

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



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Reviews

A whole new eBook with a brand new point of view. It is definitely simplistic but shocks in the 50 percent of the publication. I am just pleased to explain how this is the greatest ebook i have read during my very own daily life and could be he best ebook for possibly.

(Mitchell Kuhn III)

THE CHURCH ADMINISTRATIVE ASSISTANT S HANDBOOK: A PRACTICAL GUIDE TO MAXIMIZE THE MINISTRY OF THE PASTOR AND STAFF (MIXED MEDIA PRODUCT)



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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.



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