBA	265		No
Developing a Policy and Procedures Manual-Murray Hill BC, Jacksonville, FL	Rev. James D. Stuckey, FCBA	445		No
Developing and Administrating a Marketing Strategy for the Baptist Student Center at Southern Illinois University	Mr. Sylvan H. Knobloch	3	1990	No
Development and Implementation of a Constitution and Bylaws for First Baptist Church, Burkburnett, TX	Rev. Lawrence E. Wright, FCBA	475		No

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General Administration				
Development of an Administrative Manual, The	Mr. Joseph L Tropansky,, FCBA	160		No
Eastmont Organizational Manual	Mr. Patrick C. Jordan, FCBA	509		Yes
From Convent to Parish Center, Preschool Child Care Center & Apartments	Mrs. Judy Helsper, FCBA	79		No
General Policy and Procedure Manual First Presbyterian Church	Mr. Ben McKenney, FCBA	228		No
Grace United Methodist Church Policies and Procedures Manual	Mr. Timothy A. Keen	466		No
Guide for Ministry, A	Rev. Brett R. Morin, FCBA	337		No
Guidelines for the Use of Church Property by Non-Members	Mr. Ralph I. Thomas	157		No
Handbook for Teachers of Saint Mark School/Handbook for Parents	Mrs. Elizabeth Lakey, FCBA	386		No
Homeless Ministry: In the Trenches	Mr. Daniel D. Scott, FCBA	98		No
Identifying and Correcting Significant Financial Operations Issues at First Baptist Church	Mrs. Katherine Dawson	722	2006	No
Jesus Loves Little Children (Church nurseries)	Mrs. Toni Busch, FCBA	630	2002	Yes
Knowing Knox: Development of A User's Handbook for Knox Presbyterian Church	Mrs. Joyce Mandigo, FCBA	428		No
Leadership Development	Mr. Rod Mitchell, FCBA	650	2004	Yes
Manual of Administrative Policies	Mr. Randall W. Holman, FCBA	254		No
Manual of Administrative Policies	Rev. Robert L. Maxey, FCBA	126		No
New Member Orientation of History and Administrative Policies	Mr. John Rainwater, FCBA	112		No
Operations Manual	Mr. Wendell D. Sloan, FCBA	145		No
Order Out of Chaos: How to "Administrate a Church without Losing Your Religion	Mrs. Donna Bledsoe, FCBA	209		No
Out of Order: Developing Policies and Procedures and Other Documents for the Administration of the Local Church	Rev. Michael L. Davis, FCBA	540	2002	Yes
Policies and Procedures for First Baptist Church, Irving, Texas	Rev. Wayne Watkins, FCBA	592		No
Policies and Procedures Manual for Bethany First Church Nazarene	Mrs. Jeanette V. Hands, FCBA	266		No
Policies and Procedures Manual for Christ Church Assembly of God, Fort Worth, Texas	Bruce R. Craft, FCBA	468		No
Policies and Procedures Manual for FBC Lamesa, Texas	Mr. Dennis C. Swarb, FCBA	370		No

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General Administration				
Policies and Procedures Manual for FBC, Dothan, Alabama	Mr. Jack W. Ready, FCBA	236		No
Policies and Procedures Manual for Fielder Road Baptist Church	Mr. Lonnie Diggs, FCBA	339		No
Policies and Procedures Manual for First Baptist Church/Arlington, Arlington, Texas	Ms. Cheryl Durham, FCBA	469		No
Policies and Procedures Manual Southeast Christian Church	Mr. Michael L. Graham, FCBA	257		No
Policy & Operations Manual for Bayside Baptist Church	Dr. Bruce E. Minett, FCBA	363		No
Policy & Procedure Manual for St James UMC, Montgomery AL	Mr. Richard A. Harvey, FCBA	588	2003	Yes
Policy & Procedures Manual	Mr. LaPinsky Phillips, FCBA	478	1999	No
Policy and Procedure Manual	Dr. Donna J. Bowman, FCBA	551	2002	Yes
Policy and Procedure Manual	Ms. Judith Hershiser, FCBA	636	2004	Yes
Policy and Procedure Manual	Mr. Frank Hankins, FCBA	88		No
Policy and Procedure Manual For Capital City Baptist Church	Rev. Gary L. Williams	353		No
Policy and Procedure Manual for First Baptist Church, Colleyville, TX	Rev. Rolla M. Bradley, FCBA	267		No
Policy and Procedures Manual for Christ United Methodist Church	Mr. Larry G. Pennington, FCBA	335		No
Policy and Procedures Manual: Meadow Creek Christian School Andover, Minnesota	Rev. Warren Schmalzer, FCBA	477	2000	Yes
Policy and Procedures, Grace Community Church of Visalia	Rev. Leroy W. Sumwalt, FCBA	212		No
Policy Manual	Ms. Janis A. Gore, FCBA	62		No
Practicing Hospitality: User Friendly Event Management at Belmont Church	Ms. McLauren P. Foster, FCBA	488		Yes
Prayer Ministry	Mrs. Susan Forry, FCBA	602	2001	Yes
Preparing a Comprehensive Policy Manual for a Growing Church	Mrs. Patricia A. Miller, FCBA	511	2001	Yes
Preparing an Annual Book of Reports	Ms. Linda J. Ayres, FCBA	512		No
Preparing for and Surviving a Sabbatical	Mrs. Karen J. Geary, FCBA	270		No
Pro-Active Approach to Church Business Administration	Mr. Frederick W. Heinrichs, FCBA	638	2005	Yes
Rebuilding Parish Identity After the Closing of St. Patrick's School	Ms. Colleen Sargent-Day, FCBA	364		No
Seven Changes in Seven Years - A narrative history of Fox River Christian Church	Mr. Kent Singletary	737		Yes

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General Administration				
St. John The Divine Bookstore Reference Manual for Staff & Volunteers	Mrs. San Juanita Thompson, FCBA	338		No
Stepping into Purpose	Mrs. Gwendolyn M. Milner, FCBA	623	2003	Yes
Stewardship of Self: Applying the Disease/Recovery Model to CBA	Mr. Loren A. Williams, FCBA	286		No
Strengthening Administration of a Church Based Pre-School Program	Mr. Edward W. Brouwer	504		No
Study & Implementation of an Association Medical Insurance	Mr. Terry L. Bloom, FCBA	284		No
The Church Business Administrator	Rev. Charles H. Reynolds, FCBA	735	2005	Yes
The Development of a Church Organization for Legacy Drive Baptist Church	Mr. Tom R. Seely, Sr., FCBA	416		No
The Formation and Operation of a Church Bookstore	Mr. Mark J. Evans, FCBA	497	2000	Yes
The Friday Epistle Experience: Using Computers and a Web Site to Improve Communication Among Your Professional Group"	Mr. Craig M. Wiester, FCBA	567	2003	No
The Mentoring Team: Helping Administrators Reach Their Full Potential	Mrs. Dennis Stokes	679	2004	Yes
The Re-Organization of Mt. Canaan Baptist Church	Mrs. Rosetta Q. Russell, FCBA	706	2006	Yes
There and Back Again - Church Transportation in the Early 21st Century	Mr. William H. Duncan, FCBA	684	2005	Yes
To Everything a Season - Establishing, Operating, and Closing a Church	Mr. John S. Hyatt, FCBA	733	2005	Yes
'When God is in the Details: A Theology of Church Administration'	Mr. David G. Peterson, FCBA	508	2000	Yes
Why Churches Need a Church Business Administrator: The Cornerstone of Church Staffing	Rev. Rachel Bootes Miller, FCBA	573	2003	Yes
Information Systems				
An Intranet for Village Church of Gurnee--Two Clicks to Whatever You Need	Mr. Richard C. Giesler, FCBA	622	2004	Yes
Analysis of Needs and Selection of Hardware and Software for a Local Church	Mr. Paul A. Guthrie, FCBA	467		No
Behind the Stained Glass Screen Saver	Ms. Glenda J. Miller, FCBA	584	2003	Yes
Church Administration at a Black Baptist Institution St. Paul Baptist	Ms. Willette Robinson, FCBA	251		No
Church Computer-To Be or Not to Be	Mr. Mel L. Harris, FCBA	83		No
Church Management Software Comparison	Sally A. Bowder, FCBA	726	2006	Yes
Church Property Inventory System	Mr. Charles L. Cook, FCBA	34		No

