

Interim Ministry Resources

Chapter 6 Infrastructure

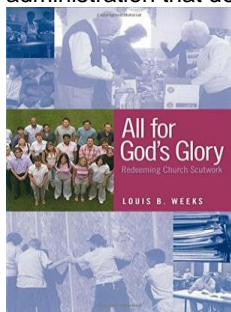
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Introduction

All for God's Glory: Redeeming Church Scutwork [Louis B. Weeks]

Nobody likes scutwork, the unwanted dregs of the working day. Pastors are no exception to this, often dreading the endless e-mails and phone calls, having no heart for putting together one more bulletin or attending one more meeting, all of which feels like so much distraction from the "true" pastoral work to which they have been called. Louis Weeks challenges that paradigm and lifts up scutwork as an integral part of pastoral care and leadership. How can we administer congregations in ways most likely to increase the measure of pastoral care? How can our service, in menial and glorious work alike, build up the Body of Christ? How can all the work and worship in this congregation help God's work in the world?

Preparation, organization, and other administrative duties are crucial for effective programs and mission in a congregation as elsewhere in society. Preaching, teaching, and pastoral care - three indispensable parts of congregational life - all depend upon competent congregational administration. It is through focused attention to the details of scutwork that pastors are able to build solid relationships within the congregation, and without the trust that comes from these relationships, no true pastoral care and leadership is possible. *All for God's Glory* explores ways in which churches are engaged and can engage in practices of administration that deepen care and build a healthy congregational community.



<http://www.amazon.com/All-Gods-Glory-Redeeming-Scutwork/dp/1566993792>

<https://www.goodreads.com/book/show/7053541-all-for-god-s-glory>

<https://rowman.com/ISBN/9781566994644/All-for-God's-Glory-Redeeming-Church-Scutwork>

<https://www.barnesandnoble.com/w/all-for-gods-glory-louis-weeks/1112021416?ean=9781566993791>

<https://books.google.com/books?isbn=1566994640>

<https://alban.org/archive/redeeming-church-scutwork/>

<https://en.wiktionary.org/wiki/scutwork>

<https://www.faihandleadership.com/people-news/writers/louis-b-weeks>

<https://www.christiancentury.org/contributor/louis-b-weeks>

<http://www.lifeandleadership.com/book-summaries/?currentPage=65>

http://thechurchnetwork.com/ItemDetail?iProductCode=ALL_GODS&Category=GEN+ADMIN&WebsiteKey=39db16de-42a1-4c79-a393-3ca399dd0193

https://bethanyseminary.edu/wp-content/uploads/2017/04/March_Newsletter_032917.pdf

<http://elizabethpresbytery.org/wordpress/wp-content/uploads/2014/01/Professional-Ministry.pdf>

www.upsem.edu/about/faculty/louis-b-weeks/

<https://www.amazon.com/Louis-B.-Weeks/e/B002XU77S8>

https://www.goodreads.com/author/list/483885.Louis_B_Weeks

Images for Louis B. Weeks, author

Images for All for God's Glory: Redeeming Church Scutwork [Louis B. Weeks]

An Intentional Interim Concept: Interim Ministry Association

2. Rebuilding the Infrastructures

Nearly always toward the end of a ministry, "infrastructures" of a congregation such as procedures, policies, structural organization, and building maintenance will have been neglected and will need some revision and restructuring. The interim period is a good time to review and revise the internal organizational trappings that are essential for implementing ministries and mission of the church.

<http://interiministry.org/resources/an-intentional-interim-concept/>

Images for An Intentional Interim Concept: Interim Ministry Association - Rebuilding the Infrastructures

Images for "infrastructures" of a congregation such as procedures, policies, structural organization

Building the Infrastructure | pursueGOD.org

If you're a pastor or pastoral team who wants to bring a discipleship culture to your church using the pursueGOD resources, you'll have to build up the discipleship infrastructure in three main areas of the church.

<http://www.pursuegod.org/building-the-infrastructure/>

Images for discipleship infrastructure

Church Administration: Programs, Process, Purpose [Robert Bacher, Michael Cooper-White]

This comprehensive guide, from two experienced and thoughtful churchmen, treats each aspect of congregational governance as a sacred calling with an overriding religious mission.

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Chapter 1. Administration's Biography: A Holy History Chapter
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Chapter 8. Communication: Ministry Means Messaging
Chapter 9. Ministry Teams: Teeming with Talent
Chapter 10. External Relationships: Loving Thy Institutional Neighbor
Chapter 11. When Conflict Comes Calling
Chapter 12. Life under Law: Navigating Legal Issues in Ministry
Afterword: The Church Administrator as Person

<http://www.augsburgfortress.org/education/academic/churchadministration/thebook.jsp>

<http://store.fortresspress.com/store/product/2687/Church-Administration>

For discussion questions on this book go to www.augsburgfortress.org/education/academic/churchadministration/

<http://www.amazon.com/Church-Administration-Programs-Process-Purpose/dp/0800637429>

<http://www.lifeandleadership.com/book-summaries/bacher-and-cooper-white-church-administration.html>

<https://www.amazon.com/Robert-Bacher/e/B001JSACYG>

<http://fortresspress.com/author/robert-bacher>

<https://www.augsburgfortress.org/store/product/7253/Chasing-Down-a-Rumor>

<http://www.ltsu.edu/about-us/faculty-staff-directory/michael-cooper-white>

<http://www.huffingtonpost.com/author/rev-michael-l-cooperwhite-dd>

<http://www.ats.edu/michael-cooper-white>

<http://fortresspress.com/author/michael-cooper-white>

<https://www.facebook.com/michael.cooperwhite>

Images for Church Administration: Programs, Process, Purpose [Robert Bacher, Michael Cooper-White]

Church Infrastructure Development: If You Build It They Will Come

Join this webinar and learn how to help your church accomplish its mission through a tried and true method of developing and formalizing best practices, equipping leaders like never before!

<https://vimeo.com/89109301>

<https://vimeo.com/85167268> Jim Tomberlin with Steve Caton Pt. 1

<https://vimeo.com/85166498> Jim Tomberlin with Steve Caton pt. 2

<https://irresistiblechurch.org/build-will-come/>

Images for Church Infrastructure Development: If You Build It They Will Come

Church Infrastructure - First United Methodist Church

Pillars, Leaders, Church Teams

<http://www.1stchurchic.org/church-infrastructure.html>

Images for Church Infrastructure - First United Methodist Church Pillars, Leaders, Church Teams

Enhancing Your Church Infrastructure

So, as you appear at your church and all the activity and points taking place at what point do they speak and talk outside of a staff meeting. How do they transfer in the exact same path, take the similar actions in the similar route. What is it that is developed into your infrastructure that permits all those who perform and volunteer inside your church to operate with each other?

<https://learnmore33.wordpress.com/>

Images for Enhancing Your Church Infrastructure

5 Early Leadership Lessons from the Dissolution of Mars Hill Church – Carey Nieuwhof

3. Personality Can Grow a Church, But Only an **Infrastructure** Can Sustain It

The lesson here is one for all of us....as your ministry grows, leaders need to grow the infrastructure to sustain it.

<http://careynieuwhof.com/2014/11/5-early-lessons-dissolution-mars-hill-church-seattle/>

Images for 5 Early Leadership Lessons from the Dissolution of Mars Hill Church – Carey Nieuwhof 3. Personality Can Grow a Church, But Only an Infrastructure Can Sustain It

<https://careynieuwhof.com/7-disruptive-church-trends-that-will-rule-2018/> 7. THE TEAM IS ECLIPSING THE SOLO LEADER

infrastructure development - Executive Pastor Online

<http://www.executivepastoronline.com/tag/infrastructure-development/>

<http://www.executivepastoronline.com/category/infrastructure/>

Images for infrastructure development – Executive Pastor Online

Infrastructure: The Foundation of Your Small Group - Church Leaders

Let me go through some questions on infrastructure to help us make "infrastructure" a strategic word instead of a task word.

<http://churchleaders.com/smallgroups/leading-small-group-leaders/161678-infrastructure-the-foundation-of-your-small-group-ministry.html>

[Images for Infrastructure: The Foundation of Your Small Group - Church Leaders](#)

Investing in Our Infrastructure: Why Congregations Matter Now More Than Ever

Millennials need congregations as much as congregations need millennials. Millennials are searching for connection, spirituality, and meaning. They crave learning, passion, and to join a community of people devoted to improving our world. At its best, this is what congregational life can be. Millennials do not need another dating service, and rabbis cannot make people fall in love. But congregations are where our people forever connect to the sacred in our world and the sacred in one another.

We are the infrastructure of the Jewish people.

<https://www.whctemple.org/blog/display/investing-in-our-infrastructure-why-congregations-matter-now-more-than-ever/index.php>

[Images for Investing in Our Infrastructure: Why Congregations Matter Now More Than Ever](#)

[DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository

Chapter 12.

CONGREGATION COUNCIL

C12.05. The Congregation Council shall be responsible for the **financial and property matters** of this congregation.

- a. The Congregation Council shall be the board of [trustees] [directors] of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of _____, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to \$_____ for items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than \$_____ in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

<https://download.elca.org> > ELCA Resource Repository > Model Constitution

<http://www.elca.org/Resources/Office-of-the-Secretary>

[Images for Model Constitution for Congregations 2019 - ELCA Chapter 12. CONGREGATION COUNCIL responsible for the financial and property matters](#)

Office of the Secretary - Evangelical Lutheran Church in America - ELCA

Welcome to the Office of the Secretary resource page. This resource page provides you a visual way to explore and download the many types of resources we have available. You may also use our powerful [search](#) engine to find other resources not listed here.

[Congregations](#)

[Governance and Policy](#)

[Insurance/Risk Management](#)

[Synods](#)

[Misc](#)

<http://www.elca.org/en/Resources/Office-of-the-Secretary>

[Images for Office of the Secretary - Evangelical Lutheran Church in America - ELCA](#)

[Images for Congregations Governance and Policy Insurance/Risk Management](#)

Retooling the Foundation for a Strong Next Chapter of Ministry

This period of transition should not be regarded as simply the filling of a staff vacancy but is an important time that will soon bring about the next major chapter in your congregation's life. Therefore, it is important that everything possible be done to assure that the greatest chance of health and success is in place when the new pastor arrives. Most of the material in this manual specifically addresses the various dimensions of calling the new pastor. However, the organizational foundation for the life and ministry of the congregation to which the pastor is called will have a great deal to do with how healthy and successful the next pastoral leader can be. The most skilled sailor will have little success in a leaky boat with a broken mast and torn sail. This period of transition is to get your house in order, or your boat ship-shape and ready to go.

The next chapter (Chapter 5) of this manual and Appendix D will describe how to develop an insightful and accurate description of your congregation, its history, its present, and the future mission into which you believe God is leading. How effectively you are able to move in those directions can depend on whether your house is in good order and poised to function effectively. While these organizational matters can and should be attended throughout a congregation's life, attention should be given during this time of

transition so any improvements that could enhance the power of the next chapter in ministry are made and are positioned to launch the newly called pastor's ministry on a firm foundation. These elements include:

Job descriptions. In addition to the language in the letter of call and the material in the Ministry Site Profile, have you developed a clear and detailed job description for the pastor you are calling? Do you have clear and detailed job descriptions for other staff as well, so the pastor being called is clear on what other staff's responsibilities are?

Personnel policies. Effective personnel policies settle anxiety and confusion about staffing expectations and procedures. The policies should accurately reflect expectations of staff. They should be carefully followed and revised as needed to reflect the reality of how your staff works.

Evaluation tools and procedures. Evaluation of ministry is challenging and often left undone. When ministry is going smoothly it may not seem to matter, but as soon as difficulties arise the problem is magnified if there are not mechanisms for addressing the issues. Personnel policies and attendant evaluation tools should be in place to affirm strengths and identify areas of improvement.

Constitution and governing documents. An enormous amount of congregational tension could be alleviated with strong and accurate governing documents, well thought through and applicable to your congregation. They need to be revisited often to be sure they provide guidance and reflect how your congregation operates.

Call Process Manual - Saint Paul Area Synod

http://www.spas-elca.org/sites/default/files/files/Call%20Process%20Manual_August%202012.pdf

Images for Retooling the Foundation for a Strong Next Chapter of Ministry

Seven Chosen to Serve

⁶Now during those days, when the disciples were increasing in number, the Hellenists complained against the Hebrews because their widows were being neglected in the **daily distribution of food**. ²And the twelve called together the whole community of the disciples and said, "It is not right that we should neglect the word of God in order to wait on tables. ³Therefore, friends, select from among yourselves seven men of good standing, full of the Spirit and of wisdom, whom we may appoint to this task, ⁴while we, for our part, will devote ourselves to prayer and to serving the word." ⁵What they said pleased the whole community, and they chose Stephen, a man full of faith and the Holy Spirit, together with Philip, Prochorus, Nicanor, Timon, Parmenas, and Nicolaus, a proselyte of Antioch. ⁶They had these men stand before the apostles, who prayed and laid their hands on them.

oremus Bible Browser: Acts 6:1-6

<http://bible.oremus.org/?passage=Acts+6:1-6&version=nrsv>

Images for Seven Chosen to Serve in Acts

Spiritual Infrastructure | United Church of God

This whole subject got me to thinking about our "spiritual infrastructure," the elements that help us to function successfully as Christians in today's world. This led me to Ephesians chapter 6, where the apostle Paul describes the armor of God. Paul did a masterly study on the gear worn by a Roman soldier and compared it to the clothing a Christian must put on in the daily struggle against evil and the challenges of life.

<https://www.ucg.org/world-news-and-prophecy/spiritual-infrastructure>

Images for Spiritual Infrastructure | United Church of God

The Necessity to Rebuild the Infrastructure

1. The Necessity to Rebuild the Congregational Infrastructure that is, the administrative structures, processes, procedures and "know how" efficiency. Joan Mabon, a Presbyterian interim minister, offered the observation/theory that there is generally a three-year period of neglect to the infrastructure by the existing pastor. One year of trauma or a feeling of rejection, one year of struggle with a decision to stay or go, and one year of attention given to the search for a new position. With those concerns preoccupying the pastor there is unintentional but certain neglect of the administrative functions of the pastor. This seems like a reasonable theory, but of course we have no hard data to substantiate it. Perhaps we will someday.

CHURCH PROFESSIONALS UNDER CARE OF COM INTENTIONAL INTERIM MINISTRY GUIDELINES

<http://thepresbytery.org/wp-content/uploads/2010/08/Intentional-Interim-Ministry-Guidelines-Updated-070109.pdf> Page 4

Images for Necessity to Rebuild the Congregational Infrastructure

Images for Congregational Infrastructure administration structures, processes, procedures

Three keys to developing a solid church infrastructure

Infrastructure isn't a very 'sexy' topic in the church today. However, it could be the single most important ingredient for ministry success both now and in the future. Churches that are growing in a healthy way value the 'ministry backbone' that an infrastructure provides. Not only does it help **effective church leaders manage and measure ministry**, it ultimately helps them multiply it in a scalable way. It also helps you address and eliminate most of the friction that happens in ministry.

<http://www.churchcommunitybuilder.com/blog/three-keys-to-developing-a-solid-church-infrastructure/>

Images for Three keys to developing a solid church infrastructure

Images for effective church leaders manage and measure ministry

Reflections and Resources

1) Recommended best practices

A retired pastor welcomed me on a Sunday morning as an interim pastor to a congregation in which he belonged by stating, "You're even keeled, and you can help sort out problems." Keeping this complimentary assessment in mind helped me to stay focused when the chair of the Board of Deacons came into the pastor's study the following week and lamented about the membership record keeping. I asked questions about the past practice and listened as the chair told about possibilities the deacons were considering. When the chair asked me about my experience, I shared what I considered to be some recommended best practices. Fortunately, there are numerous resources so that an interim pastor does not have to "reinvent the wheel" whenever an infrastructure issue presents itself. Addressing concerns related to infrastructure is part of the role of intentional interim ministry. An experienced interim pastor can provide perspective to areas that a new installed pastor with less experience might not bring. Also, if something like membership record keeping can be addressed during the transitional period, then the installed pastor can come in and focus on areas like worship and preaching, education, as well as youth and family ministry, for instance.

Resources

Best Practices - Smart Church Management

<https://smartchurchmanagement.com/category/best-practices/>

Images for Best Practices - Smart Church Management

<https://smartchurchmanagement.com/best-practices/>

<https://smartchurchmanagement.com/>

Vital Congregations: Best Practices - The United Methodist Church

<http://www.umc.org/how-we-serve/vital-congregations-best-practices>

Images for Vital Congregations: Best Practices - The United Methodist Church

<http://www.umc.org/how-we-serve/vital-congregations>

<http://www.umc.org/how-we-serve/vital-congregations-setting-goals>

<http://www.umc.org/how-we-serve/vital-congregations-reaching-your-goals>

<https://www.umcdiscipleship.org/about/dreaming-of-vital-congregations>

http://s3.amazonaws.com/Website_Properties/how-we-serve/documents/vital-congregation-planning-guide.pdf

2) Manage

A pastor is increasingly expected to be able to manage well.

Resources

Business Management in the Local Church [David R. Pollock, Larry Burkett]

Even though the local church isn't in "business" per se, it is still a business - the Lord's business. This valuable church reference is divided into four sections: law, finance, facilities, and personnel.

This workbook has one simple purpose: to show how sound management principles can ensure Godly stewardship within your church. Knowing the church's God given mission, how can you commit to God's high standards for integrity in the business life of your church? In this practical, information packed guidebook, recognized expert David Pollock takes you all the way from biblical blueprints to the nuts and bolts of wise applications. This revised and expanded edition is broken into four, easy-to-reference sections: Church and Law, Church Finances, Church Facilities, Church Personal.

New chapters include: Medical Liability for Your Church, Managing the Church Office, Obstacles to Good Stewardship, Matters of Conscience.

