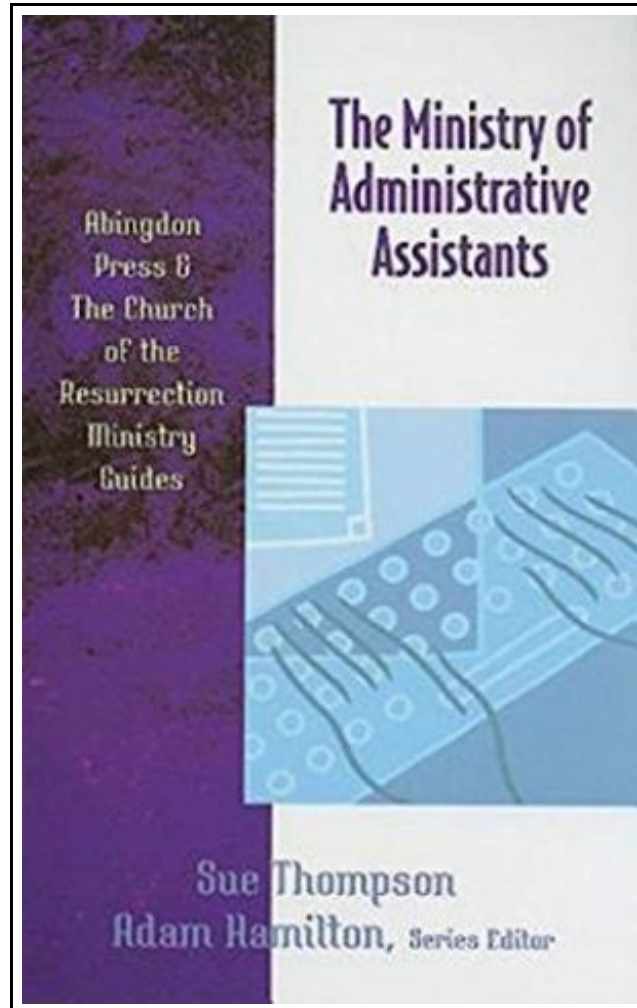


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Abingdon Press. Paperback. Book Condition: New. Paperback. 60 pages. Dimensions: 8.0in. x 5.0in. x 0.3in. This ministry guide has been written to provide information about how to provide support ministry to the people with whom you work. This guide is also for people who work in many different ministry settings, a church or denominational administrative office, a small or medium size church, a parachurch or missions focused organization, and large churches. It will assist them with how they look at their ministry, and the level of support that is needed for their particular setting. A call to ministry is an important thing to understand for an administrative assistant; your heart and the way you deal with people and tasks are different if you understand your position as a call to ministry rather than a job for a paycheck. If you understand that you represent not just your pastor and your church, but Christ to every person who calls, stops by, e-mails, etc. , you approach your tasks and people differently. Working as the assistant to a pastor, or any person in ministry, you have to approach your tasks with an understanding of who you are serving, and you are serving Christ and his people. The position of Administrative Assistant is a vital part of the over-all ministry of your church and the congregation. You are the gate-keeper, bridge-builder, keeper of the information, soother of wounded feelings, and the deliverer of unwanted news. You are the person who has your finger on the pulse of your congregation and your community. You are the person people will come to for answers. You will handle thousands of details related to dozens of different projects and commitments for your pastor. You will help make your pastors ministry seamless. While all of these descriptions may make...



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