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Information Systems				
Communication: The River That Flows Both Ways	Ms. Marnie Burke, FCBA	177		No
Communications: Rewire Your Church	Mr. Steacy E. Housholder, FCBA	318		Yes
Computer Operating Procedure Manual	Mr. Douglas A. Hylton, FCBA	93		No
Computer Program Design for Housing Supplement Program	Ms. June Russell, FCBA	191		No
Computer Selection and Installation Manual Calvary BC, Alexandria, LA	Mr. Donald R. Magee, FCBA	324		No
Computer Solutions for University Carillon United Methodist Church	Mrs. Denise A. Clark, FCBA	451		No
Computerization of St Mary Catholic Church, The	Mr. John Flakes, FCBA	74		No
Computers in the Macro Church	Mr. John A. Rogers, FCBA	287		No
Developing a Ministry-Centered Church Database	Mr. James L. Strong, FCBA	393		No
Developing Web Site Technology As a Tool to Enhance Ministry	Mrs. Cheryl Valdebenito, FCBA	539	2002	Yes
Do You Know What I Know? A Church Guide to Communications	Mrs. Kathleen Yzermans, FCBA	329		No
Documenting Your Ministry: The Value of a Church Information Management Handbook	Mr. Kevin Paul McCord, FCBA	692	2005	Yes
Effective Church Advertising on a Limited Budget	Mr. David J. Roddick, FCBA	13		No
Engaging Computer Support to Enable Ministry & Ministers	Mr. John A. Dorsey, FCBA	1		No
Exploring the Use of Computer Communication in the Local Church	Rev. J. Phillip Martin	134		No
Formation of a Computer User's Group	Mr. Howard A. Lee, FCBA	101		No
Guide to Church Computer Information Systems Management, A	Mr. Jack M. Templeton, FCBA	321		No
Guidelines for Setting Up a Computer System in the Mid-Sized Church	Mr. Robert B. Gray, FCBA	523		No
How to Choose the Right Accounting Software for Your Church	Mrs. Joyce A. Safford, FCBA	379		No
How To Plan for a Lan	Mr. Jerry Johnson, FCBA	346		No
Impact of Technology on the Church, The	Mr. Kenneth E. Botts, FCBA	47		No
Improving Church Communication	Mrs. Janice R. Johnson, FCBA	200		No
Information System: Entering the Information Super Highway	Mr. D. Vaughn Tatum, FCBA	330		No
Login to Computer Network Ministry	Mrs. LaDonna B. Reynolds, FCBA	136		No
Marketing the Church	Mr. Kenneth B. Schinstine, FCBA	139		No

NACBA Certification Projects by Category

Project Title	Author	Stack	Year	Electronic Version
I n f o r m a t i o n S y s t e m s				
Multiplying Ministry: When a Daughter School Out-Grows the Parent Church	Christopher D. Pott, FCBA	683	2004	Yes
Networking: Evaluating a Church Computer System	Ms. Carol E. Barnett, FCBA	375		No
Possibilities & Pitfalls of the PC in the Church	Mr. Barry E. Hardy, FCBA	87		No
Preservation and Storage of Records and Archives for FBC, Springfield	Mr. Robert H. Burroughs, FCBA	239		No
Procedures, Programming & Documentation for UMC	Mrs. Mary M. Huth, FCBA	15		No
Property Control Management in Churches	Mr. James V. Bingham, FCBA	171		No
Reaching the Multitudes with Direct Mail	Mr. Leslie W. Williams, FCBA	38		No
Records Management	Mr. Hugh L. Thomas, FCBA	158		No
Selecting Thee Computer for Thine Church	Mr. Bentley Foster, Jr., FCBA	70		No
Telecommuting and the Church: Good Stewardship of God's Resources	Mr. Walter A. Manning, FCBA	408		No
The Church Computer	Mr. Gene H. Kitterman, FCBA	105		No
The Conversion	Ms. Nancy Crandall, FCBA	193		No
The Re-Design of St. Cecilia Church/School Website	Ms. Arlene M. Stacy, FCBA	606	2004	Yes
TV in the Local Church	Mr. Gerald W. Sweitzer, FCBA	156		No
Upgrading Financial Procedures: Upgrading Hardware & Software and Establishing Job Descriptions for the Financial Team	Susan Converse, FCBA	440		No
Welcome to the Presbytery of New Covenant	Ms. Sharon G. Darden, FCBA	446		No
Who We Are In the Body of Christ: A Practical & Effective Approach to Complete Church Communicaton	Mr. Ronald W. Fischer, Jr.	719	2006	No
www.communication.com/church/world	Mrs. Carolyn Gaston, FCBA	503		No
L e g a l a n d T a x M a t t e r s				
Child Protection And Safety at the Church	Mrs. Susan J. Neville, FCBA	356		No
Church Administration at a Black Baptist Institution St. Paul Baptist	Ms. Willette Robinson, FCBA	251		No
Constitution and Bylaws for Sherman Bible Church	Mr. Burt F. Graham, FCBA	8		No
Developing and Implementing Child Protection Policies	Ms. Dianne B. Waters, FCBA	668	2005	Yes

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Project Title	Author	Stack	Year	Electronic Version
L e g a l a n d T a x M a t t e r s				
Developing New Directions In Stewardship: A Plan for Kingswood UMC	Ms. Michelle M. DeFano, FCBA	403		No
Federal Regulations and Their Impact on Church Salary Policies	Rev. Jim D. Mustain, FCBA	211		No
If I Cannot Trust My Church, Can I Really Trust Your Savior?	Mrs. Wanda M. Chadwick, FCBA	357		No
Implementation of Amendment Process to a Constitution & By-Laws Under New York State Religious Corporations Law for an "Independent Church"	Mrs. Ellen E. Bahr	717	2006	Yes
Implementing A Child And Youth Protection Program in the Local Church	Rev. Edward B. Simmons, FCBA	406		No
'Legal Matters of Church Dissolutions'	Rev. Robert E. Naughton, FCBA	513		No
Preventing Child Abuse in the Church	Mr. Donald R. Wells, FCBA	472		No
Proposed Revision of Governing Documents for Abundant Life Christian Center	Mr. Norman N. McCarthy, FCBA	130		No
Protection Policy for First Presbyterian Church of Evanston	Mrs. Eleanor Ehresman, FCBA	358		No
Reducing the Risk of Child Sexual Abuse	Mr. Thomas A. Broadhead	368		No
Reducing the Risk: A policy Handbook for those Working with Children and Youth	Ms. Enola L. Leonard, FCBA	536		Yes
The Implementation of a Child Abuse Prevention Program for Church Volunteer	Mrs. Priscilla S. Owens, FCBA	443		No
Through the Eyes of the Bear: 'Property Tax Exemption'	Mr. Walter C. La Core, FCBA	91		No
O f f i c e M a n a g e m e n t				
"In Order to Equip the Saints"	Mrs. Bonnie Elsen Jones, FCBA	612		Yes
"It is Written": Church Office Records Management	Mr. John Bean, FCBA	670	2005	Yes
A Profile of a Finance/Office Manager at the First Presbyterian Church of Nashville, Tennessee	Mrs. Cynthia V. Bozman, FCBA	628	2004	Yes
Correspondence From the Church Business Administrator	Ms. Christine Scozzaro, FCBA	360		No
Developing an Organization, Policy and Procedure Reference System	Mr. Larry Conrad, FCBA	689	2005	Yes
First Presbyterian Church of Dearborn Administrative Office Procedures	Mr. Jay R. Hevener, FCBA	291		No
Key Processes and Procedures Booklet	Mrs. Sharon S. Furniss, FCBA	658	2004	Yes
Making the People Sit Down: Survival Tools for the Church Administrator in the Episcopla Diocese of Long Island	Mrs. Linda R. Hay, FCBA	674	2005	Yes