<http://www.amazon.com/Business-Management-Local-Church-Pollock/dp/0802409342>

<https://www.barnesandnoble.com/w/business-management-in-the-local-church-pollock/1015535936>

<http://www.christianbook.com/business-management-local-church-revised-expanded/david-pollock/9780802409348/pd/09342>

https://books.google.com/books/about/Business_Management_in_the_Local_Church.html?id=zuoMAAAACAAJ

<https://www.churchpartner.com/product/198/business-management-in-the-local-church/>

<http://www.lifeandleadership.com/book-summaries/pollock-business-management-in-the-local-church.htm>

http://www.liberty.edu/media/3415/courseguides/DSMN972_Syllabus.pdf

<https://www.pinterest.com/patriciilotich/church-management/>

<http://www.christianitytoday.com/pastors/2016/july-web-exclusives/5-church-administration-issues-you-need-to-know-but-didnt-l.html>

<https://www.moodypublishers.com/authors>

<http://www.crosswalk.com/family/finances/larry-burkett-author-and-speaker-on-stewardship-dies-at-64-1208399.html>

<http://www.bpnews.net/16291/larry-burketts-life-sold-out-to-faith-friends-say-at-funeral>

<http://www.urbanministry.org/f/david-r-pollock>

<https://www.moodypublishers.com/>

https://en.wikipedia.org/wiki/Larry_Burkett

<https://www.crown.org/>

<https://www.amazon.com/Larry-Burkett/e/B0030F50BG>

http://www.goodreads.com/author/show/2911.Larry_Burkett

Images for Larry Burkett, author

<https://christianpf.com/larry-burkett-a-christian-financial-pioneer/>

<https://www.youtube.com/watch?v=fJkdJWrrZYw> Larry Burkett - Money Matters - YouTube
<http://www.crosswalk.com/family/finances/larry-burkett-author-and-speaker-on-stewardship-dies-at-64-1208399.html>
<http://www.bpnews.net/16291/larry-burketts-life-sold-out-to-faith-friends-say-at-funeral>
<https://www.moodypublishers.com/authors/p/david-r-pollock/>
<http://www.urbanministry.org/f/david-r-pollock>
<https://www.amazon.com/David-R.-Pollock/e/B001KHOPX0>
https://www.goodreads.com/author/show/1728966.David_R_Pollock
 Images for David R. Pollock, author
 Images for Business Management in the Local Church [David R. Pollock, Larry Burkett]

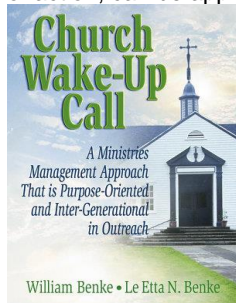
Church Operations Manual: A Step-by-Step Guide to Effective Church Management [Stan Toler]

Save time and improve efficiency with a resource that provides job descriptions, board leadership, ministry teams, forms, policies, and procedures for the church. Responsibilities and expectations are clearly outlined for each of the volunteer workers, staff, and leaders. As an additional benefit, the notebook also includes a CD-ROM version of the forms, documents, and policies provided. All the materials are completely reproducible, so you can make as many copies as you need to distribute in your church.

<http://www.amazon.com/Church-Operations-Manual-Step-Step/dp/0834118955>
<https://www.christianbook.com/church-operations-manual-guide-effective-management/stan-toler/9780834118959/pd/18955>
<https://www.churchgrowth.org/stan-toler/>
<https://www.macucc.org/files/files/documentsstewardship/1.churchmgmtwkbk.pdf>
<https://smarthurchmanagement.com/church-strategic-planning/>
<https://www.uua.org/careers/administrators/reading>
<http://www.stantoler.com/>
https://en.wikipedia.org/wiki/Stan_Toler
<https://www.facebook.com/DrStanToler/>
<https://www.amazon.com/Stan-Toler/e/B001HCX8L8>
https://www.goodreads.com/author/list/29613.Stan_Toler
 Images for Stan Toler, author
 Images for Church Operations Manual: A Step-by-Step Guide to Effective Church Management [Stan Toler]

Church Wake-Up Call: A Ministries Management Approach That Is Purpose-Oriented and Inter-Generational in Outreach by William Benke (Author), Le Etta Benke (Author), Robert E Stevens (Author), David L Loudon (Author)

Is your church viable in the changing marketplace of today - and tomorrow? Today's church market is comprised of four cultural paradigms - Youth, Baby Busters (Generation X), Baby Boomers, and Pre-Boomers. Each has unique characteristics in terms of attitudes, spiritual orientation, values, emotional needs, moral perspective, and lifestyle. This implies significant changes for the church--new approaches to ministry and different methods of communication and interface. *Church Wake-Up Call's* unique "Ministries Matrix" approach provides effective management techniques to help you define and evaluate duties, priorities, and remedial actions for the future of your ministry in today's multigenerational context. *Church Wake-Up Call* will inform and enlighten you on these subjects: understanding and using the Ministries Matrix to define purposes and priorities for your church directing your ministry toward a particular age group without compromising the church's message increasing your church's visibility structuring your church's management organization creating an effective outreach program . . . and more! Although the book is oriented toward churches and their leadership and has been written largely from an evangelical Christian perspective, the descriptive information regarding each of the generational categories that comprise today's populace is applicable to all Christian organizations, whether they be evangelical or mainline Protestant, Catholic or para-church. Similarly, the management system, which integrates defined purposes, priorities, and programming options into a well-coordinated plan of action, can be applied by all such organizations.



<http://www.amazon.com/Church-Wake-Up-Call-Purpose-Oriented-Inter-Generational-ebook/dp/B00KINM3HM>
<http://www.alibris.com/Church-Wake-Up-Call-A-Ministries-Management-Approach-That-Is-Purpose-Oriented-and-Inter-Generational-in-Outreach-William-Benke/book/27321418?qsrt=c&matches=14>
<https://www.routledge.com/Church-Wake-Up-Call-A-Ministries-Management-Approach-That-is-Purpose-Oriented/Benke-Benke-Stevens-Loudon/p/book/9780789011381>
<https://books.google.com/books?isbn=1317720113>
<https://books.google.com/books?isbn=1317720105> About the Authors
<https://www.abebooks.com/book-search/author/benke-william-benke-le-etta/>
<https://www.amazon.com/William-Benke/e/B001HMLCNY>

https://www.goodreads.com/author/show/721180.William_Benke
 Images for William Benke (Author) church wake-up call
 Images for Le Etta Benke (Author) church wake-up call
<https://www.amazon.com/Robert-E.-Stevens/e/B001HOENVA>
http://www.goodreads.com/author/show/151406.Robert_E_Stevens
 Images for Robert E Stevens (Author)
<https://www.samford.edu/business/directory/Loudon-David-L>
<https://www.amazon.com/David-L.-Loudon/e/B001HQ1AMl>
http://www.goodreads.com/author/show/151407.David_L_Loudon
 Images for David L Loudon (Author)
<https://cstn.files.wordpress.com/2009/10/marketing-your-business.pdf>
<http://leeuniversity.libguides.com/c.php?g=465633&p=3183975> Christian Leadership - Ministry Development and Change - Topic
 Images for Christian Leadership - Ministry Development and Change
 Images for Church Wake-Up Call: A Ministries Management Approach That Is Purpose-Oriented and Inter-Generational in Outreach by William Benke (Author), Le Etta Benke (Author), Robert E Stevens (Author), David L Loudon (Author)

Congregational Management: A Holy Calling - Alban Institute

To fully maximize the vision and allow the peace of Christ to manifest itself in the lives of congregations, managers need to pay close attention to the systemic inputs of people, facilities, and money that generate the ministry outputs God calls on congregations to produce. To that end, there are six key practices for effective congregational management:

<https://alban.org/archive/congregational-management-a-holy-calling/>
<https://alban.org/category/management/>
 Images for Congregational Management: A Holy Calling - Alban Institute
<https://rowman.com/Action/Search/RL/alban%20books>
<https://alban.org/about-alban/alban-weekly/>
<https://alban.org/author/nekduke-edu/>
<https://www.facebook.com/albaninstitute/>
<http://www.elizabethpresbytery.org/Resource%20Center%20ON%20THE%20WEB/Alban%20Institute%20Resources%202012.pdf>

80-20 Rule Definition | Investopedia

A rule of thumb that states that 80% of outcomes can be attributed to 20% of the causes for a given event. In business, the 80-20 rule is used to help **managers** identify problems and determine which operating factors are most important and should receive the most attention based on an efficient use of resources. Resources should be allocated to addressing the input factors have the most effect on a company's final results. Also known as the "Pareto principle", the "principle of factor sparsity" and the "law of the vital few."

<http://www.investopedia.com/terms/1/80-20-rule.asp>
 Images for 80-20 Rule Definition | Investopedia
http://en.wikipedia.org/wiki/Pareto_principle
 Images for Pareto principle
<http://management.about.com/cs/generalmanagement/a/Pareto081202.htm>
 Images for general management/a/Pareto

Leadership Handbook of Management and Administration by James D. Berkley (Editor)

This substantial resource offers pastors and church leaders practical insight into the daily issues of running a church. Conceived and compiled by the editors of Leadership journal, this book covers the full spectrum of ministry practice. Readers will learn about perennial topics such as time management, negotiating the terms of a call, handling crisis and conflict, hiring and managing staff, conducting special fund drives, spending church money, and dealing with tax and law considerations. This revised and expanded edition of a proven ministry resource contains new contributions from prominent ministry leaders. Contributors include Leith Anderson, Rick Warren, Brian McLaren, Luis Palau, John Ortberg, Aubrey Malphurs, and many others.

<http://www.amazon.com/Leadership-Handbook-Management-Administration-Berkley/dp/0801068142>
https://www.goodreads.com/book/show/1240760.Leadership_Handbook_of_Management_and_Administration
<https://www.christianbook.com/leadership-handbook-management-administration-revised-expanded/james-berkley/9780801068140/pd/068140#CBD-PD-Description>
https://books.google.com/books/about/Leadership_Handbook_of_Management_and_Administration.html?id=IQPxUmi8oQC
<http://www.lifeandleadership.com/book-summaries/berkley-leadership-handbook-of-management-and-administration.htm>
<http://bakerpublishinggroup.com/authors/james-d-berkley/351>
<https://www.amazon.com/James-D.-Berkley/e/B000AP9QQO>
http://www.goodreads.com/author/show/331786.James_D_Berkley
 Images for James D. Berkley, author
 Images for Leadership Handbook of Management and Administration by James D. Berkley (Editor)

Manage Quotes - BrainyQuote

<https://www.brainyquote.com/topics/manage>
<https://www.brainyquote.com/topics/managing>
<https://www.brainyquote.com/topics/management>

Images for manage quotes

<https://www.goodreads.com/quotes/tag/management>

<https://fit-small-business.com/management-quotes/>

<http://smartbusinesstrends.com/16-management-quotes/>

<https://www.leadershipnow.com/managementquotes.html>

<https://www.timecamp.com/blog/2017/03/management-quotes/>

Images for management-quotes

Management Today - Forbes

The idea of management comes from the military because that was the first time in human history a diverse group of people who did not know each other were organized to work together towards a common goal. That structure gave us a few principles:

<https://www.forbes.com/sites/chanderchawla/2018/08/18/management-today/#181e77741e88>

Images for Management Today - Forbes

<https://www.forbes.com/sites/victorlipman/2018/03/02/management-is-10-work-and-90-people/#6031d6b06f0c>

<https://www.forbes.com/sites/forbescoachescouncil/2018/10/01/four-communication-principles-for-inspired-managers/#54b23fe16d7a>

Images for communication principles

Images for principles for managers

<https://www.forbes.com/sites/victorlipman/2016/01/11/the-best-managers-always-develop-their-employees/#4174ebbe1d10>

<https://www.forbes.com/sites/victorlipman/2018/08/01/management-tip-take-time-to-develop-your-employees/#23a3978a34a5>

Images for develop your employees

<https://www.forbes.com/sites/lizryan/2018/02/11/ten-skills-every-manager-needs-but-90-of-them-lack/#54340f116149>

<https://www.forbes.com/sites/jamiehopkins/2017/07/08/millennials-managers-a-guide-for-successful-management/#62a28a2d2ac3>

Images for successful management

<https://www.forbes.com/sites/workday/2018/09/11/global-study-continuous-performance-management-increases-competitive-advantage/#7362e323336d>

<https://www.forbes.com/sites/forbescoachescouncil/2018/03/27/seven-management-behaviors-that-erode-employee-morale/#33546b0163d0>

<https://www.forbes.com/sites/victorlipman/2018/03/03/management-tip-get-to-know-your-people/#762417423199>

Images for know your people

<https://www.forbes.com/sites/victorlipman/2018/06/11/management-tip-theres-no-substitute-for-clarity/#35048a37251e>

<https://www.forbes.com/sites/dansimon/2012/06/18/5-management-tips-from-the-bible/#412ac3b8374e>

<https://www.forbes.com/quotes/theme/management/>

Management - Wikipedia

Management (or *managing*) is the administration of an organization, whether it is a business, a not-for-profit organization, or government body. *Management* includes the activities of setting the strategy of an organization and coordinating the efforts of its employees (or of volunteers) to accomplish its objectives through the application of available [resources](#), such as [financial](#), [natural](#), [technological](#), and [human resources](#). The term "management" may also refer to those people who manage an organization.

<https://en.wikipedia.org/wiki/Management>

<https://simple.wikipedia.org/wiki/Management>

Images for management

Managing Multiple Priorities, Projects & Deadlines - Fred Pryor Seminars

Gain more control over your time, tasks and priorities than you ever thought possible!

Prioritize crucial projects, manage conflicting demands, reduce pressure and master multiple tasks with confidence

Enroll now for this energizing one-day workshop if you need to get more done in less time ... recognize your real priorities ...

keep track of numerous projects ... establish and meet deadlines ... and eliminate bottlenecks.

This powerful one-day course teaches you the all-important skills that will help you deal with dozens of top priorities. Filled with practical how-to strategies, this time-management training will ensure that you:

Stop wasting time and get the clock working *for* you instead of *against* you

Take control of your multiple projects, even when they're all top priorities

Handle with ease all of the unexpected demands and unplanned situations that destroy the most careful scheduling

Stay cool, calm, and collected when the pressure is overwhelming, and stress threatens your effectiveness

Set aside just one day for our class, and you'll be able to manage multiple demands and priorities, get more done in less time, keep on top of numerous projects and deadlines, and eliminate pressure and stress from your work day. *If you're too busy to attend, enroll today!* For you, this program is truly a top priority!

<https://www.pryor.com/training-seminars/managing-multiple-priorities-projects-deadlines/>

Images for Managing Multiple Priorities, Projects and Deadlines - Fred Pryor Seminars

<https://www.seminarinformation.com/qgabrs/managing-multiple-priorities-projects-and-deadlines>

Managing the Church?: Order and Organization in a Secular Age (Lincoln Studies in Religion and Society) [G. R. Evans, Martyn Percy]

How do churches and other religious organizations attempt to order themselves in a secular age? Is a theocracy possible within a democracy? To what extent should churches borrow 'management-speak' and techniques from business? This book explores the key issues, and critiques some of the main models of management that have recently been imported into churches. Anyone interested in what the 21st century holds for the structure of Christian churches will find this book instructive and thought-provoking.

<http://www.amazon.com/Managing-Church-Organization-Secular-Religion/dp/1841270628>

<http://www.alibris.com/booksearch?browse=1&qwork=8824734&mtype=B>

<http://link.bu.edu/portal/Managing-the-church--order-and-organization-in/umLLMjtnasA/>

<http://www.bloomsbury.com/author/g-r-evans>

<https://www.amazon.com/G.-R.-Evans/e/B001H9TUWM>

Images for G. R. Evans, author managing the church?

https://en.wikipedia.org/wiki/Martyn_Percy

https://twitter.com/MartynPercy?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

<https://www.theology.ox.ac.uk/people/very-revd-professor-martyn-percy>

Images for Martyn Percy, author managing the church?

Images for Images for Managing the Church?: Order and Organization in a Secular Age [G. R. Evans, Martyn Percy]

<https://www.bloomsbury.com/us/series/lincoln-studies-in-religion-and-society/>

Images for Lincoln Studies in Religion and Society

Managing the Congregation: Building Effective Systems to Serve People [Norman Shawchuck, Roger Heuser]

The third volume of Shawchuck and Heuser's trilogy, this title will focus on the relationships and processes common to the religious congregation. The emphasis will be on the identification and maximization of effective processes within church structures.

Key Features: Detailed analysis of the congregation as a network of systems and relationships; Explores four areas of potential transformation for the congregation: mission, spiritual formation, relationship with people, and structures of ministry; Comprehensive format ideal for pastors and seminary students.

Key Benefits: Identifying systems and relationships within the congregation enables church leaders to be intentional and structured in their approach to change; Emphasizes the concept of the "Continuous Improvement Project," which helps leaders to understand the on-going nature of organizational transformation; Contributes to our understanding of how to design, implement, or change systems within the congregation in order to enhance the effectiveness of ministry.

<http://www.amazon.com/Managing-Congregation-Building-Effective-Systems/dp/0687088984>

http://www.goodreads.com/book/show/1523537.Managing_the_Congregation

<http://www.abingdonpress.com/product/9780687088980#.Wrt9nIjwaUk>

<https://www.barnesandnoble.com/w/managing-the-congregation-norman-shawchuck/1121772272>

<http://www.lifeandleadership.com/book-summaries/shawchuck-managing-the-congregation.html>

http://hst.edu/wp-content/uploads/2011/06/5903-Min_in_Small_Med-Size_Churches.pdf

<https://www.churchlawandtax.com/blog/2013/july/10-tips-on-managing-church.html>

<http://books.upperroom.org/book-author/norman-shawchuck/>

<https://www.amazon.com/Norman-Shawchuck/e/B001IYZ8S6>

https://www.goodreads.com/author/list/307029.Norman_Shawchuck

Images for Norman Shawchuck, author

<https://www.amazon.com/Roger-Heuser/e/B0043BAFIO>

https://www.goodreads.com/author/show/691917.Roger_Heuser

Images for Roger Heuser, author

Images for Managing the Congregation: Building Effective Systems to Serve People [Norman Shawchuck, Roger Heuser]

Peter Drucker: Shaping the Managerial Mind How the World's Foremost Management Thinker Crafted the Essentials of Business Success [John E. Flaherty]

To leaders, students, and admirers everywhere, he is "the father of modern management" and "the man who invented corporate America." According to Forbes magazine, he is still "the youngest managerial mind" after sixty prolific years of writing, lecturing, and consulting. He is Peter F. Drucker, the world's most widely read and influential thinker on business and management.

