



The Church Administrative Assistant's Handbook: A Practical Guide to Maximize the Ministry of the Pastor and Staff (Mixed media product)

By Rose Graham

Lillenas Publishing, United States, 2008. Mixed media product. Book Condition: New. 302 x 284 mm. Language: English . Brand New Book. The church administrative assistant is a key part of effective ministry. Greeting weekday visitors, taking phone messages, managing paperwork, and keeping the pastor and staff organized are just a few of the daily tasks of an assistant's role. This myriad of duties and responsibilities, which are often unique to each individual church, makes training new assistants an often difficult and daunting task for pastors and staff. The Church Administrative Assistant's Handbook is a valuable training tool to help church administrators and assistants work together to achieve efficiency and maximize their church's ministry. It includes a variety of useful forms and information for the pastor and assistant to use together as they set up their requirements and expectations for a successful team. Resources include: Design expectations and qualifications to use when selecting an executive assistant Questionnaires to help determine work style, personality, and spiritual gifts Practical tips, guidelines, and tools for accomplishing daily tasks A CD with reproducible files of policies, templates, forms, checklists, and procedures, which can be adapted to fit a person's various needs.



READ ONLINE
[3.88 MB]

Reviews

These sorts of pdf is the greatest pdf available. It really is written in simple words and never difficult to understand. I am just very easily could get a delight of studying a written ebook.

-- **Mr. Allen Cassin**

These sorts of book is the greatest book offered. This can be for all those who state that there had not been a really worth reading. I am just quickly could get a pleasure of reading a written ebook.

-- **Verner Goyette DDS**

Other Kindle Books



Abc Guide to Fit Kids: A Companion for Parents and Families

Murdoch Books, 2007. Paperback. Book Condition: New. Brand new books and maps available immediately from a reputable and well rated UK bookseller - not sent from the USA; despatched promptly and reliably worldwide by Royal Mail;



A Parent's Guide to STEM

U.S. News World Report, United States, 2015. Paperback. Book Condition: New. 214 x 149 mm. Language: English . Brand New Book ***** Print on Demand *****.This lively, colorful guidebook provides everything you need to know to help your child get inspired, succeed...



Unplug Your Kids: A Parent's Guide to Raising Happy, Active and Well-Adjusted Children in the Digital Age

Adams Media Corporation. Paperback. Book Condition: new. BRAND NEW, Unplug Your Kids: A Parent's Guide to Raising Happy, Active and Well-Adjusted Children in the Digital Age, David Dutwin, TV. Web Surfing. IMing. Text Messaging. Video Games. iPods. Kids today are plugged into...



Everything Ser The Everything Green Baby Book From Pregnancy to Babys First Year An Easy and Affordable Guide to Help Moms Care for Their Baby And for the Earth by Jenn Savedge 2009 Paperback

Book Condition: Brand New. Book Condition: Brand New.



Your Planet Needs You!: A Kid's Guide to Going Green

Macmillan Children's Books, 2009. Paperback. Book Condition: New. Rapidly dispatched worldwide from our clean, automated UK warehouse within 1-2 working days.



Environments for Outdoor Play: A Practical Guide to Making Space for Children (New edition)

SAGE Publications Ltd. Paperback. Book Condition: new. BRAND NEW, Environments for Outdoor Play: A Practical Guide to Making Space for Children (New edition), Theresa Casey, 'Theresa's book is full of lots of inspiring, practical, 'how to go about it ideas' coupled with...