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Project Title	Author	Stack	Year	Electronic Version
Office Management				
Policies and Procedures for the Business Office of First Baptist Church of El Paso	Mrs. Vicki C. Mastriani, FCBA	470		No
Policies and Procedures for the Church Business Office	Mrs. Arlene P. Hamilton, FCBA	85		No
Report on the Purchase of a Telephone System	Mr. Malcolm Edwards, FCBA	75		No
Updating Office Equipment	Mr. R. Carl Schooling, FCBA	143		No
Written Hazard Communication Program for Westminster Presbyterian Church	Ms. Karen K. Piksusch, FCBA	352		No
Written Portrait of the Center of Operations FBC of Hampton	Mrs. Phyllis D. Crudup, FCBA	296		No
Operations Manual				
"A Star is Born" Developing a Luthern Center for Theological Studies	Mr. Jerry W. Regan, FCBA	322		No
A Manual for the Director of Operations of South Highland Presbyterian Church	Mr. Steve P. Law, FCBA	502		No
An Operations Manual for FBC	Dr. Nathan S. Burns, FCBA	29		No
An Operations Manual for Woodridge Community Church Milwaukee, Wisconsin	Rev. Shane Wallace Houle, FCBA	471		No
Business Operations and Procedures Manual	Mr. J. Timothy Jones, FCBA	635	2005	Yes
Columbarium Administraton	Mr. Phillip S. Boggs, FCBA	535	2002	Yes
Conquering the Mountain of Standard Operating Procedures: Gaston Oakes Baptist Church	Rev. Gary A. Anthony, FCBA	655	2004	Yes
Developing A Church Operations Manual for FBC of Deer Park, Texas	Mrs. Donna S. Hanson, FCBA	371		No
Developing an Operations Manual for First Baptist Church, ADA, OK	Mr. Donnie W. Voss, FCBA	253		No
Developing an Operations Manual for Pleasant Valley Baptist Church	Mrs. Cheryl Kohlsteadt	306		No
Developing Facility Usage Policies and Guidelines	Mr. Shawn Weeks, FCBA	568	2003	Yes
Development of a Church Operations Manual	Rev. William G. Watson	205		No
Development of an Integrated Employee Handbook, Policy, and Prodecure Manual and Administrative Forms Manual for Grace Community Church	Mr. William L. Bishop, FCBA	727	2006	Yes
Eastmont Organizational Manual	Mr. Patrick C. Jordan, FCBA	509		Yes
Establishing a Daycare and Kindergarten Operation	Mr. Jeffrey L. Gee, FCBA	648	2004	Yes

NACBA Certification Projects by Category

Project Title	Author	Stack	Year	Electronic Version
Operations Manual				
Family Life Center Operations	Mrs. Starr Evans	596	2003	Yes
Handbook of Administrative Policies for First UMC, Springdale	Mr. Bennie L. Parks, FCBA	328		No
How We Do Our Work-A Manual of Policies & Procedures	Mr. Russell Comer, FCBA	36		No
Key Processes and Procedures Booklet	Mrs. Sharon S. Furniss, FCBA	658	2004	Yes
Manual of Administrative Policies for FBC	Mr. Kenneth A. Cartwright, FCBA	43		No
Manual of Policy and Procedure	Mr. Jack L. Taylor, FCBA	461		No
Operations Manual for Mt. Tabor Missionary Baptist Church	Keith E. Brown, FCBA	687	2005	Yes
Operations Manual: West Side Baptist Church	Mr. Steve Wolcott, FCBA	507		No
Organization & Operations Manual for St. Ansem Parish	Ms. Suzanne M. Hoops, FCBA	411		No
Organization and Functions Manual	Mr. Charles C. Hahn, FCBA	376		No
Owning and Operating a Thrift Store with Your Ministry	Ben Ray	556	2002	No
Personnel Policy Manual Heights Cumberland Presbyterian	Ms. Linda M. Downum, FCBA	302		No
Policies and Procedures for First Evangelical Free Church	Mr. Thomas J. Kluge, FCBA	647	2005	Yes
Policy & Procedure Manual-First Baptist Church, Brandon FL	Mr. Barney Westmoreland, FCBA	166		No
Policy and Operations Manual for Kinsmen Lutheran Church	Mr. Robert G. Fox, FCBA	437		No
Policy and Procedure Manual	Ms. Judith Hershiser, FCBA	636	2004	Yes
Policy Manual for the Williamsburg UMC	Ms. Virginia S. Brinn, FCBA	45		No
Review of the Church's Constitution and Bylaws	Rev. Stan Breeden, FCBA	690		Yes
Revising Church Wedding Policy	Ms. Sue M. McCuiston, FCBA	662	2004	Yes
The Creation of a Policy Handbook for First Baptist Church Maryville, Tennessee	Kelly Martin Rose, FCBA	723	2006	Yes
To Everything a Season - Establishing, Operating, and Closing a Church	Mr. John S. Hyatt, FCBA	733	2005	Yes
Personnel Management				
"Personnel Polices for Woodmont Baptist Church"	Mr. Steven W. Thompson, FCBA	649	2004	Yes
A Handbook for the Employees of First United Methodist Church Gastonia, North Carolina	Rev. Glenn D. Johnson, Sr., FCBA	483		No

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Project Title	Author	Stack	Year	Electronic Version
P e r s o n n e l M a n a g e m e n t				
A Lay Employee Handbook for Church of the Incarnation	Mr. James C. Markle, FCBA	589		Yes
A Performance Appraisal & Salary Administration Program for the Presbytery of New Covenant	Mr. Phillips Lacy, FCBA	481	2000	Yes
A Profile of a Finance/Office Manager at the First Presbyterian Church of Nashville, Tennessee	Mrs. Cynthia V. Bozman, FCBA	628	2004	Yes
A Terms of Employment Handbook (The Women's Inter-Church Council of Canada	Rev. Karen A. Hincke, FCBA	427		No
Administrative Handbook for Memorial BC, An	Rev. Jay R. Allen	54		No
Administrative Policies Manual	Mr. Ken Griffin, FCBA	22		No
Administrative Policies Manual Finance Department Gethsamane Church of God	Mrs. Paula A. Duncan, FCBA	312		No
Administrative Policies Manual First Baptist Church	Mr. W. Lewis Woodson, FCBA	45		No
An Investigation of the Myers-Briggs Personality Types of Church Business Administrators	Dr. William J. Bryan, FCBA	663	2003	Yes
Analysis of Staff Positions to Determine Proper Grading, Distribution and Function	Mr. Stephen V. Moulton, FCBA	464		No
Annual Evaluations for Staff	Mrs. Beth Bramstedt, FCBA	514		No
Applying Organizational and Human Resource Development Best Practices in a Congregational Setting	Mr. David T. Jones, FCBA	734		Yes
Benefits and Resource Manual for Lay Employees of White Rock UMC, A	Rev. Ira M. Thompson, FCBA	186		No
But It's Different: A Theological Practicum of Church	Dr. Mark King, FCBA	218		No
Church Business Administrator: Manager or Minister	Mr. Marvin H. Foster, FCBA	72		No
Church Business Administrator's Guide to Conflict Management	Mrs. Sandra K Havlik, FCBA	124		No
Church in Search of Management Excellence, The	Pastor Gary D. Keith	106		No
Church Policy Manual: A Guide To Personnel Management, A	Mr. Paul R. Peak, FCBA	179		No
Clergy and Church Employee Compensation Issues	Mr. Ben Rhodes, CPA, FCBA	642	2005	Yes
Compensation and Benefits in the Church Today	Mr. William H. Spinks, Jr., FCBA	697		Yes
Congregational Policies and Procedures	Mr. Jack G. Johnson, FCBA	230		No
Creating A Pay Schedule for St. Mary Parish	Mrs. Peggy L. Brown		2006	No