While there have been several books about Peter Drucker and his life, this is the first to present a comprehensive synthesis and in-depth analysis of his works and insights on management. Drawing from over forty years as a student, follower, and friend, John E. Flaherty has created a definitive account of Drucker's managerial achievements. An expert on management himself, Flaherty provides readers with a practical overview of Drucker's most important contributions to management and business strategy. He not only captures Drucker's fundamental management concepts and ideas but also shows how these principles have current relevance for today's practitioners.

For those new to Peter Drucker, this essential compendium is a crash course on his most profound discoveries on management, change, entrepreneurial endeavor, and executive effectiveness. For those who have read Drucker's extensive writings, this significant volume offers deeper insight into his more novel and far-reaching concepts. Filled with useful summaries and checklists of key lessons, *Peter Drucker: Shaping the Managerial Mind* distills a lifetime of wisdom and experience for managers and students everywhere.

<https://www.amazon.com/Peter-Drucker-Managerial-Management-Essentials/dp/0787960667>

<https://www.wiley.com/en-us/Peter+Drucker%3A+Shaping+the+Managerial+Mind+How+the+World%27s+Foremost+Management+Thinker+Crafted+the+Essentials+of+Business+Success-p-9780787960667>
<http://braindancingsmorgasbord.blogspot.com/2009/03/book-review-peter-drucker-shaping.html>
<http://connection.ebscohost.com/c/book-summarys/16898626/peter-drucker-shaping-managerial-mind>
<https://www.amazon.com/John-E.-Flaherty/e/B001KICC7U>
https://www.goodreads.com/author/show/650838.John_E_Flaherty
 Images for John E. Flaherty, author
<http://www.druckerinstitute.com/peter-druckers-life-and-legacy/books-by-drucker/>
<https://www.amazon.com/Peter-F.-Drucker/e/B000AP61TE>
http://www.goodreads.com/author/show/12008.Peter_F_Drucker
 Images for peter f. drucker, author
https://en.wikipedia.org/wiki/Peter_Drucker
<https://www.questia.com/library/economics-and-business/business/management/peter-f-drucker>
<http://druckersociety.at/index.php/peterdruckerhome/bibliography/32-primary-literature/20-books>
 Images for Peter Drucker: Shaping the Managerial Mind How the World's Foremost Management Thinker Crafted the Essentials of Business Success [John E. Flaherty]






Remember the Future: Financial Leadership and Asset Management for Congregations [Gerald W. Keucher]

Remember the Future is a result of years of hands-on consulting work with struggling congregations by Jerry Keucher, controller of the Diocese of New York. Keucher notes that many, if not most, congregations in mainline churches have declined in the past forty years and that this shrinkage in numbers "has deeply affected the psyches" of congregational leaders. Using a positive tone and attitude to help congregations imagine health instead of decline, Keucher offers clear, step-by-step methods and advice on analyzing and managing all aspects of congregational assets.


Online Appendix

These resources are intended to make it easier to implement the recommendations in *Remember the Future*. If you have questions, suggestions, or requests about other resources that you'd find useful, you can let the author know by clicking on the link in the biographical section below.




Investments

-  [Model investment reports](#)
-  [Investment guidelines of the Episcopal Diocese of New York](#)
-  [Investment guidelines: A template for a congregation](#)
-  [Hold the Course! Staying calm in bad markets](#)
-  [Investment calculator](#)

Building maintenance

-  [Resources for historic properties](#)

Building leasing

-  [Calculating the cost of providing space to outside users](#)
-  [Capital reserves for rental properties](#)
-  [A Model Lease](#)

Other Resources

-  [Sample monthly financial reports](#)

<https://www.churchpublishing.org/rememberthefuture>

<http://www.amazon.com/Remember-Future-Leadership-Management-Congregations/dp/089869518X>

<http://astore.amazon.com/interimini06-20/detail/089869518X>

<https://books.google.com/books?isbn=0898697921>

<https://books.google.com/books?isbn=089869518X>

http://www.ststephens-columbus.org/images/TN_Jan_8_2015.pdf

<https://www.christianbook.com/remember-future-financial-leadership-management-congregations/gerald-keucher/9780898697926/pd/41867EB>

<https://www.communitybookstore.net/book/9780898695182>

<http://www.lifeway.com/c/Keyword-Gerald+W+Keucher/N-?D=Gerald+W+Keucher&Dx=mode%2Bmatchall&Ntk=Author>

<https://www.amazon.com/Gerald-W.-Keucher/e/B001KMEH18>

http://www.goodreads.com/author/show/4084893.Gerald_W_Keucher

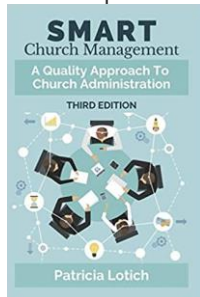
Images for Gerald W. Keucher

Images for Remember the Future: Financial Leadership and Asset Management for Congregations [Gerald W. Keucher]

Smart Church Management: A Quality Approach to Church Administration by Patricia S Lotich (Author)

Church leaders understand that managing the day-to-day operations of a church can be challenging because of limited resources, managing volunteer labor, and supporting the needs of the congregation. Smart Church Management: A Quality Approach to Church Administration, Third Edition is an updated guide for managing the resources of a church - which is people, time and money. This book provides tools and examples for decision making and problem-solving for church administration that is easy to understand and more importantly, quick to implement! This book also includes discussion

questions to provoke thought and discussion for church teams. This book is ideal for ministry students, church boards, church leadership and church administrators.



<https://www.amazon.com/Smart-Church-Management-Approach-Administraton/dp/0991645022>
<https://www.goodreads.com/book/show/50551786-smart-church-management>
<https://www.barnesandnoble.com/w/smart-church-management-patricia-lotich/1112107317>
https://books.google.com/books/about/Smart_Church_Management_A_Quality_Approa.html?id=r6tDzQEACAAJ
<https://smartchurchmanagement.com/wp-content/uploads/2016/03/SCM-A-Quality-approach-pdf-for-amazon-book-printing-1.pdf>
<https://smartchurchmanagement.com/church-quality-assurance/>
<https://www.sharefaith.com/blog/2015/07/6-areas-quality-church-focus/>
<https://www.pinterest.com/initliveinc/volunteer-management-resources/>
<https://www.linkedin.com/in/patricialotich>
https://www.goodreads.com/author/show/6899456.Patricia_S_Lotich
[Images for Patricia S Lotich \(Author\)](#)
[Images for Smart Church Management: A Quality Approach to Church Administration by Patricia S Lotich \(Author\)](#)

The Thin Book of 360 Feedback: A Manager's Guide by Michelle LeDuff Collins Ph.D. (Author), Sue Annis Hammond (Editor)

This book helps all participants of a multi-rater process by explaining what it is and how to understand the results. It can be read in about 30 minutes and gives concrete suggestions on what to do with multi-rater feedback.

<http://www.amazon.com/The-Thin-Book-360-Feedback-ebook/dp/B001Q9ECP8>
http://www.goodreads.com/book/show/307526.The_Thin_Book_of_360_Feedback
<http://www.starpg.com/consult.html>
[Images for Michelle LeDuff Collins Ph.D. \(Author\)](#)
http://www.goodreads.com/author/show/129000.Sue_Annis_Hammond
<https://www.abebooks.com/book-search/author/hammond-sue-annis/>
<https://www.amazon.com/Sue-Annis-Hammond/e/B002LFP3ZE>
https://www.goodreads.com/author/show/129000.Sue_Annis_Hammond
[Images for sue annis hammond \(editor\)](#)
[Images for The Thin Book of 360 Feedback: A Manager's Guide by Michelle LeDuff Collins Ph.D. \(Author\)](#)

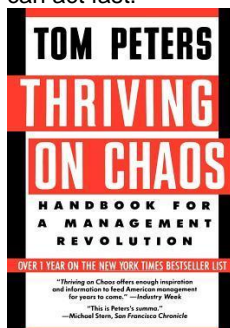
362 best Church Management Tips images on Pinterest

<https://www.pinterest.com/patricialotich/church-management-tips/>
[Images for church management pinterest](#)

Thriving on Chaos: Handbook for a Management Revolution [Tom Peters]

The national bestseller that offers prescriptions for an economic world turned upside down. A *New York Times* bestseller for eleven months.

Addressing American industry's continuing decline in foreign and domestic markets, Peters (*In Pursuit of Excellence*) here offers a detailed plan for unstructured business activity in which some readers will see not only chaos but anarchy. Nevertheless, the author's perception of high quality as a determining consumer motivation and his radical recipe for achieving it are persuasive. Noting that smaller service-oriented businesses like Federal Express prosper while mammoth GE and GM falter, Peters would largely eliminate top-heavy management superstructures in favor of creative worker involvement and customer participation, with supervisors on hand to encourage. This textbook cites dozens of specific business situations and person-to-person responses in support of its step-by-step instructions for turning a failing enterprise around if those involved can act fast.



<http://www.amazon.com/Thriving-Chaos-Handbook-Management-Revolution/dp/0060971843>
https://www.goodreads.com/book/show/318806.Thriving_on_Chaos
<http://www.barnesandnoble.com/w/thriving-on-chaos-tom-peters/1111351666>
<http://www.harpercollins.com/web-sampler/9780060971847>
https://books.google.com/books/about/Thriving_on_Chaos.html?id=dkdkvCSR4YQC
<http://tompeters.com/writing/books/>
<http://www.leadershipnow.com/leadershop/9780060971847.html>
<http://www.enotes.com/topics/thriving-chaos>
<http://www.tandfonline.com/doi/abs/10.1080/07377366.1988.10401142?journalCode=uich20>
https://www.brainyquote.com/quotes/authors/t/tom_peters.html
<http://www.mckinsey.com/business-functions/organization/our-insights/tom-peters-on-leading-the-21st-century-organization>
<http://www.economist.com/node/13212976>
<https://www.toolshero.com/toolsheroes/tom-peters/>
<http://tompeters.com/>
https://twitter.com/tom_peters?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor
https://en.wikipedia.org/wiki/Tom_Peters
<https://www.amazon.com/Tom-Peters/e/B000AQ8PUG>
http://www.goodreads.com/author/show/3119590.Tom_Peters
 Images for Tom Peters, author
 Images for Thriving on Chaos: Handbook for a Management Revolution [Tom Peters]

What Does the Bible Say About Management? - OpenBible.info

<https://www.openbible.info/topics/management>
https://www.openbible.info/topics/managing_your_business
 Images for bible and management
<https://smartchurchmanagement.com/25-bible-verses-about-management/>
<https://www.kingjamesbibleonline.org/Bible-Verses-About-Management/>
<http://www.bibleinfo.com/en/topics/management>
<http://www.bridgetothebible.com/What%20does%20Bible%20say/30%20Leadership%20and%20Management.htm>
<https://www.whatsbestnext.com/2011/04/a-christian-view-of-management-in-ephesians-65-9/>
 Images for a-christian-view-of-management-in-ephesians-65-9
<http://www.eomtc.com/harvest/Biblical%20Management%20Principles/BiblicalManagement.htm>
 Images for Biblical Management

3) Taking care of business

Part of pastoral ministry is taking care of business.

Bachman–Turner Overdrive – Takin' Care of Business Lyrics | Genius

And I've been takin' care of business, every day
 Takin' care of business, every way
 I've been takin' care of business, it's all mine
 Takin' care of business and working overtime, take care

<https://genius.com/Bachmanturner-overdrive-takin-care-of-business-lyrics>

<https://www.youtube.com/watch?v=mmwic9kFx2c> Bachman-Turner Overdrive (BTO) "Takin' Care Of Business" 45rpm

Images for Bachman–Turner Overdrive – Takin' Care of Business

Resources

50 best Taking Care of Business images on Pinterest

<https://www.pinterest.com/homeatheart/taking-care-of-business/>

Images for Taking care of business pinterest

<https://www.pinterest.com/primpolkadots/taking-care-of-business/>

<https://www.pinterest.com/triciabagsby/taking-care-of-business/>

Getting Down to Business

The Church is not a business—it is a business and much more!

This consultation is focused on the business side of church life. It is a commitment to utilize the best stewardship practices for the day-to-day operation of your ministry. The consultant is an accomplished businessman who has worked many years helping churches become more effective in business procedures, with an emphasis on being the most effective church.

Specialization and Resource Catalog - Church Doctor Ministries

<http://churchdoctorministries.com/wp-content/uploads/2012/02/2010-Specialization-and-Resource-Catalog.pdf> Page 16

Images for consultation focused on the business side of church life

Images for day-to-day operation of ministry

[PDF]Manual of Business Methods in Church Affairs - The Episcopal Church

Chapter I: Financial Management

Chapter II: Internal Controls

Chapter III: Bookkeeping
Chapter IV: Taxes and the Episcopal Church
Chapter V: Clergy Discretionary Funds
Chapter VI: Audit Guidelines for Congregations
Chapter VII: Insurance
Chapter VIII: Parochial Reports
Chapter IX: Records Management

https://www.episcopalchurch.org/files/full_manual_updated_012815_0.pdf

Images for Manual of Business Methods in Church Affairs - The Episcopal Church

<http://www.ecfvp.org/tools/56/manual-of-business-methods-in-church-affairs>

<http://www.ecfvp.org/tools/manual-of-business-methods-in-church-affairs/>

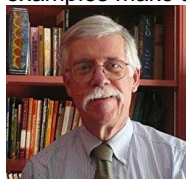
<http://www.ecfvp.org/topics/>

<http://www.ecfvp.org/tools>

Images for Episcopal Church Foundation Vital Practices

The Business of the Church: The Uncomfortable Truth that Faithful Ministry Requires Effective Management [John W. Wimberly Jr.]

Pastors are called to be not only leaders with vision, but also managers of congregational systems, says John Wimberly in *The Business of the Church*. Drawing on his thirty-six years in ordained ministry, Wimberly weaves the realities of congregational dynamics and faith-centered purpose together with practical, proven approaches to business management. A student and friend of Rabbi Edwin Friedman, Wimberly builds on Friedman's systems theory as he helps readers avoid common pitfalls and put into practice effective techniques of congregational management. The book begins with a foundational discussion of how a systems approach helps congregational managers identify areas of dysfunction and effective solutions. Managing the critical 'inputs' of people, facilities, and finances has a direct bearing on the desired 'outputs' of proclamation, pastoral care, and mission. A strategic plan, through which a congregation sets its goals and identifies and prioritizes resources, is an essential management tool for both pastors and lay leaders. The author's conversational writing style and many real-life examples make a seemingly complicated, mysterious topic for some an engaging and easily applicable read.



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Images for John W. Wimberly

Images for *The Business of the Church: The Uncomfortable Truth that Faithful Ministry Requires Effective Management* [John W. Wimberly Jr.]

The Pastor's Toolbox: How your parish can get down to business - America Magazine

While the mission of the Catholic Church has never been centered on financial and management skills, such administrative necessities are more critical than ever for effective pastoral leaders. Unfortunately, those skills are rarely taught in seminaries, where the focus is forming priests for the vocational call of the priesthood and not to become managers. As a result, new

pastors often feel overwhelmed and underprepared for the administrative rigors that confront them daily, making it even tougher for them to succeed on a spiritual plane. Mindful of this critical need, a concerned group of lay, clerical and academic practitioners teamed up to find a solution. They created *Pastors for a New Millennium: A Toolbox for Parochial Management*, an innovative training program designed to give new pastors the skills they need to handle the complexities of church management. The program covers vital temporal issues that seminaries rarely have time for.

<http://americamagazine.org/issue/733/article/pastors-toolbox>

[Images for The Pastor's Toolbox: How your parish can get down to business - America Magazine](#)

4) Get things done

Can a pastor get things done?

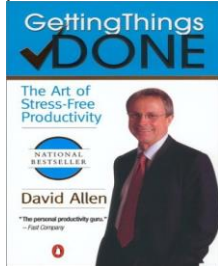
Resources

Getting Things Done: The Art of Stress-Free Productivity: David Allen

In today's world, yesterday's methods just don't work. In *Getting Things Done*, veteran coach and management consultant David Allen shares the breakthrough methods for stress-free performance that he has introduced to tens of thousands of people across the country. Allen's premise is simple: our productivity is directly proportional to our ability to relax. Only when our minds are clear and our thoughts are organized can we achieve effective productivity and unleash our creative potential. In *Getting Things Done* Allen shows how to:

- * Apply the "do it, delegate it, defer it, drop it" rule to get your in-box to empty
- * Reassess goals and stay focused in changing situations
- * Plan projects as well as get them unstuck
- * Overcome feelings of confusion, anxiety, and being overwhelmed
- * Feel fine about what you're not doing

From core principles to proven tricks, *Getting Things Done* can transform the way you work, showing you how to pick up the pace without wearing yourself down.



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<https://www.youtube.com/watch?v=qCswMsONkwY> Getting Things Done (GTD) by David Allen - Animated Book Summary

Stress-free productivity: GETTING THINGS DONE by David Allen – YouTube

[Images for Getting Things Done \(GTD\) by David Allen - Animated Book Summary And Review - YouTube](#)

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<https://www.youtube.com/watch?v=yCpMVVgb0rs> The GTD (Getting Things Done) in few minutes. English. Productivity.