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Project Title	Author	Stack	Year	Electronic Version
P e r s o n n e l M a n a g e m e n t				
Creating a Staff Resource Manual for Your Church	Mr. Andrew J. Reynolds, FCBA	714		Yes
Creating a Work Policy Your Church Can Live With	Mrs. Greta M. Messarra	473		No
Creating An Environment for Success	Mr. Larry J. Goar, FCBA	289		No
Creation of a Church Personnel Policy Manual	Mrs. Nancy B. Wade, FCBA	652	2004	Yes
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, FCBA	680	2002	Yes
Developing a Church Staff Evaluation System	Mr. Gregory M. Fine, FCBA	16		No
Developing a New and Improved Personnel Manual	Mr. Greg B. Harris, FCBA	369		No
Developing a Performance/Team Contribution Evaluation Procedure	Rev. Edward R. Lycett, FCBA	311		No
Developing a Personnel Manual in Today's Changing Environment	Mrs. Nina W. Davis, FCBA	691		Yes
Developing a Personnel Policies Manual for First Baptist Church, Winter Park, Florida	Mr. Frank B. Fuller, FCBA	418		No
Developing a Personnel Policies Manual for Hillvue Heights Church	Mr. Steven L. Dorris, FCBA	447	1999	No
Developing a Personnel Policy Manual "Starting from Scratch"	Rev. Ronald D. Prevatte	448		No
Developing a Policy and Procedure Manual	Dr. Terry D. Bertrand, FCBA	197		No
Developing A Policy and Procedures Manual for FBC	Mr. Terrell E. Cothran, FCBA	4		No
Developing A Salary Plan	Mr. Robert E. McConnell, FCBA	176		No
Developing an Employee Handbook	Ms. Keith Manuel, FCBA	641	2005	Yes
Developing an Employee Handbook, Performance Standards/Review Plan, Salary	Mrs. Diane K. Carleton, FCBA	442		No
Development of a Personnel Policies Manual	Mr. Stephen D. Kelley, FCBA	518		No
Development of a Personnel Policy Manual for FBC	Mr. Bob Berry	7		No
Development of a Personnel Policy Manual for Rosemeade BC Carrollton, TX	Rev. Joseph A. Day, FCBA	438		No
Development of a Policy and Procedures Manual	Mr. Herman T. Eubanks, Jr., FCBA	175		No
Development of Job Descriptions/Performance Evaluations	Ms. Louise Gee, FCBA	69		No
Development of Personnel Guidelines for the Staff	Mr. Emerson Porter, FCBA	10		No

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Project Title	Author	Stack	Year	Electronic Version
P e r s o n n e l M a n a g e m e n t				
Employee Handbook - Personnel Policies & Procedure	Mrs. Patricia Mohwinkel, FCBA	125		No
Employee Handbook And Personnel Policy Manual	Mrs. Susan M. Griggs, FCBA	677	2005	Yes
Employee Handbook for First Baptist Church, Smyrna	Mr. Jason B. Golden, FCBA	725	2006	Yes
Employee Handbook for First Evangelical Church	Mr. Donald E. Warren, FCBA	542	2002	Yes
Employee Policy Manual	Mr. Steven Cole, FCBA	354		No
Employment Policies for Professional and Support Staff UMC	Mr. Lawrence R. Taylor	327		No
emPOWERMENT to the People	Mr. Myron F. Goodwin, FCBA	631		Yes
Evaluation of Church Business Administrator's Career Advancements	Mr. Richard L. Hardy, FCBA	86		No
Fellowship Bible Church North/ Center for Church Renewal/ Employee Handbook	Mrs. Iva G. Morelli, FCBA	495	1999	No
Formal Salary Plan for Central Baptist Church, Jonesboro, AR, A	Dr. J. Leo George, FCBA	172		No
Formulation and Implementation of Personnel Policies in Parish, The	Mrs. Sheliah M. Mulvaney, FCBA	247		No
Hiring From Outside the Denomination	Ms. Jennifer Roszko, FCBA	273		No
How to Find the Right Person for the Right Job: Finding and Keeping the Best People	Mr. Edward L. Leonard, FCBA	487	2000	Yes
Human Resource and Staff Development	Ms. Anna M. Rafalko, FCBA	579	2002	Yes
Human Resource Development A Meta Approach	Mrs. Delora L. Kuyvenhoven, FCBA	367		No
Human Resource Policies	Mr. Robert L. Avery, FCBA	554	2002	No
Human Resource Policy & Procedure Handbook	Mr. David R. Norris, FCBA	695	2005	Yes
Implementing A Church-Based Human Resource Information System	Dr. Jimmie T. Miles, FCBA	426		No
Initiating a Personnel Policy Manual for FBC Walton Beach, Florida	Dr. Wesley R. Yates, FCBA	262		No
Introducing a Personnel Manual to a Smaller Congregation	Dr. Maynard Pittendreigh, Jr.	344		No
Job Descriptions for a Church Staff	Mr. Bill C. Guffey, FCBA	60		Yes
Job Descriptions for St Luke's Episcopal Church	Mrs. Fabian Gilchrist, FCBA	566	2003	Yes
Lay Employee Handbook for Christ Church Cathedral, A	Mr. Christopher B. Thomas, FCBA	441		No

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Project Title	Author	Stack	Year	Electronic Version
P e r s o n n e l M a n a g e m e n t				
Lay Employee Handbook for St. John the Divine Episcopal Church, A	Marlene Weigert, FCBA	359		No
Lay Personnel Policies	Mrs. Bertha S. Fuqua, FCBA	66		No
Liberty Heights Church Personnel Policy Manual	Mr. Ralph L. Wilmhoff, FCBA	698	2005	Yes
Manual of Administrative Policies	Mr. Glen F. Cameron, FCBA	27		No
Manual of Operating Procedures	Mr. Roger Margason, FCBA	127		No
Multiplying Ministry: When a Daughter School Out-Grows the Parent Church	Christopher D. Pott, FCBA	683	2004	Yes
New Beginning Lay Personnel Policy Manual for FUMC, Franklin, TN	Ms. Kathryn S. Montross, FCBA	384		No
New Hire Packet	Mrs. Vicki A. Morgan, FCBA	559	2002	Yes
Office and Personnel Manual for Peace River Presbytery	Mrs. Barbara Dee Talsma	342		No
Office and Personnel Manual for Shenandoah Presbytery	Mrs. Betty S. Dixon, FCBA	189		No
Optimizing Staff Performance and Development for Mission Success	Mrs. Mary P. Dorsey, FCBA	571	2002	Yes
Pastor's Pay Package in the Congregation's Budget	Mr. Kenneth L. Grimes, FCBA	61		No
Performance Appraisal Strategy, A	Mr. James L. Murphy, FCBA	185		No
Performance Evaluation System for the Staff of FBC, Charlotte, NC	Rev. Thomas K. Crow, FCBA	450		No
Performance Evaluations	Mr. Simeon May, CAE FCBA CPA	202		No
Performance Reviews and Salary Administration For Church Staff	William J. Thompson, FCBA	388		No
Personnel and Policy Manual for the Virginia Baptist General Board	Mr. John W. Tadlock, FCBA	377		No
Personnel and Property Policy Manual KW UMC	Mrs. Avanel Johnson, FCBA	111		No
Personnel Evaluations and Missouri Labor Law Compliance	Rev. Ray Smithee, FCBA	563	2002	Yes
Personnel Guidelines For Good Shepherd Presbyterian Church	Mrs. I.K. Sandi Woodhall, FCBA	410		No
Personnel Handbook	Mr. Kevin D. Pugh, Sr., FCBA	521		No
Personnel Handbook for First Baptist Church Trussville	Dr. James Charles McCain, FCBA	494	2000	Yes
Personnel Manual for Cornerstone Baptist Church	Mrs. Glorian J. Ford, FCBA	552	2002	No
Personnel Manual for North Hills Church of God	Ms. Janice C. Berghouse, FCBA	586	2002	Yes
Personnel Manual for Peace Lutheran Church	Mrs. Karen Meissner, FCBA	590	2003	No

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Project Title	Author	Stack	Year	Electronic Version
P e r s o n n e l M a n a g e m e n t				
Personnel Manual for Support Staff	Mr. Donald W. Blasche	231		No
Personnel Manual of Faith Lutheran Church	Ms. Cheryl Schoch, FCBA	204		No
Personnel Manual of First Baptist Church Eastland	Mr. Timothy M. Plant, FCBA	493	1999	No
Personnel Manual, Bon Air Baptist Church Richmond, Virginia	Mr. Robert L. Smiddy, FCBA	152		No
Personnel Policies & Procedures Handbook	Mr. Stephen V. Braus, FCBA	46		No
Personnel Policies & Procedures Manual	Mrs. Margaret J. Banta, FCBA	712	2006	Yes
Personnel Policies & Procedures Manual, A	Mr. Christopher P. Zabel, FCBA	405		No
Personnel Policies and Procedures	Mr. Norm Hils	549	2002	No
Personnel Policies and Procedures for Central Baptist Church	Mr. Daniel B. Petty, FCBA	331		No
Personnel Policies and Procedures for St. Luke's Episcopal Church	Mrs. Betty B. O'Neil, FCBA	383		No
Personnel Policies and Procedures Handbook	Mr. Keith Kristin, FCBA	419		No
Personnel Policies and Procedures Manual	Mrs. Kristi Young, FCBA	522	2001	No
Personnel Policies and Procedures Manual	Mr. Reynard R. McMillian, Sr., FCBA	520		No
Personnel Policies and Procedures Manual for Ballwin Baptist Church	Dr. Bruce A. Morrison, FCBA	336		No
Personnel Policies and Procedures Manual for FBC, Pensacola, Florida	Mrs. Reginia D. Barrow, FCBA	439		No
Personnel Policies and Procedures Manual for Northwoods Presbyterian Church	Mrs. Kay Irvine, FCBA	449		No
Personnel Policies for Non-Ministerial Personnel at Cottage Hill B.C.	Rev. Lowell Addy, FCBA	307		No
Personnel Policies for Support Staff (non-exempt)	Mr. Evan Klein, FCBA	246		No
Personnel Policies for Woodland Acres Baptist Church	Dr. Curtis Glenn Armstrong, Jr., FCBA	696		Yes
Personnel Policies, Guidelines, and Practices for Friendship Missionary Baptist Church	Mr. Edwin Holland, FCBA	604	2004	Yes
Personnel Policy Handbook St. Michael Parish	Ms. Mary Ann Andrea, FCBA	26		No
Personnel Policy Manual	Mr. Ron Headley	600	2003	No
Personnel Policy Manual For Greenwood Christian Church	Mr. David R. Strange, FCBA	423		No
Personnel Records and Files	Mr. G. Lacy South, FCBA	149		No