<https://www.youtube.com/watch?v=OL92Ya-QsAc> How to get things done- David Allen – YouTube

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Getting Things Done When You Are Not in Charge by Geoffrey M. Bellman (Author), Fred Stella (Reader)

You are not in charge, and you want to make a difference: that is the dilemma. You may not know who is in charge in today's changing, temporary, and virtual organizations, but you know you are not! You are searching for ways to contribute through the work you do and gain some personal satisfaction in the process. This book can help you do just that.

In this new edition of his classic book, Geoff Bellman tells listeners how to make things happen in any organization, regardless of their formal position. The new edition has been written for a wider audience, including people in both the for-profit and not-for-profit sectors, paid and volunteer workers, managers and individual contributors, contract and freelance workers. More than 70 percent of the material is brand new, including new examples, new chapters, new exercises, and much more. Bellman shows how to use his *Getting Things Done* model to accomplish great things right now, right where you are.

Getting Things Done When You Are Not In Charge offers proven, practical techniques for:

- Enlisting key people in your cause
- Gaining the support of decision-makers for initiating change
- Making a greater impact on the organization
- Taking the right risks at the right time with the right people
- Creating rewards for yourself through the work you do
- Dealing with organizational politics and power
- Getting more of what you want out of your work life.

Bellman offers straightforward methods that can increase your organizational effectiveness and your individual happiness. *Getting Things Done When You Are Not in Charge* will help you discover new ways to contribute and succeed.

Trying to get results while working without the apparent authority to do so can be a challenge, but not an insurmountable one.

In this revised edition of his bestseller, Geoffrey Bellman shares his proven techniques for enlisting key people in the cause; gaining the support of decision makers; making a greater impact on the organization; taking the right risks at the right time with the right people; creating self-rewards; increasing work effectiveness and self-satisfaction; and navigating through the thicket of organizational politics and power.

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[Images for Geoffrey M. Bellman \(Author\)](#)

[Images for Getting Things Done When You Are Not in Charge by Geoffrey M. Bellman \(Author\)](#)

Larry the Cable Guy - Wikipedia

He became famous after developing the Larry character, a personality that he now maintains throughout his stage act. The Larry character has a stereotypical redneck appearance and a thick Southern accent, recounts stories about his "family," and uses, among other common expressions, his own catchphrase "Git-R-Done!"



https://en.wikipedia.org/wiki/Larry_the_Cable_Guy

https://simple.wikipedia.org/wiki/Larry_the_Cable_Guy

[Images for Larry the Cable Guy catchphrase "Git-R-Done!"](#)

Parish Planning: How to Get Things Done in Your Church by Lyle E. Schaller

In *Parish Planning* church planner and consultant Lyle E. Schaller offers suggestions and guidelines on how the people in a given local church can improve the quality of the decision-making process in that parish. His emphasis is on finding "handles" for beginning the planning process, on the importance of self-evaluation, and on the implementation process itself. First, he looks at "the covenant and the pilgrimage" taking place in the church. Other topics include the church budget; institutional blight; the importance of self-evaluation and accountability; the ability to implement ideas, plans, and programs; a look at four types of congregations: Old First, small rural, neighborhood, and metropolitan; evangelism - the most neglected task; and the need to increase quality of performance. *Parish Planning* - a self-help course in planning for a parish of any size - will enable members of a church board or congregation to re-evaluate their purpose, mission, and methods and put new ideas into action.

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[Images for lyle e. schaller, author](#)

[Images for Parish Planning: How to Get Things Done in Your Church by Lyle E. Schaller](#)

The Effective Executive: The Definitive Guide to Getting the Right Things Done (Harperbusiness Essentials) [Peter F. Drucker]

What makes an effective executive?

The measure of the executive, Peter F. Drucker reminds us, is the ability to "get the right things done." This usually involves doing what other people have overlooked as well as avoiding what is unproductive. Intelligence, imagination, and knowledge may all be wasted in an executive job without the acquired habits of mind that mold them into results.

Drucker identifies five practices essential to business effectiveness that can, and must, be learned: Managing time, Choosing what to contribute to the organization, Knowing where and how to mobilize strength for best effect, Setting the right priorities, Knitting all of them together with effective decision-making.

Ranging widely through the annals of business and government, Peter F. Drucker demonstrates the distinctive skill of the executive and offers fresh insights into old and seemingly obvious business situations.

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The Hidden Power of Social Networks: Understanding How Work Really Gets Done in Organizations [Robert L. Cross, Andrew Parker, Rob Cross]

A powerful, visual framework helps managers discover how employees really communicate and collaborate to get work done - and helps them identify ways they can influence these social networks to improve performance and innovation. In *The Hidden Power of Social Networks*, Cross and Parker, experts in "social network analysis" - a technique that visually maps relationships between people in large, distributed groups - apply this powerful tool to management for the first time. Based on their in-depth study of sixty informal employee networks in well-known companies around the world, Cross and Parker show managers how to conduct a social network analysis of their organization.

<http://www.amazon.com/Hidden-Power-Social-Networks-Understanding/dp/1591392705>
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<https://www.amazon.com/Robert-L.-Cross/e/B001IXNZU0>
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[Images for Robert L. Cross, author](#)
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[Images for Andrew Parker, author social networks](#)
[Images for The Hidden Power of Social Networks: Understanding How Work Really Gets Done in Organizations \[Robert L. Cross, Andrew Parker, Rob Cross\]](#)

30 best Getting Things Done images on Pinterest

<https://www.pinterest.com/senteachinginfo/getting-things-done/>
[Images for Getting Things Done Pinterest](#)
<https://www.pinterest.com/schippy/gtd-ideas/>
<https://www.pinterest.com/lightarrowinc/getting-things-done/>
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5) Skills

Seminary cannot teach everything, nor should it be expected to. Skills like change management, creativity and innovation, goal setting, problem solving, planning, and decision making can be learned and developed as needed.

Resources

W08 - Change Management Profile - ChurchSmart Resources

One of the key competencies required of people today is the ability to anticipate and respond effectively to change. *The Change Management Effectiveness Profile* will help the individual develop in this area as well as increase the **skill** base required to help other individuals, groups or entire organizations in implementing actions that successfully transform vision into

reality. Whether change is incremental or organic, dramatic or step this profile is designed to help you build your skills, so you can manage the change process more effectively.

This competency based self-assessment is designed to help identify current strengths as well as any areas that require development. It deals with responses in seven sub-categories: Proactive thinking, Organization for change, Involving others, Visioning the future, Communicating clearly, Breaking from the past, Consolidating new learning.

<http://www.churchsmart.com/ProductDetails.asp?ProductCode=w8>
[Images for Change Management Profile - ChurchSmart Resources](#)

W19 - Creativity & Innovation Profile - ChurchSmart Resources

There is considerable debate on what creativity and innovation really is, and how it is practiced. To be creative or innovative can be described as being original, expressive, inventive, imaginative, ground-breaking, or someone who generates ideas. However, all of these labels are relative. We can only truly be creative if we have a different perspective from others, usually in familiar situations where most people think in a similar way. In this sense, creativity isn't just for creative types. Any individual in the right circumstances can exhibit it, just by having a new or different view.

We all have the opportunity to translate our unique personal perspectives and views of the world into new ideas and concepts that might be useful to ourselves, and others. We can help other people to think beyond their existing mental boundaries or provide fresh insights that can take their thinking to entirely new planes, creating opportunities previously hidden from them. Because everyone is capable of engaging in creative and innovative behavior, the **skills** or competencies necessary to do this are common to every person, in varying degrees.

Extensive research has shown that there are seven categories that contribute to effective creativity and innovation. These are: Creative consciousness, Levels of curiosity, Pattern-breaking skills, Idea-nurturing ability, Willingness to experiment and take risks, Courage and resilience levels, Energetic persistence.

<http://www.churchsmart.com/ProductDetails.asp?ProductCode=w10>
[Images for Creativity & Innovation Profile - ChurchSmart Resources](#)

W15 - Problem Solving and Decision Making Profile - ChurchSmart Resources

Every day you face a multitude of decisions that have to be made and problems that need to be solved. These can range from simple issues through to complex matters with potentially serious consequences. Regardless of the issue there are a number of requirements that are common. These include the need to accurately identify the problem or issue, select and apply tools to generate possible solutions and make a decision and/or take action.

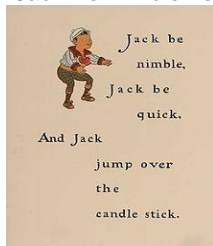
The ability to take these steps effectively requires seven key **skills** which are: Critical thinking, Data gathering and processing, Tool selection, Lateral conceptualization, Weighing alternatives, Risk assessment, Perception and judgment.

<http://www.churchsmart.com/ProductDetails.asp?ProductCode=w15>
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6) On being nimble

Jack Be Nimble - Wikipedia

"Jack Be Nimble" is an [English language nursery rhyme](#).



[William Wallace Denslow's](#) illustrations for *Jack Be Nimble*, from a 1901 edition of *Mother Goose*

https://en.wikipedia.org/wiki/Jack_Be_Nimble
[Images for Jack Be Nimble](#)

It was the middle of Lent. I was serving two congregations. The parish secretary was going on vacation, so both of us were working long distance to get the bulletins done before she left. One of the congregations was going to re-align with another congregation in a letter of agreement. I was going to stay on with the other congregation. In addition, I had been asked to start at still another congregation to help facilitate a new two-point parish with the remaining congregation in a shared ministry agreement. I had met with the older pastor in declining health that morning who was preparing to relinquish responsibilities. The workload in these three congregations was not that strenuous, but the thought occurred to me that being nimble in the parish helps to make the right moves.

Resources

Nimble - definition of nimble by The Free Dictionary

1. Quick, light, or agile in movement or action; deft: *nimble fingers*.
2. Quick, clever, and acute in devising or understanding: *nimble wits*. See Synonyms at [dexterous](#).

<https://www.thefreedictionary.com/nimble>

Images for Nimble - definition of nimble

Nimble; The New Big » Ascent Advising

We define **organizational nimbleness** as the ability and willingness to make smart and timely decisions about core organizational strategies, resources and actions based on real-world dynamics.

<http://www.ascentadvising.com/?p=321>

Images for organizational nimbleness

On Being Nimble in Business and Life - Landscape Leadership

Those who are nimble enough to successfully manage and leverage this constant change will thrive. This includes businesses of all sizes as well as individuals in their careers and personal lives.

What are the characteristics of nimble individuals?

<https://www.landscapeleadership.com/blog/bid/174007/On-Being-Nimble-in-Business-and-Life>

Images for Being Nimble in Business and Life

The 6 Essentials of Being Nimble - Mackey Advisors

Being nimble is one of the most important skills of any entrepreneur. Change is happening at an ever-increasing pace. As a business owner, you either respond quickly or you may find that change eliminates your marketplace, and devalues your largest asset, your business.

<http://mackeyadvisors.com/2012/the-6-essentials-of-being-nimble/>

Images for being nimble as an entrepreneur

7) Prep work

It was a Friday night during down time between assignments in the summer of 2015, and I was applying surface bond cement to a basement wall. Forty years earlier in 1975 during the summer following my graduation from college and before entering seminary, I helped my father build a duplex on evenings and Saturdays while working on the framing crew at H & F Builders in Ames, Iowa (now **HCS Builders**) during the day. Following his death in 2014, I inherited the duplex as a part of the division of assets. There is upkeep that goes with owning rental property. I recall the exterior basement walls being tarred during the early stages of the construction,

[Applying Tar to Exterior Basement Concrete surrounds – Basement Waterproofing - YouTube](#)

https://www.youtube.com/watch?v=i_3xPolmF1U

[Images for Applying Tar to Exterior Basement Concrete surrounds – Basement Waterproofing - YouTube](#)

and now it was time to surface bond the interior walls to counter water problems. There were many other things to be done to get everything ready for the actual application of the surface bond cement. There is no substitute for prep work to achieve a smooth coat.

[PDF] Damp-proofing Concrete and Masonry - Quikrete

Whether new or old, concrete and masonry walls and structures, particularly basements, should be treated with a water-resistant coating to control the entry of water and moisture that will lead to deterioration and damage.

<http://www.quikrete.com/PDFs/Projects/Damp-proofing.pdf>

[Images for Damp-proofing Concrete and Masonry - Quikrete](#)

Back in the day, it was not necessarily all work and no play. After the work was done and before the business closed, I would take my two youngest brothers to the Dairy Queen on the west side of town for banana splits on a Friday night. Back then, that trip was a big deal. That Friday night, 40 years later, I went to the **Story City, IA - Dairy Queen Store** on the east side of town for a banana split where the Dairy Queen now is just one of many eating establishments next to Interstate 35.



Author's brothers, (left to right), Arlan and Neil.

Resources

Prep Schedule | Congregation Beth Am

We have prepared the following checklist to guide your Bar/Bat Mitzvah preparation and keep you on track for a timely completion.

<https://www.betham.com/content/prep-schedule>

Images for Bar/Bat Mitzvah preparation

Prep work key to safe mission trips - Evangelical Lutheran Church in America

Mission trips are exciting. Congregation members build relationships, strengthen their spirituality and help those in need. In the wake of the excitement, however, it can be easy to overlook necessary logistic preparations. More frequently than is perhaps acknowledged, travelers are injured, abused or even killed while on a mission trip. These incidents are heartbreaking for families, difficult for communities and potentially devastating for congregations.

Although not every mishap can be prevented, there are ways to make your mission trip as safe as possible.

<http://elca.org/News-and-Events/blogs/AdministrationMatters/63>

Images for Prep work key to safe mission trips - Evangelical Lutheran Church in America

8) Membership roll of the congregation

When I started in the pastoral ministry in 1980, congregations were assessed dues to support the Northern District of Wisconsin of the American Lutheran Church, Lutheran Social Services, and Luther Park Bible Camp. Congregations then possessed a financial incentive for attending to the membership roll. That changed with the formation of the Evangelical Lutheran Church in America in 1987 in which congregations were urged to establish challenge goals. Now, attending to the membership roll is important for other reasons.

[DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository

Chapter 8.

MEMBERSHIP

- *C8.01.** Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02.** Members shall be classified as follows:
- Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - Associate** members are persons holding membership in other [ELCA] [Lutheran] [Christian] congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - Seasonal** members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
 - they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
 - they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
 - they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with the ELCA;
 - they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
 - they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
 - they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.
- *C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

- *C8.04.** It shall be the privilege and duty of members of this congregation to:
- make regular use of the means of grace, both Word and sacraments;
 - live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
 - support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- *C8.05.** Membership in this congregation shall be terminated by any of the following:
- death;
 - resignation;
 - transfer or release;
 - disciplinary action in accordance with ELCA constitutional provision 20.41. and the accompanying bylaws; or
 - removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.
- Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

Chapter 12.

CONGREGATION COUNCIL

- C12.04.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- To **seek to involve all members of this congregation** in worship, learning, witness, service, and support.

- C12.07.** The Congregation Council shall provide for an **annual review of the membership roster.**

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

<https://download.elca.org> > ELCA Resource Repository > Model Constitution

<http://www.elca.org/Resources/Office-of-the-Secretary>

[Images for Model Constitution for Congregations 2019 - ELCA Chapter 12. CONGREGATION COUNCIL annual review of the membership roster](#)

An annual review of the membership roster is more than cleaning up the roll. It can be a proactive measure to involve members in the life and mission of the congregation who might not otherwise be actively participating.

Resources

8 Tips to re-energize inactive members - United Methodist Church

Intentional relational efforts and constant communication can prevent new members from becoming idle and re-engage those people who have become inactive.

<http://www.umcom.org/learn/8-tips-to-re-energize-inactive-members>

[Images for 8 Tips to re-energize inactive members - United Methodist Church](#)

How to Shrink Your Church's Inactive List – The Parish Paper

I. Active Church Member Dropouts	Page 2
They Happen in All Churches	Page 2
Some of Them Are Preventable	Page 2
II. Training Session for Dropout Ministry Conversations	Page 2
Why Do They Drop Out?	Page 2
The Dropout Pattern	Page 5
Dropout Intervention at Stage One	Page 6
Tips for All Types of Dropout Visits	Page 10
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Implement a Three-Year Plan	Page 16
Year One	Page 17
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Be Prepared for Returnees	Page 24
Keep on Caring	Page 24

[PDF] Ch. Effectiveness Nuggets--Volume 6--How to Shrink Your Member's Inactive List - The Parish Paper

<http://www.theparishpaper.com/files/resources/Church%20Effectiveness%20Nuggets-%20Volume%206.pdf>

<https://www.theparishpaper.com/free-resources> Church Effective Nugget, Volume 6: How to Shrink Your Church's Inactive Member List

[Images for How to Shrink Your Church's Inactive List – The Parish Paper](#)

<http://www.wisconsinumc.org/connections/conference-news/the-parish-paper>

<http://www.wcucc.org/resource-center/church-management/parish-paper/>

<http://www.hcucc.org/the-parish-paper>

<https://www.theparishpaper.com/back-issue-index> Back Issue Index | The Parish Paper

Inactive members - letters - Synod Resource Center

For many, many years, First Lutheran Church neglected to keep its membership rolls up-to-date. Since there were too many households to visit personally, the Congregation Council sent letters to those who did not fulfill the constitutional requirement of an active member. The Council wanted to encourage inactive members to return to worship and congregational life, so the tone of the letters was as welcoming and sensitive as possible. The Council also wanted, however, to be straightforward and clear about the issue of membership.

The following process was followed at First Lutheran Church and is shared with others in the hope that it will assist other congregations who are dealing with the "sticky" issue of inactive members and removal from membership rolls.

http://synodresourcecenter.org/pc/membership/inactive/0001/inactive_cover.html

Images for Inactive members - letters - Synod Resource Center

Inactive members: What do we do with them? | The Lutheran

Lintvedt eventually did return to Trinity. Soon after joining, he became an usher and lector. Eventually he became involved in the council and volunteered for the congregation's soup kitchen ministry.