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Project Title	Author	Stack	Year	Electronic Version
P e r s o n n e l M a n a g e m e n t				
Plan the Staff -- Staff the Plan	Rev. Kenneth E. Brown	728	2005	Yes
Policies & Procedures Manual - Staff Responsibilities	Mr. Charles Bagley, FCBA	52		No
Policies and Procedures Manual Victory Christian Fellowship	Mr. Kenneth H. Haase, FCBA	57		No
Policy & Procedure Manual for Taylor Memorial Baptist Church	Mr. Dale Shook, FCBA	144		No
Policy & Procedures Manual for New Covenant Christian Church	Nona Faye Thompson, FCBA	159		No
Policy Manual Whittier Area Baptist Fellowship	John C. Ortberg, FCBA	292		No
Policy Manuals for an Unified Church, School, and Day Care Ministry	Mr. Roger L. Curvey, FCBA	198		No
Position Descriptions Personnel Policies Procedures	Mr. John R. Owens, FCBA	120		No
Potential Performance: Permitting Secretaries to Be All They Can	Mrs. Mary Ann Wood, FCBA	241		No
Procedures Manual	Ms. Helsine C. McCarty, FCBA	131		No
Profile of a Church Administrator	Ms. Beverly Mintmire, FCBA	129		No
Reclaiming The Past To Claim The Future	Mrs. Jorita B. Spilver, FCBA	226		No
Resolving Personal Conflict	Mr. Jim Charron, FCBA	320		No
Restructuring Hope	Mrs. Lora Lundin			No
Revising A Church Personnel Handbook	Mr. William H. Adkerson, FCBA	55		No
Revising Personnel Policies in Keeping With Employment Law	Mr. Bill J. Wiman, FCBA	308		No
Right People, Right Job, Right Time	Rev. Roxi Vanstory, FCBA	659	2005	Yes
Safeguarding the Church Through Adequate Screening Procedures	Mr. Bill Silkman, FCBA	216		No
Salary Administration	Mr. Gerald L. Robinson, FCBA	401		No
Salary Administration Plan, A	Mr. Terry W. Steen, FCBA	355		No
Search for Excellence Through Pre-Employment & Present Employee Screening	Rev. John L. Tarrer	305		No
Seek Ye First the Kingdom of God...And These Personnel Policies Will Be Added	Mrs. Mary Ellen Futch, FCBA	378		No
St. Martin of Tours Personnel Guidelines	Mr. Mark Mitchell, FCBA	640	2005	Yes
Staff Communication on a Dual Campus	Mrs. Kathleen M. Dailey, FCBA	268		No

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Project Title	Author	Stack	Year	Electronic Version
P e r s o n n e l M a n a g e m e n t				
Staff Development - A Fascinating Puzzle	Mrs. Martha Jeanette Dalton, FCBA	452		No
Staff Guidelines and Work Life Benefits	Mr. Randall C. Due, FCBA	676	2001	Yes
Staff Handbook for The Discovery Days Preschool	Mr. John D. Yeates, FCBA	656	2003	No
Staff Reorganization-A Necessity for Efficiency	Mr. Jerry Cotton, FCBA	41		No
Staffing for Year 2000 and Beyond	Mr. Richard R. Landers	397		No
Support Staff Job Descriptions; Keeping them Updated	Mr. Carey Jones, FCBA	651	2004	Yes
The Program Administrator	Mr. Roger D. Waite, FCBA	11		No
Thee Employee Handbook - Clear Lake United Methodist Church	Glenda G. Albritton, FCBA	632	2005	Yes
Time For Transition and Change, A	Ms. Karen L. Olson, FCBA	362		No
Udpating Church Personnel Policies & Prodedures for the 21st Century	Mrs. Vicky Haqar			No
Understanding Personality as God's Gift and a Church Asset (a Staff Retreat)	Mrs. Susan D. Jespersen	484	2000	Yes
Updating/Overhauling Personnel Policies	Mr. Dennis Wainright, FCBA	547		Yes
Values of Personnel Policies, The	Rev. Phillip R. Jones, FCBA	110		No
Westlake Hills Presbyterian Church Personnel Policies Manual	Mr. Richard J. Sherrier, FCBA	142		No
What Do You Mean, I Can't Do That?!? Creating An Effective Personnnel Handbook for College Park Baptist Church	Mrs. Cynthia B. McInvale, FCBA	721	2006	Yes
Win-Win Situation: Employee Benefits That Are Easy On The Budget, A	Ms. Kay R. Stanley, FCBA	278		No
Women and Men in Ministry	Ms. Virginia G. Riggins, FCBA	256		No
P o l i t y				
A B C's of Transient Ministry	Mr. Harry V. Leeman, Jr., FCBA	208		No
Administrative Paradox: The Tower of Babel Account, An	Dr. Paul B. Welleford, FCBA	167		No
Book of Order - First Baptist Church Kershaw, SC	Dr. William J. Hollins, FCBA	195		No
Captive Corporations and the Church	Mr. Peter Schlichting, FCBA	210		No
Care For My Lambs a Benevolence Ministry for the Members of a Church	Mr. Timothy P. Frink, FCBA	277		No
Caring for the Sheep in a Local Congregation Through The Benevolence	Mr. Robert C. Arthur, FCBA	229		No

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Project Title	Author	Stack	Year	Electronic Version
P o l i t y				
Christian Benevolence - The Church's Response to Need	Dr. Robert H. Welch	163		No
Church or Secular Work Where Are You?	Mr. Joe Pat Nance, FCBA	122		No
Effective Administration of Large Church	Mr. Darrell E. Mount, FCBA	178		No
Guidelines For Establishing or Modifying A Church Constitution and Bylaws	Mr. Donald R. White, FCBA	341		No
Mission Statement: An Administrator's Blueprint	Ms. Julie Burt, FCBA	222		No
Organizing & Administration Issues of a Parish-based Counseling Center	Rev. James Ray Martin, FCBA	132		No
Saint Jude's For Profit Catering Service: What it Really Costs to Operate	Mr. John N. Simon, FCBA	182		No
Using A "Diaconal Church Business Administrator" to Enrich The Mission	Rev. Nancy L. Newman, FCBA	385		No
P r o p e r t y M a n a g e m e n t				
"Peace, Be Still": Planning in Response to Safety and Security Concerns?	Mr. Jacob Lewis Saylor	619	2003	Yes
A Plan for Disaster	Mrs. Kristi S. Dewell, FCBA	672	2005	Yes
Acquisition and Implementation of a New Telephone System for Your Church	Clarence A. Gerfers, Sr	580	2003	Yes
An Inventory Plan for Church Property	Rev. William O. Nisbet, Jr., FCBA	123		No
Analysis of a Church Multi Peril Insurance Program	Mr. Dale E. Adams, FCBA	196		No
Basic Insurance Coverage for Congregations	Ms. Pam Sigman, FCBA	300		No
Building an Outdoor Labyrinth	Mrs. Tamatha C. McElroy, FCBA	465		No
Building on a Firm Foundation ...or Taking a Leap of Faith?	Mr. Ronald G. Reeves, FCBA	667	2005	Yes
Church Building Construction, Dealing With Unknowns	Mr. James M. Stephens, FCBA	78		No
Columbarium Administraton	Mr. Phillip S. Boggs, FCBA	535	2002	Yes
Construction and Christianity	Mr. Gary E. Saliba, FCBA	77		No
Creating a Columbarium	Ms. Dianne W. Hull, FCBA	538	2002	Yes
Developing a Crisis Management Plan	Mr. Warren P. Eck, FCBA	534	2002	Yes
Developing a Fixed Asset Inventory Procedure	Ms. Carol A. Tulisalo			No
Developing a System of Inventory Management	Mr. Edwin D. Lee, FCBA	102		No

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Project Title	Author	Stack	Year	Electronic Version
Property Management				
Developing an Annual Maintenance Plan	Mr. Francis J. Seymour, Jr., FCBA	301		No
Developing an Emergency Management Plan for the Local Church	Mr. Wallace Hills, FCBA	660	2004	Yes
Developing an Emergency Preparedness Plan in Six Steps	Mrs. MaryEllen Gaubatz, FCBA	570		Yes
Development of a Church Inventory System	Rev. Daniel A. Wynn	206		No
Equipment Operation & Maintenance Manual	Mrs. Marcia B. Carr, FCBA	255		No
Facilities Housekeeping & Maintenance Management	Mr. Ron M. Chandler, FCBA	173		Yes
Facilities Management: An Outreach Tool at First Alliance	Ms. Mary Lou Turnbull, FCBA	431		No
Facilities Manual for Phase I of the New Church Development Project, A	Mrs. Debra P. Brown, FCBA	395		No
Facilities Manual For Williamsburg Presbyterian Church	Ms. Nancy James, FCBA	625	2004	Yes
Facility Management: Energy Control, Safety, And Security	Mr. George Tous Van Nijkerk, FCBA	404		No
Facility Use Guide for Rolling Hills Presbyterian Church, A	Mrs. Laraine Edwards, FCBA	260		No
Family Life Center Operations	Mrs. Starr Evans	596	2003	Yes
Freshening (Maintaining the Physical Plant)	Ms. Mary C. Wiggins, FCBA	430		No
From Vision To Victory	Mr. Thomas H. Wester, FCBA	323		No
Improving Facilities Management	Mrs. Patti L. Malott, FCBA	366		No
Inventory and Maintenance Manual	Ms. Sarah Birdsong, FCBA	340		No
It's Broken!! Who Ya Gonna Call	Mrs. Ramona L. Ray, FCBA	429		No
Land Acquisition and Financing for Churches	Mr. John W. Kirby, FCBA	490		No
Leasing Parish Properties to Non-Parishioners	Ms. Gayle Rzany, FCBA	282		No
Maintenance Manual for the Falls Church	Mr. Taylor P. Pearson, FCBA	299		No
Maintenance of the Church's Equipment	Rev. David H. Kramer, FCBA	578	2003	Yes
Making Room For Ministry	Mrs. Bonnie E. Blackman, FCBA	332		No
Managing Church Safety, Security, Emergencies and Disaster Preparedness	Mr. Patrick Anthony Archuleta, FCBA	544	2002	Yes
Meeting Maintenance Challenges After a Building Expansion	Ms. Terri Gallahue, FCBA	709	2006	Yes
Memorial Garden Policy "Omega"	Ms. Susan B. Holmberg, FCBA	582	2002	Yes

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Project Title	Author	Stack	Year	Electronic Version
Property Management				
Now Hear This Designing a Church Sound System 'One Church-Two Sites'	Ms. Rebecca Tuttle, FCBA	392		No
Only One Chance to Make a First Impression	Mrs. Susan E. Morgan, FCBA	510		Yes
Overview for Maintaining Church Property	Mrs. Debra A. Perry	708		Yes
Personnel Policy Handbook Development	Mr. Jon S. Rohe, FCBA	76		No
Plan for Progress, Report on the Planning for Remodeling Education	Mrs. Joan Morss, FCBA	319		No
Policies and Procedures Manual for Building Use / Presbyterian	Mr. John W. Bullock, FCBA	24		No
Policies and Procedures Manual for Church Security Personnel	Mrs. Ellen V. Geisert, FCBA	345		No
Priorities for Protecting the Church and Its Property	Mr. Thomas E. Greer, FCBA	373		No
Real Estate Purchases	Mr. Richard Trussell, FCBA	233		No
Relocation - The Plans, Procedures & Follow Through	Rev. John P. Joseph, Esq.	389		Yes
Relocation: Steps of Transition from Here to There	Ms. Beatrice Jordan, FCBA	107		No
Renovation at Wilshire Baptist Church	Mr. Joseph Brian Hill, FCBA	548	2002	Yes
Search for Excellence in a Place for Worship, The	Mr. James G. Smith, FCBA	150		No
Security Concerns for the Local Church	Mr. John W. Battaglia, FCBA	50		No
Staffing the Custodial Needs of a Large Downtown Catholic Church	Dr. Lonny Harden	740		Yes
Stewards of the Earth	Mr. Kenneth E. Nordby, FCBA	425		No
Strategic Maintenance Planning and Facilities use Development	Ms. Joyce Barnes, FCBA	194		No
The Dream: Navigation of the Church Building Process	Mrs. Dianne Giroir, FCBA	537	2002	No
The More We Work Together	Mr. Charles D. Paul, FCBA	629	2003	Yes
The Outsourcing of Custodial Services at The Temple Church	Mrs. Deborah A. Miller, FCBA	583	2003	No
The Presbyterian Church, Sewickley Maintenance Manual	Mrs. Dena C. Cheatham, FCBA	531	2002	Yes
There and Back Again - Church Transportation in the Early 21st Century	Mrs. Laura L. Mikush, FCBA	432		No
Utilities Management in Your Church	Mr. William H. Duncan, FCBA	684	2005	Yes
	Mr. James W. Kelly, FCBA	92		No

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Property Management				
WWND - What Would Nehemiah Do? The Role of a Church Business Administrator in a Building Program	Mr. Ron Nelson, FCBA	666	2005	No
Risk Management				
A House Built on Solid Rock: A Policies & Procedures Risk Manual for Grace United Methodist Church	Rev. S. Ellen Hopkins	627	2004	Yes
A Risk Management Plan for Centennial United Methodist Church	Mrs. Lisa L. Schuler, FCBA	704	2009	Yes
Child Protection in the Church	Nancy C. Smith, FCBA	693	2005	Yes
Church Safety	Mr. F Lyle Gordon, FCBA	63		No
Church Safety Manual for Evangel World Prayer Center	Mr. Gregory A. Holt, FCBA	732		Yes
Church Safety: A Manual for Preparedness	Mrs. Jean Humphrey, FCBA	409		No
Crisis and Risk Management	Ms. Patricia H. Shaha, FCBA	506		Yes
Developing a Child Safety Policy	Ms. Rebecca F. Walkington, FCBA	634	2005	Yes
Developing an Emergency Management Plan for the Local Church	Mr. Wallace Hills, FCBA	660	2004	Yes
Developing an Emergency Preparedness Plan in Six Steps	Mrs. MaryEllen Gaubatz, FCBA	570		Yes
Developing Guidelines to Protect the Children and Youth of Lakeside Christian Church from Sexual Misconduct	Mr. Thomas D. Doddridge, FCBA	620	2004	Yes
Disaster/Emergency - What's Your Plan?	Mr. Paul Thomas Quillen, FCBA	700	2005	Yes
Emergency Management: Planning and Preparedness	Mr. Dana Robert Berry, FCBA	598	2003	No
Emergency Preparedness Response Manual	Mr. Mark Sligar, FCBA	496	2000	Yes
Emergency Response Manual for Village Presbyterian Church	Rev. Maryann S. Farnsworth, FCBA	402		No
Emergency Response Team: Implementing a Medical Emergency Response Program	Mr. Douglas G. Keefer, FCBA	505		Yes
For the Safety of Our Children	Mrs. Joyce M. Mucha	526		Yes
Formation of a Conflict Management Team (Peacemakers) for Dogwood Trails Baptist Area	Mr. William Mike Smith, FCBA	486		Yes
Minimizing Risk - Child Sexual Abuse	Mrs. Patricia Caughman, FCBA	720	2006	No
Plan for Disaster Recovery & Risk Management, A	Mrs. Katherine A. Kidd, FCBA	390		No
Policy & Procedures for the Prevention of Child Abuse	Mr. Lawrence Sweet, FCBA	686	2005	Yes