Resources

- "Caring for Inactive Members: How to Make God's House a Home," a six-hour course that equips parishioners to reach out in authentic, caring ways to people who are inactive or unchurched. Available from **Stephen Ministries**, a system for training and organizing members to provide Christian care to people experiencing a wide range of crises or life difficulties.
- "How to Shrink Your Church's Inactive Member List, Church Effectiveness Nuggets: Volume 6," **The Parish Paper**.
- The Other 80 Percent: Turning Your Church's Spectators into Active Participants by Scott Thumma and Warren Bird (**Jossey-Bass**, 2011).
- Transforming Leadership: New Vision for a Church in Mission by Norma Cook Everist (**Fortress Press**, 2008).
- You Lost Me: Why Young Christians are Leaving Church ... and Rethinking Church by David Kinnaman (**Baker Books**, 2011).

www.thelutheran.org/article/article.cfm?article_id=10612

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Images for Inactive members: What do we do with them? | The Lutheran

<https://www.livinglutheran.org/issues/>

<https://www.livinglutheran.org/contact-us/>

Reclaiming Inactive Church Members: Herbert W. Byrne

<https://www.amazon.com/Reclaiming-Inactive-Church-Members-Herbert/dp/1412010616>

Images for Reclaiming Inactive Church Members: Herbert W. Byrne

The best way to involve others is for members to talk with other members. Through the years, I have also visited members with special concerns and circumstances. In addition, I pray for the members and send invitations to them to be present in worship that Sunday. Birthdays and anniversaries can be listed in the newsletter. A phone call on those occasions can be an entry point for making contact. By being present in the community, I meet members who might not otherwise be in church.

Having said that, I lead the review in various ways. In small congregations, I sometimes go through the roster with the Congregation Council. In larger churches, that review is often delegated to a committee or task force. I approach the removal from the roll due to inactivity cautiously. For instance, I do not recommend sending out letters to people in the community, only those who live a distance away. One congregation puts on a fall dinner and asks people to contribute food items. One member quipped, "When we call and ask for a donation for a pound of butter, and the people say, 'We no longer choose to be members there,' then we find out who the members of the church are."

Members to be remembered in the prayers of the church starting with the Epiphany of our Lord

An important way of upholding each other in the community of faith is to remember each other in prayer. The Apostle Paul speaks of this action in his letter to Timothy: "I thank God whom I serve with a clear conscience, as did my fathers, when I remember you constantly in my prayers." (2 Timothy 1:3). Starting on the Epiphany of Our Lord, Sunday, January 6, and going through until Day of Pentecost, Sunday, May 19, we will be remembering each other in the prayers of the church as part of our worship life. Starting at the beginning of the alphabet and going to the end, the plan is to cover all who belong to this community of faith. Letters will be sent out with a special invitation to attend. This interim period serves as an opportunity to increase our concern for the whole membership of the congregation. Another purpose is to help arouse interest in any special concerns that this remembering will bring about. Make this interim period a time of renewal for the church!

Letter to tell of prayers and to invite to worship

Dear Fellow Members and Friends,

The Christian Church has a long and strong tradition of upholding one another in prayer. The Apostle Paul, in the beginning of his letter to the Colossians expresses the spirit behind this practice:

In our prayers for you we always thank God, the Father of our Lord Jesus Christ, for we have heard of your faith in Christ Jesus and of the love that you have for all the saints because of the hope laid up for you in heaven. (Colossians 1: 3-5a)

This congregation has decided to intentionally continue this practice. We will be remembering all the members and friends of the congregation during worship throughout the year. We are doing this to actively thank God for the partnership in the gospel which we all share and to actively ask God to work mightily in all our lives each and every day.

We are writing to inform you that you and your family will be remembered on Sunday, January 6. If you have any specific prayer requests, please contact Pastor Bolstad or any of the deacons.

Thanks again for your partnership in the gospel at this congregation, and we hope that these prayers will be a source of strength and encouragement for you in all you do!

Your friends in Christ,
Board of Deacons

Resources

Journal: Cleaning Up the Rolls | 9Marks

How should churches clean up their membership rolls?

If you tackle all the problematic membership cases at once, you will run into fire. But it's difficult to predict where. Will your members be happy to remove local non-attenders? Out-of-the-area members? The dead? Pastor, be wise and only do what your people can tolerate. Be patient and teach until they are ready to move.

So where do you start? Picture multiple concentric circles (like a dartboard) with the center (the bull's-eye) representing meaningful membership. The outer rings represent meaningless membership, and hopefully they are easiest to clean up. As you move from the outer rings to the bull's-eye, your membership rolls should increasingly consist of confessing believers who are actively involved in your church. Let's start from the outside and work in:

<http://www.9marks.org/journal/cleaning-rolls>

[Images for Journal: Cleaning Up the Church Membership Rolls | 9Marks](#)

Maintaining the Parish Register: Advice for Congregations of the Evangelical Lutheran Church in America – ELCA Resource Repository

These guidelines are prepared to assist pastors and other congregational leaders in their task of keeping a parish register.

<http://crumleyarchives.org/elcalinks/Parishregisterguidelines.pdf>

[Images for Maintaining the Parish Register](#)

Records Management for Congregations: Advice for Congregations of the Evangelical Lutheran Church in America - ELCA Resource Repository

Most of the records retained by a congregation for its daily operation, legal protection, financial security, and responsibility to history fit into one of the following categories. For the well-being of the congregation, each type of record has a specific life cycle and needs appropriate care.

http://download.elca.org/ELCA%20Resource%20Repository/Congregation_Retention_Schedule.pdf

[Images for Records Management for Congregations](#)

[Images for Advice for Congregations of the Evangelical Lutheran Church in America - ELCA Resource Repository](#)

What Does the Bible Say about Church Membership and Attendance?

Does the Bible say that we need to attend church? Is it okay for a Christian to not attend church? With so many TV and Internet evangelists, can they replace the local church? Is the local church irrelevant in this modern day and age?

Is [church](#) membership essential to one's walk in Christ and to a person's salvation?

<http://www.whatchristianswanttoknow.com/what-does-the-bible-say-about-church-membership-and-attendance/>

[Images for What Does the Bible Say about Church Membership and Attendance?](#)

9) Parochial reports

During my first 10+ years in the installed pastorate two-point open country parish, I dreaded filling out the parochial reports and so was relieved when I entered interim ministry that in most congregations the church secretary completed the reports. Every once in a while, I come to a congregation where the church secretary handles minimal responsibilities with the bulletins and newsletter as well as some record keeping. In those situations, I at least ask the church secretary to supply the membership changes and the congregation treasurer the financial figures. A transition period can be a good time to hand this job over to office staff or a volunteer. Regardless of how it is accomplished, it is the responsibility of the pastor to see that it gets done.

A new addition to the parochial report is the vitality index, which means that pastors who thought they could turn over the report to others to complete now are given a new task to address.

Resources

Certification of Completion of Parochial Records

In accordance with your Synod constitution: *S14.15.

The parochial records of each congregation shall be kept in a separate book which shall remain its property. The secretary of the congregation shall attest to the bishop of this Synod that such records have been placed in his/her hands in good order by a departing pastor before:

- installation in another field of labor, or
- the issuance of a certificate of dismissal or transfer.

Before a pastor leaves the present field of service, they must bring the record books to the secretary of the congregation for review. Upon finding them in good order, the secretary shall complete the form below and forward it to the synod bishop. Also enter the form into the minutes of a Congregation Council meeting.

This is to certify that I have examined the parochial records of _____ Lutheran Church of Congregation _____ and find them in good order. City, state _____

Secretary of the Congregation Council

_____ Date

Mail to:
Bishop Duane Pederson
Northwest Synod of Wisconsin
944 24 ¼ Street - PO Box 107
Chetek, WI 54728

Call Process Booklet EDITED - Northwest Synod of Wisconsin

http://www.nwswi.org/webfiles/fnitools/documents/call_process_rev11.17.09smaller.pdf

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Call Process Booklet - Yumpu

<https://www.yumpu.com/en/document/view/53432941/call-process-booklet>

Images for Completion of Parochial Records

CONGREGATIONAL VITALITY PROJECT

This discussion guide is designed to engage congregational leaders in reflecting on the 15 new congregational life questions (#12a and 12b) and describe how the results of that conversation can be used to complete the parochial report. Ask each participant to complete this worksheet individually. Then use the instructions on the back to facilitate discussion.

[PDF] Parochial Report Discussion Guide

http://download.elca.org/ELCA%20Resource%20Repository/Parochial_report_discussion_guide.pdf

Images for CONGREGATIONAL VITALITY PROJECT

ELCA Congregational Report (Form A/C) – Evangelical Lutheran Church in America

<http://webapps.elca.org/secretary/FormAAndC/Login.aspx>

<http://metrodcelca.org/wordpress/wp-content/uploads/2009/12/15reportforma.pdf> #17, 18

Images for ELCA Congregational Report

LETTER OF AGREEMENT FOR INTERIM PASTORAL MINISTRY

The Interim Pastor will:

F. Be responsible for the recording of baptisms, confirmations, marriages, funerals, attendance at Holy Communion, and the maintenance of the membership rosters; and **report the statistics of the parish** promptly and fully, as requested by the ELCA.

Call Process Booklet EDITED - Northwest Synod of Wisconsin

http://www.nwswi.org/webfiles/fnitools/documents/call_process_rev11.17.09smaller.pdf

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Call Process Booklet - Yumpu

<https://www.yumpu.com/en/document/view/53432941/call-process-booklet>

Images for report the statistics of the parish

[DOC] Model Constitution for Congregations 2019 - ELCA Resource Repository

Chapter 9.

ROSTERED MINISTER

*C9.12. The pastor of this congregation:

- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
- b. shall submit a summary of such statistics annually to the synod; and

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

https://download.elca.org/ELCA_Resource_Repository/Model_Constitution

<http://www.elca.org/Resources/Office-of-the-Secretary>

Images for Model Constitution for Congregations 2019 - ELCA Chapter 9. ROSTERED MINISTER pastor keep parochial records

Parochial Report | Episcopal Church

The *Parochial Report* established by our Constitution and Canons is a tool for the collection of data that is intended to assist the Church in planning for mission.

<https://www.episcopalchurch.org/posts/research/parochial-report>

Images for Parochial Report | Episcopal Church

10) Property Committee

In my ► Review by synod of constitutions for congregations of the Northwest Synod of Wisconsin, I come across various descriptions of duties for committees and teams. The following is one such example for a Property Committee:

The duties of the *Property Committee* shall include the following:

- a. To be responsible for the care (maintenance, repair, and improvement) of all physical properties (including parsonage), checking all real and personal items in full detail for such care at least once each year, and bringing to the attention of the Congregation Council and/or congregation the need for large necessary repairs, improvements, or fire and safety hazards of facilities.
- b. To be responsible for adequate insurance coverage of all kinds, presenting such programming to the Congregation Council for approval.

- c. To report regularly to the Congregation Council on its activities and to this congregation at the annual meeting, through minutes and reports.
- d. To carry out resolutions of the voting membership on purchases, repairs, replacement of church property, and equipment.
- e. To determine and establish, with the approval of the Congregation Council, policies and fees for rental, use, and lending of church properties and equipment.
- f. To make and issue keys for church property, and keep and review annually a list of keys issued.
- g. To supervise, control, and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of the same.
- h. To enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects.
- i. To arrange for immediate repairs of an urgent nature, and all normal repairs and alterations for which budget funds have been allocated.
- j. To oversee care and report of rental properties through the subcommittee.
- k. To oversee care and report of cemetery properties through subcommittee.
- l. To submit an annual budget request to the Congregation Council and the congregation.

11) Building Project

Early in my installed ministry while I was serving 2 open-country congregations, 1 of the congregations hosted a conference gathering on a cold wintry day. One of the pastor's wives took ill, and 2 of the women of the congregation ushered her to the outhouse.

White Church and Outhouse in Woods Stock Photo | Getty Images

<http://www.gettyimages.com/detail/photo/white-church-and-outhouse-in-woods-royalty-free-image/162362181>
 Images for White Church and Outhouse in Woods

Shortly, thereafter, the American Lutheran Church Women initiated conversation about putting an addition on the front of the facility for indoor bathrooms and gathering space. The Sunday of the vote I preached on Solomon's Speech in 1 Kings 8:14-21. I made the point that everything must be done for a purpose. If the addition was undertaken just to keep up with others, then it would be a weak argument. A stronger argument could be made for undertaking an addition for offering improved hospitality.

As it turned out, the congregation voted to go ahead with the addition. People of the congregation did much of the work. The shingling was hired out, though, and when the crew discovered there were shingles left over after shingling the church and the addition, they shingled the outhouse also. I quipped that the congregation possessed the outhouse with the best-looking roof in the whole county.

Solomon's Speech

¹⁴Then the king turned around and blessed all the assembly of Israel, while all the assembly of Israel stood. ¹⁵He said, "Blessed be the LORD, the God of Israel, who with his hand has fulfilled what he promised with his mouth to my father David, saying, ¹⁶'Since the day that I brought my people Israel out of Egypt, I have not chosen a city from any of the tribes of Israel in which to build a house, that my name might be there; but I chose David to be over my people Israel.' ¹⁷My father David had it in mind to build a house for the name of the LORD, the God of Israel. ¹⁸But the LORD said to my father David, 'You did well to consider building a house for my name; ¹⁹nevertheless you shall not build the house, but your son who shall be born to you shall build the house for my name.'²⁰Now the LORD has upheld the promise that he made; for I have risen in the place of my father David; I sit on the throne of Israel, as the LORD promised, and have built the house for the name of the LORD, the God of Israel. ²¹There I have provided a place for the ark, in which is the covenant of the LORD that he made with our ancestors when he brought them out of the land of Egypt."

1 kings 8:14-21 - oremus Bible Browser

<http://bible.oremus.org/?passages=1+KINGS+8:14-21&vnum=yes&version=nrsv>
 Images for Solomon's Speech

The main point is the future of the congregation and its mission. "What does God want this congregation to be and to do in the upcoming decades of this new century, and how can a new facility be a tool for mission?" Some congregations are faced with the dilemma of aging facilities and what to do with them. Some of those congregations I have served have come to a point where they have decided it is better to build than repair. At the same time, I have served congregations struggling to pay off mortgages taken out when financial times were more favorable. Especially since the economic downturn of 2008, I have counseled caution before borrowing large sums of money for facilities.

Count the Cost

²⁸For which of you, intending to build a tower, does not first sit down and estimate the cost, to see whether he has enough to complete it? ²⁹Otherwise, when he has laid a foundation and is not able to finish, all who see it will begin to ridicule him, ³⁰saying, 'This fellow began to build and was not able to finish.'

oremus Bible Browser: Luke 14:28-30

<http://bible.oremus.org/?passage=Luke+14%3A28-32&vnum=yes&version=nrsv>
 Images for count the cost

One pastor related to me that the congregation he served carried out an extensive study on whether to build and discovered sometimes it is better not to build.

When Not to Build: An Architect's Unconventional Wisdom for the Growing Church by Ray Bowman, Eddy Hall

The common-sense approach that Ray Bowman uses in helping churches survey needs and creatively allocate space to meet them, is based on many years as an architect. He may be the only church facilities consultant who specializes in helping churches avoid unnecessary building.

https://www.goodreads.com/en/book/show/911732.When_Not_to_Build

<http://bakerpublishinggroup.com/books/when-not-to-build-expanded-edition/146610>

<https://www.amazon.com/When-Not-Build-Architects-Unconventional/dp/B01FEK4MJK>

<https://www.christianbook.com/architects-unconventional-wisdom-growing-church-expurgated/ray-bowman/9781585580521/pd/17912EB>

<http://www.lifeandleadership.com/book-summaries/bowman-when-not-to-build.html>

<http://www.centerforusmissions.com/bibliography>

https://www.goodreads.com/author/show/124582.Ray_Bowman

https://www.goodreads.com/author/show/124581.Eddy_Hall

[Images for Ray Bowman, Eddy Hall \(authors\) When Not to Build](#)

[Images for When Not to Build: An Architect's Unconventional Wisdom for the Growing Church by Ray Bowman and Eddy Hall](#)

When one of the congregations I was serving engaged in preliminary study on building, I went around to area pastors to learn lessons from those who had experience in this area. One such pastor told me that the secret is to build consensus among various groups by talking to as many people as possible of how everybody can work together to accomplish a common goal. Another pastor told how the congregation he served decided not to go ahead with building, but instead to use their present facility more efficiently. Their consultant told how so many congregations become so consumed with paying off a mortgage that they lose sight of mission and support of the larger church. Still another congregation I served, which successfully completed an addition to their facility eight years earlier, credited the Mission Builders for providing expertise, organization, and morale. The Mission Builders not only worked on the building with the members but participated in the life and mission of the congregation.

Resources

Building for Effective Mission: A Complete Guide for Congregations on Bricks and Mortar Issues by Kennon L. Callahan (Author)

In this important new addition to the Twelve Keys library, Kennon L. Callahan guides church leaders through the process of clarifying and prioritizing their mission. He demonstrates how to cultivate their mission with compassion and community, as well as through prayer and scripture. Callahan then offers the "bricks and mortar" tools needed to build and grow, focusing on issues such as evaluating the range of resources, choosing the right location, doing a church site evaluation, and more.

Callahan also addresses key issues that will ensure long life for a church's mission, such as community outreach, leadership development, and growing funds through giving.