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Project Title	Author	Stack	Year	Electronic Version
R i s k M a n a g e m e n t				
Risk Management for Children and Youth in the Church	Ms. Karen E. Erickson, FCBA	608		Yes
Risk Management in the Church: Our Story	Ms. Karen Hartz, FCBA	585	2003	Yes
Risk Management Strategy for Spring Woods United Methodist Church and Weekday Ministry Preschool	Mrs. Jo Neemann, FCBA	557	2002	Yes
Risk Managment: Creating a Safe & Secure Environment for FUMC of Valparaiso, Indiana	Ms. Sheri Stockwell, FCBA	688	2005	Yes
Safe Environment Training for the Diocese of Colorado Springs	Mr. Jerome E. Maxwell, FCBA	639	2005	Yes
Safeguarding the Church Through a Child Protection Policy	Dr. J. Gregory Lawson, FCBA	597	2002	No
Security Concerns for the Local Church	Dr. Lonny Harden	740		Yes
Sexual Misconduct: Reducing the Risk and Responding to Reports Involving Children and Youth at Calvary United Methodist Church	Ms. Deborah S. Knapko, FCBA	417		No
The Church and the Sex Offender	Mr. Brad Janowski, FCBA	703		Yes
Managing Sex Offenders in the Church				
The Theology of Stewardship: The Theology of Risk Management	Mr. Richard G. Baggett	715	2005	No
S t a f f D e v e l o p m e n t				
All Staff Development & Team Building at Trinity United Methodist Church and in the United Methodist Church	Ms. Ann L. Neptune, FCBA	678	2005	Yes
Authority and Leadership in Today's Church: Challenges/Opportunities	Mrs. Jeanette A. Messersmith, FCBA	326		No
Church Administrator at Nassau Church, The	Mrs. Kathi K. Morley, FCBA	217		No
Development of a Multiple Church Staff in a Multi-Cultural Church, The	Ms. Lenora J. Manion, FCBA	99		No
Implementing a Model of Shared Ministry	Ms. Peggy A. Palmer, FCBA	21		No
In the Beginning...Establishing and Resourcing a Church Business Administrator Position in a Corporate-Sized Presbyterian Church	Mrs. Peggy R. Koonts, FCBA	675	2005	Yes
Ministerial Staff and Ministry Descriptions	Robert O. Pruett, FCBA	460		Yes
Multiple Staff Team: What Does It Mean?	Mrs. Patricia K. Hearon, FCBA	250		No
Staff Leadership & Teamwork: Understand Self/Other	Marion Lee Weems, FCBA	6		No
Staffing the Larger Church	Mrs. Jessica A. White, FCBA	95		No
Staffs in Transition	Rev. Steven M Johnson, FCBA	259		No

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S t a f f D e v e l o p m e n t				
The role of the Church Business Administrator and the Interim Pastor	Mr. Barry Metzger, FCBA	613	2003	Yes
Time For Transition and Change, A	Ms. Karen L. Olson, FCBA	362		No
S t e w a r d s h i p				
Analysis of a Church Stewardship Campaign and Creation of a Church Giving Profile	Mr. Thomas J. Foran, FCBA	564	2002	Yes
Capital Campaign in the Local Church, The	Rev. Thomas L. Price, FCBA	361		No
Celebrating, Educating, and Communicating the Missions' Ministry at Highlands United Methodist Church	Mrs. Sharon F. Doggett, FCBA	730	2006	Yes
Charge It, Please! Using VISA/MASTERCARD as a Stewardship Tool	Mrs. Judith M. Ford, FCBA	258		No
Church Budget: A Tool for Planning and Management, A	Mrs. Karen Schmidt, FCBA	140		No
Church Stewardship Manual	Rev. Charles R. Polcaster, FCBA	114		No
Concerns of the Church	Ms. Marilyn J. Comer, FCBA	35		No
Continuing The Adventure	Mr. Joe Mabry, FCBA	2		No
Creative Giving: Developing The Spirit of Liberality	Mr. Michael D. Cooley, FCBA	349		No
Creative Planned Giving	Ms. Sherree' D. Collins, FCBA	37		No
Developing a Planning Giving Program	Mr. William C. Copper, FCBA	555	2002	Yes
Developing an Effective Stewardship Program for The Downtown Church	Mr. Steven Jay Sawyer, FCBA	587	1998	Yes
Developing and Implementing Child Protection Policies	Ms. Dianne B. Waters, FCBA	668	2005	Yes
Development & Implementation of a Comprehensive Stewardship Program	Mr. Joel D. Halvorson, FCBA	633	2005	Yes
Development of a Planned Giving Program	Mr. Raymond R. Andrae, FCBA	56		No
Development of a Stewardship Campaign	Ms. Shirley A. Dungan, FCBA	39		No
Development of the Money Master Ministry	W Dale Brooks, FCBA	459		No
Effect of Special Offerings on the Giving of Tithe	Mr. Marvel S. Lunn, Jr., FCBA	104		No
Electronic Transfers and Credit Transactions in Congregational Offerings	Mr. Leonard Harris, FCBA	731	2005	Yes
Endowment And Stewardship Strategies Enhancing Their Relationship	Ms. Kay Aler-Maida, FCBA	436		No
Establishment of a Planned Giving Ministry, The	Mr. Richard Browning, FCBA	31		No

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S t e w a r d s h i p				
Faithful "Signs" of Stewardship	Ms. Ellen Fuller, FCBA	705		No
Financial Procedures for Polk Street UMC	Mr. Michael R. Buckles, FCBA	30		No
First UMC Wichita Falls, Texas, Financial Policies and Procedures	Mr. Richard L. Sims, FCBA	288		No
Giving in Grace: The Development of an Educational Program in Stewardship	Mrs. Lisa L. Smith	575		Yes
Guidelines in Assisting Students with Financing Seminary Education	Ms. Connie Nyman, FCBA	192		No
Helping Stewardship to Happen in a Suburban Community: A Marketing Plan	Ms. Therese L. Vasicek, FCBA	545	2002	Yes
Here I Am Lord, Annual Stewardship Covenant and Renewal	Mr. Gregory Loving, FCBA	315		No
High Yield Principle in Church Finances, The	Mr. Hugh M. Stevenson, FCBA	391		No
Internal Monetary Controls	Rev. Jerry W. Rodgers, FCBA	718	2006	Yes
Investments for the Church - A Different Kind of Ministry	Mrs. Karen C. Fulcher, FCBA	67		No
Live for the Lord A Guide for Planning Ministries & Increase Giving	Mr. Ernest Dale Standerfer, FCBA	334		No
New Twist on Stewardship: Foundational Pledge Renewals, A	Ms. Suzanne McCary, FCBA	280		No
Open Handed ... Mission Resource Goals	Ms. Silvia White, FCBA	304		No
Opportunities for Planned Giving	Mr. John M. Hoskins, FCBA	96		No
Planned Giving	Mrs. Mary Ann Ledman, FCBA	387		No
Planned Giving for the Church: A Focus on Wills	Mr. Richard T. Swartz, FCBA	148		No
Planned Giving: A Design for Exposure, Education & Initial Involvement	Rev. Robert E. Gladney, Jr., FCBA	235		No
Pledging a Budget	Mr. Charles T. Wohlneck, FCBA	168		No
Policies For First Presbyterian Church Endowment and Designated Funds	Mrs. Ann Nowell, FCBA	261		No
Program for Enlisting the Support of Every Member	Mr. Adolfe Edward Bell, FCBA	49		No
Sacrificial Giving - Biblical History & Application	Mrs. Helen V. Palmer, FCBA	117		No
Shifting the Focus From Money to Ministry	Ms. Ann Mobley, FCBA	240		No
Stewards of the Hope, What is the Problem?	Mr. Thomas J. O'Brien, FCBA	281		No
Stewardship - Gifts From God - Time - Talent - Tithe	Mrs. Genne Sherman, FCBA	146		No

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S t e w a r d s h i p				
Stewardship And Ethics in Church Expansion Projects	Mr. Jon K. Elliott, FCBA	223		No
Stewardship Campaign Model for Small Congregations	Rev. Warren C. Heintzelman, Jr., FCBA	232		No
Stewardship Education	Mr. William T. Fogarty, FCBA	73		No
Stewardship Education in a Transition Church	Dr. Terri H. Stovall	309		No
Strong Foundation, A	Mrs. Nancy H. Tate, FCBA	313		No
Study in Giving and Stewardship Campaigns, A	Mrs. Lynn Adcock, FCBA	382		No
Teaching Personal Financial Stewardship	Mr. Roderick L. Cadenhead, FCBA	643	2005	Yes
Theology and Practice of Stewardship, The	Mrs. Colleen L. James, FCBA	25		No
Unified Ministry through Biblical Stewardship	Mrs. Kathy M. Powell, FCBA	694	2005	Yes
'Vision for Victory' A Church Capital Funds Campaign	Mr. David F. Mostek, FCBA	458		No
Volunteer In Mission as an Act of Stewardship	Mr. Charles R. Puryear, III, FCBA	113		No
Year Round Stewardship	Rev. Ronald W. Newhouse, FCBA	500	2000	Yes
Year Round Stewardship Education	Mrs. Connie C. Barber, FCBA	681	2005	Yes
S t r a t e g i c P l a n n i n g				
"To Grow" or "Not to Grow" Is that the Question?	Ms. Sandra K. Harlan, FCBA	303		No
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, FCBA	617	2003	Yes
A Catholic Parish Without a Resident Ordained Pastor	Mrs. Vicki M. Rector, FCBA	248		No
A Growth Plan for FBC	Lynn Oswalt	444		No
A Map to Mt. Comfort Road: A Church's Journey to a New Location	Mr. Mark T. Watkins, FCBA	707		Yes
Administering a Plan for Church Growth	Mr. George A. Strickland	155		No
Assimilation of New Members in a Larger Urban Church	Mr. Russell L. Moffitt, FCBA	128		No
Church Building Consultation and Steering Preparation Manual	Mr. Robert F. Grant, FCBA	644		Yes
Decades of Difference - The Growth of FBC of Jonesboro, Georgia	Mr. Michael S. Reagin, FCBA	183		No
Developing & Implementing a Mission Design Using the Congregation	Mr. Robert L. Temple, FCBA	147		No

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Project Title	Author	Stack	Year	Electronic Version
Strategic Planning				
Developing a Strategic Ministry Plan	Mr. Stuart Norton, FCBA	562	2002	Yes
Development of a Long-Range Plan for HBC	Mr. William R. Hornbuckle, FCBA	97		No
Establishing Strategic Ministry Planning in a Local Church	Mr. Edward Ronald Rowland, FCBA	203		No
Financing a Building Program through the Use of Variable Rate Demand Bonds	Mrs. Cathy Denise Craig, FCBA	664	2005	Yes
Generations: Preserving the Past-Providing a Future: Renovations and New Construction From Master Plan to Schematic Design	Ms. Dola H. Gresham	673	2005	Yes
Holistic Approach to Church Membership, A	Mr. David F. Lineberger, FCBA	201		No
Limited Assessment Report for Prospective Site Development	Mr. Frederick L. Clement, FCBA	560	2002	No
Long Range Planning and Control For Your Church	Mr. James R. Meeks, FCBA	574	2003	Yes
Long Range Planning for the Oxford-University United Methodist Church	John C. Moore	325		No
Long Range Strategic Planning	Mrs. Spooky Gilliam, FCBA	543	2002	No
Long-Range Planning Process in a Rural Church, The	Rev. Alan B. Dickinson, FCBA	252		No
Long-Range Strategic Planning	Mr. Glenn G. Rymer, FCBA	269		No
Lord's Larder: A Planning Guide, The	Mrs. Sammye Dewoody, FCBA	40		No
Market Research for the Local Church: A Case Study	Mr. Terrance White, FCBA	214		No
Maximizing the Growth of Second Presbyterian Church	Mr. Henry G. Weaver, Jr., FCBA	161		No
Moving from Maintenance to Ministry: A Long-Range Plan for Trinity United Methodist Church	Ms. Dianne H. Wilkinson, FCBA	485	2000	No
Plan for Planning at Alamo Heights. UMC	Mr. Richard C. Harder, FCBA	84		No
Planning & Budgeting for Maintenance Capital Expenditures	Mrs. Sharon K. Smith, FCBA	151		No
Process of Developing A New Church Vision Strategic Planning, The	Mr. David W. Ketchand	245		No
Process of Long Range Planning for FBC	Mr. Steve W. Pierce, FCBA	310		No
Quality Service Model for Churches, A	Mr. Gary F. Smith, FCBA	343		No
Strategic Planning for the Local Church	Mr. Lester F. Armstrong, FCBA	53		No
Systems Approach to Church Administration, A	Rev. Stan J. Tharp, FCBA	154		No
The Disaster Ready Church	Mr. Thomas E. Fountain, FCBA	581	2003	Yes

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S t r a t e g i c P l a n n i n g				
The Dream: Navigation of the Church Building Process	Mr. Charles D. Paul, FCBA	629	2003	Yes
The Shaping of a Master Plan: A Study of Issues and Strategies	Mrs. Dana T. Fickling, FCBA	593	2003	Yes
Three-Year Plan for Lee Highway Church of God	Mr. Charles D. Peek, FCBA	116		No
Use of Market Research in Church Strategic Planning, The	Mr. Stephen D. Berger	243		No
Vision 2000	Rev. William E. Sears, FCBA	400		No
T h e o l o g y a n d C h u r c h				
A Formulated Adult Bible Study	Mr. Wayne Patrick Talbot, FCBA	626		Yes
A View from the Anglican Room: Formation & Identity Through How we Structure the Body of Christ as a Diocese	Mr. Stephen Pierce	614	2003	Yes
Church in the Midst of AIDS, The	Mr. Rodney M. Sprott, FCBA	285		No
Developing a Committee Handbook on Church Procedures	Mrs. Dorothy Speer	616	2004	Yes
Developing a Ministry of the Laity	Mrs. Charlotte J. Chappelle, FCBA	42		No
Developing an Administrative Manual	James E. Crittenden, FCBA	499	1999	No
Development of Church-Based Counseling Services to Support Pastoral Counsel	Mrs. Yvonne D. Taylor, FCBA	399		No
From Church Secretary to Church Administrator--a Study in Administrative Transition of a Church Experiencing Rapid Growth	Mrs. Ethel Ann Foster, FCBA	541		Yes
Identifying and Correcting Significant Financial Operations Issues at First Baptist Church	Mrs. Katherine Dawson	722	2006	No
Implementing Spirituality in Catholic Parish Councils	David L. Vaughn, FCBA	294		No
Iron Sharpens Iron: Developing a Network of Church Administrators (From an African American Perspective)	Ms. Annie B. Darden, FCBA	618	2004	Yes
Looking Through The Stained Glass Window	Mrs. Priscilla G. Heim, FCBA	407		No
Marriage Manual For FSBC Colorado Springs, CO	Mr. Keith B. Rowe, FCBA	394		No
The Beauty of Holiness: Worshipping the Lord Through Art and Architecture at the Cathedral Church of St. Luke	Mrs. Anne E. Michels	710		Yes
The Biblical Basis for Church Administration as a Pastoral Minister in a Modern New Testament Church	Mr. Jack H. Thompson	480		No
The Re-Organization of Mt. Canaan Baptist Church	Mrs. Rosetta Q. Russell, FCBA	706	2006	Yes

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T h e o l o g y o f S t e w a r d s h i p				
A Benevolence Ministry Improvement Plan	Mr. Nelson Horton	646	2004	Yes
A Stewardship Manual for the Mid-Sized Church	Mrs. Gail G. Elmore, FCBA	421		No
Christian Financial Management (Stewardsip)	Rev. Kenneth H. Morrill	412		No
Emerging Models of Stewardship	Rev. Craig E. Showalter, FCBA	611	2004	Yes
Life Stewardship Education Plan for Southcliff Baptist Church	Mr. Jonathan Kidd, FCBA	414		No
Planned Giving For The Church	Mr. Robert R. Epperson, FCBA	420		No
Planned Giving: An Individual and a Church/Nonprofit Approach	Mr. P. Dan Woodall, FCBA	665	2004	Yes
Stewardship - A Faith Journey	Mrs. Janet C. Piwonka, FCBA	413		No
T i m e M a n a g e m e n t				
A Time and Talent Survey of Trinity United Methodist Church	Ms. Janice Lee McLain	48		No
From Time-Binds To Time-Lines	Mr. Steve M. Sexton, FCBA	221		No
Time Management Process for a Local Church	Mr. Larry W. Golden, FCBA	65		No