<http://www.amazon.com/Building-Effective-Mission-Complete-Congregations/dp/0787938726>

[https://www.wiley.com/en-](https://www.wiley.com/en-gb/Building+for+Effective+Mission%3A+A+Complete+Guide+for+Congregations+on+Bricks+and+Mortar+Issues-p-9780787938727)

[gb/Building+for+Effective+Mission%3A+A+Complete+Guide+for+Congregations+on+Bricks+and+Mortar+Issues-p-9780787938727](https://www.wiley.com/en-gb/Building+for+Effective+Mission%3A+A+Complete+Guide+for+Congregations+on+Bricks+and+Mortar+Issues-p-9780787938727)

<http://www.christianbookcenteronline.com/product.asp?sku=0787938726>

http://books.google.com/books/about/Building_for_Effective_Mission.html?id=tghyHQAACAAJ

<http://pdfcast.org/paid/9780787938727>

<http://www.missionleadersnetwork.com/about-kennon-l-callahan/>

<https://www.thriftbooks.com/a/kennon-l-callahan/298613/>

<https://www.amazon.com/Kennon-L.-Callahan/e/B001HCZUYG>

http://www.goodreads.com/author/show/156195.Kennon_L_Callahan

[Images for Kennon L. Callahan \(Author\)](#)

[Images for Building for Effective Mission: A Complete Guide for Congregations on Bricks and Mortar Issues by Kennon L. Callahan](#)

Building plans - The Lutheran Magazine

Three things construction programs can never do

To build or not to build? That's the question for many congregations. As a consultant, I've passed along the conventional wisdom about building programs. But this wisdom includes fallacies that can lead to disappointment. Here are three of the most common false expectations that congregations should consider before building.

http://www.thelutheran.org/article/article.cfm?article_id=813

[Images for Building plans - The Lutheran Magazine](#)

<https://www.livinglutheran.org/contact-us/>

<https://www.livinglutheran.org/issues/>

Buildings

The Future of God's Church – Death and Resurrection

Keynote Address by Bishop Duane Pederson

Walking Together: a congregational resource event March 17, 2013

Thus, while there will always be churches with reserved holy space, I suspect we will see the **rise of house churches**, small groups of Christians meeting together in homes and other settings. These small groups will hopefully replace our automatic American default in understanding church only as a big building. We will likely have more communities of faith without walls, or we'll construct church buildings such that sanctuary space is also used for a variety of ministry activities throughout the week.

For example, our newest mission start, Living Water Lutheran in Cameron, hopes to build in the next year or two. It will be a

functional, attractive building that will transform itself each day as necessary to be a community center as well as a gathering place for congregational members. How many sanctuaries do you know which have a drain in the middle so that the space can be hosed down after distributing garden produce to those in need?

http://www.nswi.org/webfiles/fnitools/documents/keynote_pederson_2013.pdf
info@nswi.org
[Images for rise of house churches](#)
[Images for communities of faith without walls](#)

Page 6

Consultants Help ELCA Congregations Plan for the Future – Seeds for the Parish

A building project can generate many questions for a Lutheran congregation. These might include:

- How will the project support the congregation's mission?
- How many worshipers should a new sanctuary accommodate?
- Does the design of the building convey a welcoming environment?

Knowing the right questions to ask early in the process will lead to effective answers, and the ELCA Mission Investment Fund has experts who can help. -

<http://elca.org/en/Living-Lutheran/Seeds/2013/02/130208c>
[Images for Consultants Help ELCA Congregations Plan for the Future – Seeds for the Parish](#)

Church & Institution Financing - Thrivent Financial for Lutherans

With more than 100 years of experience and service to the Lutheran community, Thrivent Financial for Lutherans understands the unique needs of Lutheran institutions and their financial operations. The Church and Institution Financing Program is designed to provide funding for new churches, school expansions, renovations and remodeling, as well as refinancing existing debt.

Building Lutheran Foundations Together

Our mission is to create long-term relationships with congregations to help grow their ministries and facilities with a focus on meeting their goals through traditional and creative financing programs.



Connecting faith & finances for good.®

<https://www.thrivent.com/churchfinancing/index.html>
[Images for Church & Institution Financing - Thrivent Financial for Lutherans](#)

Eight Unintended Consequences of Building a Church Too Big - Thom Rainer

The church built too big.

And now comes the aftermath. I also call it "unintended consequences." Here are eight of them:

<http://thomrainer.com/2017/03/eight-unintended-consequences-of-building-a-church-facility-too-big/>
[Images for Eight Unintended Consequences of Building a Church Too Big - Thom Rainer](#)
<http://thomrainer.com/2014/04/aftermath-church-building-program-six-keys-success/>
<http://thomrainer.com/2014/03/protecting-pastors-ministry-church-building-program/>
<http://www.lifeway.com/pastors/2015/03/18/10-dumb-things-pastors-say-early-in-a-building-program/>
<http://thomrainer.com/2017/01/six-current-trends-land-purchases-churches/>
<https://www.tw-church.com/eleven-tips-for-pastors-who-want-to-build-a-church.html>
[Images for thom rainer \(author\)](#)

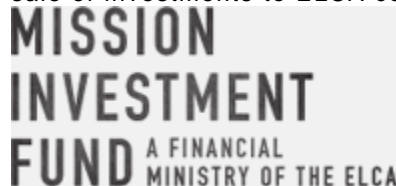
First Lutheran Church Breaks Ground for New Church in New Richmond | New Richmond News

New Richmond area residents will finally see construction on land 15 years after it was purchased by First Lutheran Church.

<http://www.newrichmond-news.com/content/first-lutheran-breaks-ground-new-church-new-richmond>
[Images for First Lutheran Church Breaks Ground for New Church in New Richmond](#)
<http://www.firstdaynr.org/>
<https://www.facebook.com/firstdaynr/>

Frequently Asked Questions | ELCA Mission Investment Fund

The Mission Investment Fund (MIF) is a ministry of the ELCA that makes loans to ELCA congregations and related ministries for capital building projects and land purchases. The fund finances the loans through the sale of investments to ELCA congregations and their members, synods and ELCA-related ministries.



<http://www.mif.elca.org/FAQ>
[Images for Frequently Asked Questions | ELCA Mission Investment Fund](#)

Greening Spaces for Worship and Ministry: Congregations, Their Buildings, and Creation Care [Mark A. Torgerson]

Greening Spaces for Worship and Ministry is a comprehensive guide. The book provides a rationale, strategies, and resources for fulfilling environmental stewardship through the land and buildings of Christian and Jewish congregations. New construction, renovation, and historic preservation projects are addressed. Site development, material choices, energy generation and consumption, water use, interior air quality, green cleaning programs, and beauty are discussed. Ten congregations from across the United States and Canada are featured as examples of excellence in creation care in and through their built environments.

<http://www.amazon.com/Greening-Spaces-Worship-Ministry-Congregations/dp/1566994233>

<https://www.goodreads.com/book/show/15952909-greening-spaces-for-worship-and-ministry>

<https://www.barnesandnoble.com/w/greening-spaces-for-worship-and-ministry-mark-allen-torgerson/1111605285>

<https://www.facebook.com/GreeningSpaces>

<https://books.google.com/books?isbn=1566995396>

<https://alban.org/archive/creation-care-in-motion/>

<https://alban.org/archive/new-and-noteworthy-3/>

http://www.judsonu.edu/Undergraduate/Biblical_and_Theological_Studies/Faculty/Mark_Torgerson/

https://www.goodreads.com/author/show/619924.Mark_A_Torgerson

Images for Mark A. Torgerson, author

Images for *Greening Spaces for Worship and Ministry: Congregations, Their Buildings, and Creation Care* [Mark A. Torgerson]

Holy Places: Matching Sacred Space with Mission and Message [Nancy DeMott, Tim Shapiro President, Brent Bill]

Buildings communicate. Stained glass windows, high altars, multi-purpose worship/gymnasium spaces, Plexiglas pulpits, padded pews - these and all other architectural elements say something about a congregation's theology and mission. They point to a faith community's beliefs about worship, identity, purpose, and more. From the stark simplicity of a Quaker meetinghouse to the splendor of a Romanesque Revival building, sacred spaces speak loudly. What they say can either reinforce a congregation's mission or detract from it.

Holy Places is designed to be used by congregations who are involved in or are contemplating work on their facilities. This could include renovation, remodeling, expansion, or **building**. No matter how extensive the project, approaching the work with mission at the forefront is the key to having a final result that strengthens the congregation's ministry. The process outlined in this book - discern, decide, do - lets congregations begin where they are and provide the help they need to move to the next level.

<http://www.amazon.com/Holy-Places-Matching-Mission-Message/dp/1566993458>

https://www.goodreads.com/book/show/2203979.Holy_Places

<https://rowman.com/ISBN/9781566993456/Holy-Places-Matching-Sacred-Space-with-Mission-and-Message>

<https://www.barnesandnoble.com/w/holy-places-nancy-demott/1120836326>

<https://books.google.com/books?isbn=1566995477>

https://books.google.com/books/about/Holy_Places.html?id=ZhujAwAAQBAJ

<https://alban.org/archive/centerview-ten-things-you-need-to-know-about-sacred-space-projects/>

<http://www.lifeandleadership.com/book-summaries/demott-holy-places.html>

<http://www.lifeandleadership.com/book-summaries/tag/ministry-resources?currentPage=63>

<https://centerforcongregations.org/holy-places-matching-sacred-space-mission-and-message>

<https://centerforcongregations.org/staff/nancy-demott>

<https://centerforcongregations.org/staff/rev-timothy-shapiro-d-min>

<https://www.faithandleadership.com/timothy-shapiro-helping-congregations-find-resources-they-need>

http://www.abingdonpress.com/tim_shapiro

<http://www.lpts.edu/news/2015/02/20/louisville-seminary-enters-new-affiliation-with-the-indianapolis-center-for-congregations>

<http://www.brentbill.com/>

http://brentbill.com/other_books

https://en.wikipedia.org/wiki/J._Brent_Bill

http://www.abingdonpress.com/j_brent_bill

<https://www.amazon.com/J.-Brent-Bill/e/B001JRYVBC>

Images for Nancy DeMott, Tim Shapiro President, Brent Bill (authors) *Sacred Space*

Images for *Holy Places: Matching Sacred Space with Mission and Message* [Nancy DeMott, Tim Shapiro President, Brent Bill]

Right-Sizing Your Space or Right-Sizing Your Vision? - Alban Institute

A sense of urgency should be present in this congregation for the process of redevelopment. In our view, this congregation is at a pivotal point in its history. Either it will commit to doing the work necessary to ensure its future, or it will continue to decline. The time to map a new course for the future is now. The window of opportunity will eventually close. If this congregation can work at "right-sizing" its vision, of moving from passive tolerance of its changing world to an active embrace of it, congregants' future ministry will energize their faith journey. This congregation still has the strength and resources to create a vital future, but it must be a future based on changing realities, not on a recreated past.

<https://alban.org/archive/right-sizing-your-space-or-right-sizing-your-vision/>

Images for *Right-Sizing Your Space or Right-Sizing Your Vision? - Alban Institute*

<https://alban.org/archive/the-leading-edge-space-matters/>

Images for *Space Matters*

<https://alban.org/category/buildings/>

<https://alban.org/category/money-finance/>

<https://alban.org/category/strategic-planning/>
<https://alban.org/archive/the-80-percent-rule-fact-or-fiction/>
<https://alban.org/about-alban/alban-weekly/>

7 Practical Leadership Insights from Our Move into Our New Building – Carey Nieuwhof

Whether you're doing a building project or not, building projects can be an opportunity to learn some leadership insights.

<http://careynieuwhof.com/2015/06/7-practical-leadership-insights-from-our-move-into-our-new-building/>

[Images for 7 Practical Leadership Insights from Our Move into Our New Building – Carey Nieuwhof](#)

The Post-Construction Blues — Congregational Consulting Group

Few projects excite and galvanize a congregation more than a new building or a major renovation. People complain about construction delays, capital campaigns, and the general din and dust, but their blood pumps, their wallets loosen, and their enthusiasm rises. Lyle Schaller went so far as to generalize that congregations that build capital are happier than those that spend it. Most congregations in the midst of a construction project illustrate his point: as they convert their members' cash into real estate, their spirits rise, peaking at the dedication service.

But what happens then? Usually there is a period of euphoria. Occasionally a congregation goes on from strength to strength without a pause. More often, though, there is a letdown, a period of slump—in finances, in program, in morale: the Post-Construction Blues. This happens for several reasons:

<http://www.congregationalconsulting.org/the-post-construction-blues/>

[Images for Post-Construction Blues — Congregational Consulting Group](#)

<http://danhotchkiss.com/>

<https://www.amazon.com/Dan-Hotchkiss/e/B001K8HINI>

Thirteen Issues for Churches in 2013: Issues 1-6 - ThomRainer.com

<https://thomrainer.com/2012/12/thirteen-issues-for-churches-in-2013-issues-1-6/>

[Images for Thirteen Issues for Churches in 2013: Issues 1-6 - ThomRainer.com](#) 1. Innovative use of space.

1. **Innovative use of space.** I recently drove onto a church property located on approximately three to four acres. My consultant training told me that 300 to 500 people could worship on that site. The Millennial pastor who was riding with me said that the site could easily accommodate 2,000 in attendance. The younger pastor did not see limitations of times or days of worship. Indeed, that generation will cause us to look anew at church space limitations.

<http://thomrainer.com/2013/01/02/thirteen-issues-for-churches-in-2013-issues-7-13/>

<http://thomrainer.com/2016/03/using-your-churchs-facilities-more-effectively-throughout-the-week-rainer-on-leadership-205/>

<http://thomrainer.com/2016/04/seven-church-facility-trends-rainer-on-leadership-219/>

25 years of raising the roof: ELCA Mission Builders | The Lutheran

For 25 years **Mission Builders** have — literally — raised the roof on Lutheran churches all across the U.S. They have helped Lutheran congregations build or repair 157 buildings, additions, schools and Bible camps. This year they are adding four more.

To use an old cliché, **Mission Builders** are a gift to the church that keeps on giving. And it almost didn't happen.

In the mid-80s a small group of mission-oriented pastors in the American Lutheran Church began looking for ways to help new congregations get into their buildings faster. They included James Bergquist, executive director for the Division for Service and Mission in America; William J. Hanson, the unit's deputy director; and Don Johnson, a mission director.

http://www.thelutheran.org/article/article.cfm?article_id=11025

Page 34

[Images for 25 years of raising the roof: ELCA Mission Builders | The Lutheran](#)

Just as Solomon was given the job of building the temple, Nehemiah was given the job of rebuilding the walls.

The Wall Rebuilt

6 So we rebuilt the wall, and all the wall was joined together to half its height; for the people had a mind to work.

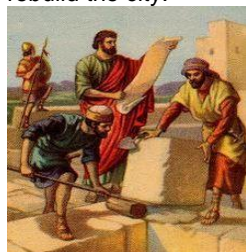
oremus Bible Browser: Nehemiah 4:6

<http://bible.oremus.org/?passage=Nehemiah+4:6>

[Images for Nehemiah The Wall Rebuilt](#)

Nehemiah - Wikipedia

In the 20th year of Artaxerxes, king of Persia, (445/444 BC), Nehemiah was cup-bearer to the king. Learning that the remnant in Judah were in distress and that the walls of Jerusalem were broken down, he asked the king for permission to return and rebuild the city.



Modern depiction of Nehemiah rebuilding Jerusalem

<https://en.wikipedia.org/wiki/Nehemiah>

https://en.wikipedia.org/wiki/Book_of_Nehemiah

[Images for Nehemiah](#)

12) Facility use

An interim pastor can be helpful to a congregation in reviewing facility use. At one congregation, the Property Committee wanted to know what other congregations were doing for such a policy. I sent a Facility Use Policy - Synod Resource Center address to the chair and the council representative so that they could look at other such policies.

Synod Resource Center

https://synodresourcecenter.org/Administration/Facility_Use_policy

http://synodresourcecenter.org/admin/facility/use_policy/

[Images for Synod Resource Center Administration Facility Use policy](#)

Resources

Congregational Handbook for Pastoral Transitions

Section III – Self-Study

Stewardship of Property Inventory III-12

1. Are you proud to bring friends, guests and visitors to your church?
2. When was the facility built?
3. Is the building well located for present and future community needs?
4. When was the last renovation? What kind of renovation was it? How much did it cost?
5. How were the funds raised for the last remodel/renovation?
6. Are outdoor signs well placed for traffic visibility? Are they lighted?
7. Is information current on outdoor signs?
8. Do outdoor signs have phone numbers, email and web addresses?
9. Does the property look well kept? Is it landscaped?
10. Is access to the main entrance to the building easily identified?
11. Do the main doors have glass for easy visibility?
12. Is the facility handicapped accessible? Do the outdoor signs have an accessibility symbol?
13. Is there adequate parking? Is the parking lot lighted?
14. Is there well marked visitor and handicapped parking?
15. Are there good directional signs inside the building (to bathrooms, office, sanctuary, etc)?
16. Are hallways and rooms well lighted?
17. Are the windows clean?
18. Are closets and storage areas assigned and tidy?
19. Are Sunday School rooms free of excess paper and clutter and do they invite?
20. Are the bathrooms clean?
21. Is there a baby changing table in the bathrooms (both men's and women's)?
22. Are faucets and drinking fountains free of leaks?
23. Have the halls and rooms been recently painted?
24. Are the bulletin boards updated and kept tidy?
25. Is the nursery clean and in good repair? Are toys checked and cleaned on a regular basis?
26. Is the flooring in good repair? Is the carpeting up to date?
27. Is the roof in good repair? Has water damage been repaired?
28. Are fellowship areas welcoming to strangers?
29. Are chairs and tables in fellowship areas clean and orderly?
30. Is the sanctuary inviting and inspiring?
31. Are the pews comfortable and convenient for families and the elderly?
32. Is there non-obtrusive but convenient space for wheelchairs in worship?
33. Is the furnace and heating system in good repair?
34. Is there a need for air conditioning in offices or sanctuary? Is it in good repair?
35. Is there an ongoing capital fund for building emergencies and planned remodels?

<http://www.lutheransnw.org/files/leadership/TransitionHandbook.pdf>

[Images for Congregational Handbook for Pastoral Transitions Section III – Self-Study Stewardship of Property Inventory](#)

[PDF] DRAFT Congregation Property Use Resources - ELCA Resource Repository

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release

http://download.elca.org/ELCA%20Resource%20Repository/Building_Use_Agreement.pdf

[Images for Congregation Property Use Resources - ELCA Resource Repository](#)

Facilities

What is your current thinking about property and facilities?

What are goals, priorities, timeline?

Comprehensive Ministry Review. Rev. Laurie Skow-Anderson. Assistant to the Bishop. Northwest Synod of Wisconsin.
Director for Evangelical Mission. lskow-anderson@nswsi.org inf@nswsi.org

<http://nswsi.org/about-us/our-staff>

Images for Comprehensive Ministry Review - Facilities

Greening Spaces for Worship and Ministry: Congregations, Their Buildings, and Creation Care [Mark A. Torgerson]

Greening Spaces for Worship and Ministry is a comprehensive guide. The book provides a rationale, strategies, and resources for fulfilling environmental stewardship through the land and buildings of Christian and Jewish congregations. New construction, renovation, and historic preservation projects are addressed. Site development, material choices, energy generation and consumption, water use, interior air quality, green cleaning programs, and beauty are discussed. Ten congregations from across the United States and Canada are featured as examples of excellence in creation care in and through their built environments.

<http://www.amazon.com/Greening-Spaces-Worship-Ministry-Congregations/dp/1566994233>

<https://books.google.com/books?isbn=1566995396>

<http://worship.calvin.edu/resources/publications/greening-spaces-for-worship-and-ministry-congregations-their-buildings-and-creation-care/>

<https://www.churchleadership.com/leading-ideas/lovet-weems-notes-three-books-of-interest-to-church-leaders/>

<https://www.facebook.com/GreeningSpaces>

http://www.judsonu.edu/Undergraduate/Biblical_and_Theological_Studies/Faculty/Mark_Torgerson/

<http://www.judsonu.edu/content.aspx?id=6470> Faculty profile

<https://www.amazon.com/Mark-A.-Torgerson/e/B008237QYU>

http://www.goodreads.com/author/show/619924.Mark_A_Torgerson?origin=series_works

Images for Mark A. Torgerson (author) *Greening Spaces for Worship and Ministry*

Images for *Greening Spaces for Worship and Ministry: Congregations, Their Buildings, and Creation Care* [Mark A. Torgerson]

Using Your Church's Facilities More Effectively throughout the Week – Rainer on Leadership #205 – ThomRainer.com

A look at how churches can better steward their facilities and how to deal with opposition to facility usage.

<http://thomrainer.com/2016/03/using-your-churchs-facilities-more-effectively-throughout-the-week-rainer-on-leadership-205/>

Images for Using Your Church's Facilities More Effectively throughout the Week – Rainer on Leadership #205 – ThomRainer.com

<https://www.amazon.com/Seven-Day---Week-Church-Lyle-Schaller/dp/0687381444>

Images for Seven-Day---Week-Church-Lyle-Schaller images

<http://thomrainer.com/2016/04/seven-church-facility-trends-rainer-on-leadership-219/>

<http://thomrainer.com/2017/04/church-facility-stewardship-featuring-tim-cool-rainer-leadership-317/>

<http://thomrainer.com/2017/12/10-keys-maximizing-church-facility-rainer-leadership-387/>

<http://thomrainer.com/2016/03/using-your-churchs-facilities-more-effectively-throughout-the-week-rainer-on-leadership-205/>

<http://thomrainer.com/2017/05/build-big-rainer-leadership-324/>

<http://www.lifeway.com/pastors/2017/07/11/future-church-facilities-feat-dr-thom-rainer-pastor-talk-ep-17/>

<http://www.lifeway.com/Article/services-LifeWay-architecture-Church-growth-and-church-facilities>

<http://bciova.org/download-free-church-facility-audit/>

<https://www.amazon.com/Thom-S.-Rainer/e/B001IGLMVG>

https://www.goodreads.com/author/show/27470.Thom_S_Rainer

Images for thom rainer on church facilities

Vibrant Faith in the Congregation

Chapter 8 **Church Facilities** with Richard Wehrs

http://store.vibrantfaith.org/product_p/vfitc.htm

Images for Vibrant Faith in the Congregation Chapter 8 Church Facilities

13) Facility issues

What to do when the boiler goes out in the middle of winter: these and other matters fall under the category of facility issues.

Resources

15 Church Facility Issues – Rainer on Leadership #074 – ThomRainer.com

We tackle a post by Dr. Chuck Lawless on church facility issues. In doing so, we cover everything from upright pianos to dirty diapers.

<http://thomrainer.com/2014/08/fifteen-church-facility-issues/>

Images for 15 Church Facility Issues – ThomRainer.com

<http://thomrainer.com/2015/01/seven-key-improvements-make-church-facilities-rainer-leadership-089/>

<http://thomrainer.com/2014/08/church-locality-church-leaders-questions-church-facilities/>

<http://thomrainer.com/2015/08/seven-internal-barriers-to-growth-in-a-church/> #1

<http://www.churchlawandtax.com/blog/2014/october/15-all-too-common-church-facility-problems.html>

<http://ministrytodaymag.com/facilities/21160-15-common-church-facility-issues>

Images for thom rainer (author)

Keep boiler, furnace rooms clean and well maintained

Many congregations have storage issues. There are never enough closets or empty rooms to store all of the files, supplies, holiday decorations and other items that accumulate throughout the year. Although finding creative storage solutions is important, some areas are not safe storage options.

"Boiler and furnace rooms are designed with extra space to help keep the equipment running safely and efficiently," said Ernest Freeman, vice president of engineering at The Hartford Steam Boiler Inspection and Insurance Company in Hartford, Conn. "It's easy to want to fill this extra space with storage, but that can quickly become a fire hazard."

A fire in a boiler or furnace room can be ignited by an open flame or hot surface of the boiler and fueled by gas, oil, wood or other combustible items stored nearby. Combustible or flammable items should never be stored in the room, and nothing should be stored within 10 feet of the boiler or furnace equipment.

Risk Reporter for Religious Institutions - Church Mutual

Winter 2014 Seasonal Spotlight: Keep boiler, furnace rooms clean and well maintained

<https://www.churchmutual.com/index.cfm?pid=2253&pageTitle=Risk-Reporter&riskReporterID=74&page=spotlight>

Images for keep boiler, furnace rooms clean and well maintained

Leaking Gutters and Sacred Spaces: Practical Tips for Facility Repair - Alban

Looking back at the process, members of First Baptist Church of Cumberland reflected, identified, and shared with the center the following five essentials they learned—steps that can help your congregation maintain and repair your facilities.

Alban at Duke Divinity School » Leaking Gutters and Sacred Spaces: Practical Tips for Facility Repair

<https://alban.org/archive/leaking-gutters-and-sacred-spaces-practical-tips-for-facility-repair/>

Images for Alban at Duke Divinity School » Leaking Gutters and Sacred Spaces: Practical Tips for Facility Repair

<https://alban.org/category/buildings/>

<https://alban.org/about-alban/alban-weekly/>

<https://alban.org/books/>

<https://alban.org/author/nekduke-edu/>

<https://www.facebook.com/albaninstitute/>

<http://www.elizabethpresbytery.org/Resource%20Center%20ON%20THE%20WEB/Alban%20Institute%20Resources%202012.pdf>

<https://alban.org/about-alban/congregations-magazine/>

Maintenance - Synod Resource Center

[Property Tips](#)

Synod Resource Center

<http://synodresourcecenter.org/admin/maintenance/>

<http://synodresourcecenter.org/admin/> **Facility Maintenance**

Images for Maintenance - Synod Resource Center Property Tips

Images for Synod Resource Center - Administration Facility

Property Matters - Evangelical Lutheran Church in America

Buildings and Property Issues

Members of the congregation are frequently faced with legal questions when they are required to consider issues related to the structure or use of their building.

<https://www.elca.org/About/Churchwide/Office-of-the-Secretary/Legal-Issues/Property-Matters>

Images for Property Matters - Evangelical Lutheran Church in America

<https://www.elca.org/Resources>

The top 5 facility management challenges - Church Executive

An article published by Corrigo, Inc. — specialists in work order and time-tracking solutions — shares the findings of a survey devoted to identifying the top five facility management challenges. Based on the feedback of 1,200 respondents, the results for commercial markets bear similarities to the challenges faced by church facilities managers.

<http://churchexecutive.com/archives/top-five-facility-management-challenges>

Images for top 5 facility management challenges - Church Executive

<https://churchexecutive.com/archives/church-facility-stewardship-8>

Images for facility management challenges

<https://churchleaders.com/pastors/pastor-articles/311197-9-reasons-church-needs-facility-management-professional-tim-cool.html>

Images for church facility management professional

<https://www.csginc.com/posts/facility-management-challenges/>

https://cbps.canon.com/assets/pdf/Facilities-Management-Challenges-and-Opportunities-in-2018_Canon-Business-Process-Services.pdf

<https://www.vanguardsv.com/2017/05/cleaning-services-facilities-management-challenges/>

<https://www.redvector.com/articles/facilities-management/biggest-challenges-faced-by-facilities-managers/>

Top Issues in Church Facility Maintenance & Management

Based on 29 years of maintaining large commercial and government facilities, I have compiled the following list of most neglected church facility maintenance and management issues.

<http://www.religiousproductnews.com/articles/2012-December/Feature-Articles/Top-Issues-in-Church-Facility-Maintenance-Management.htm>

14) Sometimes, things happen

A light bulb went out in the sanctuary right above where one of the older members usually sat. One Sunday morning, she asked me, "Do you know who changed the light bulb?" I replied, "Have you heard the story about how many it takes to change a light bulb in a Lutheran church?" She chuckled and walked away. I asked her before a midweek Lenten service of worship the next week if she found out who changed the light bulb. She replied, "Well, yes, I did." I said, "I don't want to know." She chuckled and walked away.

Resources

Best 25+ Things happen ideas on Pinterest

<https://www.pinterest.com/explore/things-happen/>

Images for Things happen on Pinterest

Lightbulb joke - Wikipedia

A lightbulb joke is a joke that asks how many people of a certain group are needed to change, replace, or screw in a light bulb.

https://en.wikipedia.org/wiki/Lightbulb_joke

Images for lightbulb joke

15) Disappearing Act

A quilter told me about a highly regarded woman in the church many years previous. "But she was so fussy," the quilter explained. This woman insisted that table linens be used to cover the tables for funeral lunches and that such linens be taken home, washed, and ironed. As time went on, the task got harder for fewer women. "One day," the quilter explained, "the linen cloths disappeared to be replaced by plastic table cloths. The fussy woman never said a thing." The quilter added that her husband likes to hang onto old clothes so that sometimes some of his old clothes disappear. "He never says anything," the quilter added.

16) "The Working Hands of God"

Pastor E. L. Gunderson of East Cornucopia Lutheran in the The Church Basement Ladies in Rise Up O Men tries to be helpful in working with other men to make repairs in the church basement in preparation for the church's 1964 Centennial Celebration. Both the women and the men give the pastor instructions in the first song on the original cast recording entitled "The Working Hands of God." The theme song is "Rise Up, O Men."

Weekend Showcase: "Rise Up, O Men" - YouTube

The Church Basement Ladies are back at the Plymouth Playhouse, but this time they're bringing to stage another Lutheran themed show with "Rise Up O Men" playing through early January.

There are a few new characters alongside the well-known ladies in "Rise Up O Men".

<https://www.youtube.com/watch?v=86aTA0bKe9w>

Images for Weekend Showcase: "Rise Up, O Men" - YouTube

<https://www.youtube.com/watch?v=3ETfXSj07g> Rise Up, O Men Teaser - YouTube

<https://www.youtube.com/watch?v=jJRkK-hgzQ> KMSP 6am CBL Rise Up O Men – YouTube

<https://www.youtube.com/watch?v=6gkobOkbHx8> KMSP 7am CBL Rise Up O Men - YouTube

<https://www.youtube.com/watch?v=SUWkwGivseQ> WCCO 9am CBL Rise Up O Men – YouTube

https://www.youtube.com/watch?v=tYvAK_NxAg Church Basement Ladies Debut 'Rise Up O Men' – YouTube

Resources

Church Basement Ladies | Rise Up, O Men | CD Baby Music Store

Original Cast recording of The Church Basement Ladies in Rise Up O Men. Inspired by the books of Janet Letnes Martin & Suzann Nelson including the best-seller Growing Up Lutheran. Produced by Curt Wollan at the Plymouth Playhouse in Plymouth, MN

1. The Working Hands of God

11. Rise Up, O Men

<https://store.cdbaby.com/cd/churchbasementladies6>

Images for Church Basement Ladies | Rise Up, O Men | CD Baby Music Store

Review: 'Rise Up, O Men' at the Plymouth Playhouse is humorous

Although the title makes it sound like the men are taking over, with songs like "A Happy Wife Makes for a Happy Life," you know who's really in charge. Happily, the women who originated the long-running roles return.

<http://www.twincities.com/2016/08/21/review-rise-up-o-men-is-homespun-and-humorous/>

<http://www.startribune.com/review-rise-up-o-men-doesn-t-sour-the-church-basement-ladies-formula/390950091/>

Images for Review: 'Rise Up, O Men' at the Plymouth Playhouse is humorous

The Church Basement Ladies in Rise Up, O Men - Plymouth Playhouse

Sixth in the Church Basement Ladies series, *Rise Up, O Men* is a brand new musical comedy featuring the men of the church and your favorite church basement ladies who serve them. As these hard-working farmers discuss their scrap lumber piles and benefits of weld vs solder, they unintentionally disrupt the order of the kitchen. But that's what happens when you let the rooster in the hen house.

<http://plymouthplayhouse.com/theatre-tickets/rise-up-o-men/>

<http://www.broadwayworld.com/st-paul/article/CHURCH-BASEMENT-LADIES-RISE-UP-O-MEN-Comes-to-Plymouth-Playhouse-20170109>

Images for The Church Basement Ladies in Rise Up, O Men - Plymouth Playhouse

17) Rules of the kitchen

I've explored my share of church kitchens down through the years. Each kitchen has its own set of rules written and unwritten. What's more central to the workings of a kitchen than making coffee? Most every church kitchen I've seen has some sort of instructions for making coffee.

Kitchen Rules

If it's dirty – wash it

If it's on – turn it off

If you take it out – put it away

If it's a mess – tidy it up

Borrowed

I visited a nursing home one time when a resident said with a perfectly straight face that one of the rules of the kitchen there was that the men made the coffee. When I asked how that was so, she said, the rule is found in the Bible. When I professed ignorance, she replied, "He-brews."

Resources

[PDF] An Example of a Kitchen Manual from a Minnesota Church

Index Kitchen Management Agreement

Page 2

The Kitchen Management Agreement must be read, signed, and returned to the Church Office by the person taking responsibility for booking the kitchen (Event Kitchen Manager) prior to making the reservation.

Kitchen Checklist

Page 3

Each item on the Kitchen Checklist must be completed and checked by the Event Kitchen Manager before the group leaves the kitchen at the end of their event.

Kitchen Condition Report

Page 5

The Kitchen Condition Report must be completed by the Event Kitchen Manager and returned to the Church Office within 24 hours following the event. Kitchen Food Safety and Sanitation Standards

Page 7

• Volunteer health and hygiene • Food safety standards • Kitchen and equipment use, maintenance and cleaning

<http://www.health.state.mn.us/divs/eh/food/pwdu/fsp/cookcrowd/kitchenmanual.pdf>

Images for Kitchen Manual from a Minnesota Church

[PDF] Glyndon Lutheran Church Facility Use Agreement

3. **KITCHEN** RULES. The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster north of the educational wing. Church supplies are not to be used except by church sponsored activities unless written permission is granted. Failure to comply may result in forfeiture of the security deposit.

<http://glyndonlutheran.org/wp-content/uploads/sites/99/2013/05/Glyndon-Lutheran-Church-Facility-Use-Agreement.pdf>

Images for CHURCH KITCHEN RULES

[PDF] Rules for Using the Kitchen - Perry Highway Lutheran Church

<http://phlc.org/assets/Rules-for-Using-the-Kitchen.pdf>

Images for Rules for Using the Kitchen - Perry Highway Lutheran Church

18) Competing road signs

I was driving along a state highway when I saw a sign on the left that said, "Come shower with us. \$5.00"

A mile up the road I saw a sign on the right that said, "Come worship with us. 10:00"

As it turns out, a farm family was offering relief to campers at a nearby outdoor country music festival that weekend by providing hot showers, while the Evangelical Lutheran Church in America congregation was inviting people to a service of worship each Sunday.

19) Emergency Preparedness

A president of the Congregation Council at one congregation I served asked the Property and Management Committee to work on an emergency preparedness plan. Fortunately, one of the members of the committee also served on the county board and had been involved in similar such planning in that capacity.

Resources

Best 20+ Disaster preparedness ideas on Pinterest

<https://www.pinterest.com/explore/disaster-preparedness/>

Images for disaster preparedness Pinterest

<https://www.pinterest.com/explore/emergency-preparedness/>

<https://www.pinterest.com/pamperedchefnut/disaster-preparedness/>

<https://www.pinterest.com/militaryavenue/emergency-preparedness/>

<https://www.pinterest.com/connielorraine/preparedness-emergency/>

[PDF] BDM: Checklist for a Church Emergency Management Plan

This checklist was developed as a guide for the leadership of a church or temple to evaluate its readiness to respond to an emergency.

http://www.brethren.org/bdm/files/checklist_for_a_church_emergency_management_plan.pdf

Images for Church Emergency Management Plan

https://knoxcounty.org/health/pdfs/ep/FaithBasedEmergencyPlan2013_kchd_arc.pdf

<http://adrn.org/wp-content/uploads/2012/10/2012-ADRN-Ready-Church-Preparedness-Manual-0912.pdf>

Images for Church Preparedness Manual

<http://www.communitycouncilstc.org/storage/COADinfo/faith%20based%20template%20final.pdf>

<http://www.uprightministries.com/clientimages/45314/emergencyresponsepublication.pdf>

<https://www.mennonitemutual.com/upload/resources/sample-emergency-response-policy.pdf>

Images for emergency response policy

<http://www.cookcountypublichealth.org/files/pdf/emergency-preparedness/ready-faith-planning-guide-041414.pdf>

https://henrico.us/assets/Police_Emergency_Planning_Manual-USCJ.pdf

Images for Emergency Planning Manual

[PDF] Congregational Disaster Preparedness Guidebook - ELCA Resource Repository

The purpose of this guidebook is to help congregations take some basic and important steps toward resiliency and intentionality in response to disaster so that they will be better able to serve their communities when disasters strike.

https://download.elca.org/ELCA%20Resource%20Repository/Congregational_Disaster_Preparedness_Guide_Lutheran_Disaster_Response.pdf

Images for Congregational Disaster Preparedness Guidebook - ELCA Resource Repository

http://d3n8a8pro7vhmx.cloudfront.net/unitedchurchofchrist/legacy_url/3012/LocChSamplePlan.pdf?1418426050 [PDF] Local

Church Disaster Preparedness & Response Planning Guidelines

http://calnevada.s3.amazonaws.com/F7BCF89A92084CBDB67FC4533F702108_GenericDisasterPlan_2012.pdf

Images for Church Disaster Preparedness and Response Plan

<http://shenpres.org/wp-content/uploads/2013/01/SampleChurch.pdf> [PDF] DISASTER PREPAREDNESS AND RESPONSE For First United Methodist Church

<http://www.fumcsantarosa.org/sites/default/files/Disaster-Response-Plan-V2.pdf>

<https://www.umo.org/files/fileshare/missions/localchurchandministryplanworkingdraft.pdf>

https://iavoad.communityos.org/cms/system/files/Local_Planning_Guide_WIJKSTHR.pdf [PDF] local church disaster planning guide - CommunityOS

https://henrico.us/assets/Police_Sample_Church_Plan.pdf [PDF] Sample Church Disaster Plan - Henrico County

Emergency Preparedness - Church Mutual

Webinars

Protecting Your Congregation Against an Active Shooter

Articles

Automatic External Defibrillators (AED)

- [Is your AED ready for an emergency?](#)

Emergency Planning

- [Finding the right shelter for severe weather](#)

- [Risk Alert: Emergency Planning](#)

- [Risk Alert: Emergency Planning: Shelter](#)

- [Risk Alert: Emergency Planning: The First Aid Kit](#)

<https://www.churchmutual.com/172/Emergency-Preparedness>

Images for Emergency Preparedness - Church Mutual

<https://www.xpastor.org/operations/facility-policy/emergency-preparedness-for-churches/>

Images for Emergency Preparedness for Churches

<https://adacounty.id.gov/Portals/Accem/Doc/PDF/FaithBasedEmergencyPlanTemplate22410.pdf>

Images for LOCAL CHURCH EMERGENCY PLAN

What Does the Bible Say About Being Prepared? – OpenBible.info

https://www.openbible.info/topics/being_prepared

Images for Bible and being prepared

<https://bible.knowing-jesus.com/topics/Being-Prepared>

<https://biblereasons.com/being-prepared/>

<https://www.kingjamesbibleonline.org/Bible-Verses-About-Being-Prepared/>

<https://hanoverbaptistchurch.org/blogpastor/2010/what-does-the-bible-say-about-being-prepared/>

<https://americanpastorsnetwork.net/resource/bible-verses-on-preparedness/>

<https://offgridsurvival.com/bibleteachespreparedness/>

Images for bible teaches preparedness/

20) Maintenance reserve fund

Plan for a “rainy day” with a maintenance reserve fund.

Resources

A Maintenance Reserve Study Avoids Surprises « The Loose Canon

Churches always seem to have more needs than dollars to meet the needs. Even when finances are doing well, there is always more that can be done than any congregation can do. Unfortunately, buildings tend to suffer for it. It is rare to speak up for the roof, or the heating and air system until somewhere just before or during a crisis. Yet, there is no need for surprises.

Setting up and **funding maintenance reserves** can assist a congregation in avoiding most surprises.

<http://loosecanon.georgiaepiscopal.org/?p=361>

Images for Maintenance Reserve Study

[PDF] Establishing a Maintenance Reserve Fund – Lutheran Church Extension Fund

The following suggests a process—albeit long-term—used successfully in a congregation, to provide funds for maintenance and upkeep of its facilities apart from the normal annual program budgeting process:

http://lcef.org/downloads/forms_literature/AAC-2014-03-WP-Maintenance-Reserve-Fund.pdf

Images for Establishing a Maintenance Reserve Fund – Lutheran Church Extension Fund

Key Points for Religious Facilities - Miller Dodson Associates

One of the primary business duties of any non-profit organization is to maintain and preserve the property's value by maintaining an aesthetic and functional standard. "A **replacement reserve fund** has a tremendous impact on a facility's future, regardless of age, size, or architectural type."*

<http://mdareserves.com/our-services/reserve-studies/key-points-for-churches-temple-and-private-schools>

Images for Religious Facilities replacement reserve fund

Planning for the Unexpected Financial Crisis | The Parish Paper

The Bottom Line

Philosopher George Santayana defined fools as people who redouble their efforts after forgetting their goals. Planning ahead by establishing reserve funds, maintenance reserve funds, and facilities endowments allows your church to address unexpected facilities expenses with less stress. But some of history's biggest church fights have happened when church leaders substituted the goal of "saving money for a rainy day" for the goal of accomplishing God's ministries. Plan ahead for the unexpected financial crisis. But don't let that planning become your church's primary goal.

P.P.--9-2010--Planning for the Unexpected Financial Crisis

https://vbmb-wpengine.netdna-ssl.com/wp-content/uploads/2013/08/Parish-Paper_2010-09.pdf

<http://www.wcucc.org/ace-files/ParishPaper/2010-09-Planning-for-the-Unexpected.pdf>

<https://www.csis-elca.org/s/2010-09.pdf> P.P.--9-2010--Planning for the Unexpected Financial Crisis

Images for Planning for the Unexpected Financial Crisis | The Parish Paper

<https://www.theparishpaper.com/free-resources>

<http://www.wisconsinumc.org/connections/conference-news/the-parish-paper> September 2010 - "Planning for the Unexpected Financial Crisis"

<http://www.wcucc.org/resource-center/church-management/parish-paper/>

<http://www.hcucc.org/the-parish-paper>

<https://www.theparishpaper.com/back-issue-index> Back Issue Index | The Parish Paper

[PDF] St. Patrick's 25 Year Capital Maintenance Plan Submitted

In June 2014, the Buildings Committee completed an "Inventory and Estimate of 25 Year Replacement Costs" for the major equipment and structures owned by St. Patrick's Catholic Church. This vital effort provided the foundation for creating the long-range Comprehensive Capital Maintenance Plan contained herein. This milestone plan outlines the 27 projects necessary to properly sustain our equipment and facilities over the next 25 years and it estimates that we will need \$253,650 in capital funds to execute these projects. Meeting this financial obligation as well as upgrading our facilities to better accommodate our handicapped parishioners and visitors will require continued Maintenance Reserve Fund contributions from our parishioners and as well as additional capital funding from our Richmond Diocese.

http://stpatrickslexington.com/Capital_maintenance_plan.pdf

Images for Capital Maintenance Plan

<https://churchexecutive.com/archives/church-facility-stewardship-7> Preventive maintenance and capital planning

<https://findorff.com/capital-maintenance-planning-right-formula/>

<https://www.worshipfacilities.com/operations/capital-reserve-planning>

21) Leaky roofs

One cartoon shows a preacher in the pulpit holding an umbrella. The caption reads, "Now, a few words about our roof repair fund."

Church Roof Cartoons and Comics – funny pictures from CartoonStock

https://www.cartoonstock.com/directory/c/church_roof.asp

Images for Church Roof Cartoons and Comics - funny pictures from CartoonStock

My carpenter father used to say that the more complicated the roof lines the more problems with leaky roofs. Looking back over the congregations I served, it would be hard to enumerate all the leaky roofs I have encountered.

Resources

Church finally gets leaky roof fixed following 7 Action News report

DETROIT (WXYZ) - It's a story we first brought you a little over a week ago - a local church paid a lot of money to get a new roof, but the leaks never stopped and the contractors never came back to take care of it.

<http://www.wxyz.com/news/region/detroit/church-finally-gets-leaky-roof-fixed-following-7-action-news-report>

Images for Church finally gets leaky roof fixed following 7 Action News report

<https://www.premier.org.uk/News/UK/75-year-leaky-church-roof-mystery-solved>

<https://www.ncronline.org/blogs/ncr-today/leaky-roofs-church-some-work-vatican>

<http://www.amrooftec.com/church-metal-roof-leak-repair.html>

<http://firstpres.com/Websites/firstprescms/images/echimes/June2015echimes.pdf>

What Church Leaders Need to Know About Roof Replacement

The best way to minimize short and long-term costs when it comes to your church roof is to understand how important your roof is, how easy it is to care for, and what you can do to ensure it lasts as long as possible.

<http://www.watertightroofinginc.com/blog/what-church-leaders-need-to-know-about-roof-replacement>

Images for What Church Leaders Need to Know About Roof Replacement

<https://pfisterroofing.com/church-roofs/>

<https://pfisterroofing.com/unique-challenges-church-roof-repair-maintenance/>

<https://riddellroofing.com/calvary-church-roof-project>

<https://www.youtube.com/watch?v=2rlddksBlE> St. Mary's Catholic Church in Remsen Iowa Roof Replacement - YouTube

<https://www.youtube.com/watch?v=qsKwPy-ybwU> Slate Roof Replacement First Presbyterian Church in Blairstown, NJ - YouTube

22) Frozen water pipes

The church organist sent an email on a winter Saturday at 3:40pm to warn me there would be no water in the church the next morning.

Hi Pastor,

I just wanted to let you know-we get our water from the neighbor across the road from the church—I went to turn up the heat and water the plants-NO water. *(name's)* pipes must have frozen

In his well.

So—no water at the church when I left this afternoon-so come knowing that.

Stay warm,

(name)

The church was 20 miles away from the parsonage, so I limited my water intake and stopped at another of the churches 10 miles from the parsonage to use the restroom before proceeding to the church in time for an 8:30am start. I brought water and drank sparingly to keep my throat hydrated. The organist's husband explained that the neighbor's use of alcohol sometimes inhibited his attending to business such as putting a light in the well to keep it from freezing. The organist provided a copy of the church history to explain how the church became dependent on the neighbor's well in the first place.

Water was piped into the church from Co-op store across the road in 1965, allowing for the pleasant addition of indoor plumbing.

The Co-op had long since ceased operation, and the building fell into disrepair. The neighbor lived in what used to be the manager's residence. He kept to himself, and people did not see much of him.

Resources

How Do I Prevent My Well From Freezing? | Stop Wells From Freezing

Use heat tape to attach the material or insulation around the pipes and to *keep* it secured. Now you'll want to install a heat lamp inside the *well* house. You'll need to plug it in, so be sure to use outdoor-safe extension cord to connect the lamp to the electrical outlet. The heat lamp will *keep* the *well* nice and warm.

www.erplumbing.com/blog/how-do-i-prevent-my-well-from-freezing/

Images for Prevent Well From Freezing

<https://www.rotorooter.com/plumbing-basics/frequently-asked-questions/outdoor-plumbing/how-do-i-prevent-a-well-from-freezing/>

<https://terrylove.com/forums/index.php?threads/prevent-well-from-freezing-in-cold-weather.5464/>

How to Keep Your Pipes & Well From Freezing - PlumbingSupply.com

Living in a cold climate means facing a number of unique challenges, not least of which is protecting water pipes and *wells* from freezing. Learn how you can help *keep* the water flowing in your home.

<https://www.plumbingsupply.com/how-to-keep-your-pipes-and-well-from-freezing.html>

Images for How Do I Prevent My Well From Freezing? | Stop Wells From Freezing

<https://www.pinckneywelldrilling.com/keep-well-freezing-winter/>

<https://www.hunker.com/13417602/how-to-insulate-a-well-from-freezing>

<https://theplumber.com/how-to-protect-well-from-freezing/>

Weather related conditions could have been worse, as other parts of the country were experiencing snow and cold.

Resources

A Chilly End to 2017 for the Northeast: Image of the Day

While the cold streak has not broken all-time records, it is breaking records for individual days.

<https://earthobservatory.nasa.gov/IOTD/view.php?id=91503>

Images for Chilly End to 2017 for the Northeast

Erie, Pennsylvania pummeled by record 5 feet of snow - CNBC.com

"This is an incredible amount of snow that we're trying to move," the Erie Police Department said in a statement after the city declared a "snow emergency" on Tuesday.

<https://www.cnbc.com/2017/12/27/erie-pennsylvania-pummeled-by-record-5-feet-of-snow.html>

Images for Erie, Pennsylvania pummeled by record 5 feet of snow

How cold is it? It's so cold that sharks are freezing - CNN - CNN.com

It's sharks-are-dying cold. It's so cold in Massachusetts that sharks are washing up on the shoreline of Cape Cod Bay. The Atlantic White Shark Conservancy said two thresher sharks were found Wednesday, "likely stranded due to cold shock."

www.cnn.com/2017/12/29/weather/cold-weather-wrap-trnd/index.html

Images for It's so cold that sharks are freezing

The above church organist also sent an email on a summer Saturday at 2:20pm to warn me that water had backed up in the church basement. The previous Sunday the congregation took part in a parish service in another community.

Hi Pastor,

We had 2 weeks ago with the heavy rains-our one drain in the basement at church backed up and the basement got flooded.

Thankfully (name) went to church Weds and found it. We called (name) from (business) and he came out this morning. Possibly the carpet can be saved, but what a mess! (names) and I emptied as much as we could, so a lot of the stuff is upstairs in the church proper.

But just wanted to let you know it will be quite mess upstairs but we will survive. Because they disconnected the plumbing downstairs to move the sink etc-not sure how the toilet will work-so you are forwarned. (name) said something about there being a basin under in the basement just to make sure it doesn't leak.

See you in the morning,

(name)

Flooded Basement Cleanup and Restoration | Servpro Industries, Inc.

Flooding can often be attributed to insufficient drainage around *basement* walls, heavy rains, a faulty sump pump, or a combination of these factors. SERVPRO Franchise Professionals are highly trained in *water* damage restoration including *basement* and crawlspace flooding.

<https://www.servpro.com/flooded-basement>

Images for Flooded Basement Cleanup and Restoration | Servpro Industries, Inc.

<https://www.quickenloans.com/blog/cleaning-basement-flood>

<https://www.cleanusa.com/blog/water-in-basement-7-steps-to-clean-up/>

<https://www.waterheaterleakinginfo.com/flooded-basement-cleanup/>

<https://www.houselogic.com/by-room/basement-attic/basement-flooding/>

<https://www.doityourself.com/stry/floodedbasement>

The next morning, I said to one of the women coming through the receiving line, "It helps to have a sense of humor." She replied, "If you can't laugh, you'd have to cry."

23) Property Committee

A big thanks to those who serve on the property committee. For some, it becomes almost like a part-time job. I know my father, particularly after he retired, worked at the church, parsonage, and neighboring Riverside Bible Camp in making repairs.

Resources

[PDF]BUILDING AND GROUNDS COMMITTEE - Clover Sites

The purpose of the Building and Grounds Committee of WOBC includes the responsibility for:

- ◆ Maintenance and security of the grounds, buildings, and all equipment, except for office equipment, computer systems, and media/sound systems.
- ◆ Manage the church's property and equipment in accordance with established policies. Such policies could include when and how the building could be used for nonchurch activities and events.
- ◆ Create and maintain inventories of church equipment.
- ◆ Analyze possible future needs and/or improvements to existing property and make recommendations to the church body as appropriate.

http://storage.cloversites.com/westernobaptistchurch/documents/BuildingGroundsComm10_11_07_2.pdf

Images for CHURCH BUILDING AND GROUNDS COMMITTEE

<https://woodlandbc.org/wp-content/uploads/2013/05/Building-and-Grounds-Job-Description20131.pdf>

<http://www.libertyhillbc.net/wp-content/uploads/2016/08/LHBC-Buildings-and-Grounds-Job-Description.pdf>
<http://www.queenofapostles.net/Buildings-and-Grounds-Committee>
http://www.oakgrove42276.com/viewpage.php?page_id=51 Oak Grove Baptist Church - Building & Grounds
<http://www.stnicholasfreedom.org/parish/parish-life/councils-committees/buildings-grounds-committee/>
<http://www.stellamarisparish.com/committees/report20.pdf> [PDF] Building, Grounds & Planning Committee - Stella Maris Parish
<http://www.faithpresbyterian.org/about/building-and-grounds-committee>
<http://www.firstbaptistdawson.org/docs/cjd.pdf> Building and Grounds Committee

Page 3

Property Committee Job Description - Presbyterian Church of Bull Shoals

RESPONSIBILITIES:

http://www.presbyterianchurchofbullshoals.com/page/property_committee_job_description

Images for Church Property Committee Job Description

<http://www.mbc.org/wp-content/uploads/2014/10/PSC-Job-Desc-Book1.pdf> Property & Space Committee

Page 45

<http://www.centervillebaptistchurch.org/files/Handbooks/CommitteeManual.pdf> 9. Property Committee

Page 6

24) Church parking lot

The church parking lot got paved soon after I got there. Next came the striping of the lines. The men who volunteered for the task had to reschedule several times because of rain delays but got at it on a day I happened to be at the church. The chair of the property committee drew the plans and made a template, but one of the members possessed other ideas and complained to the work crew and to his wife who was the church secretary so that it was a good hour before they could get going. I exercised the good sense to stay out of the argument. Afterwards, when the matter came up in another context, I quipped that women argue over the color of the carpet and men the positioning of stripes on the parking lot.

Resources

Is your church parking lot driving people away? | Church Central

You can improve your church outreach, use advertising, even get your church members motivated to bring their friends, yet if you don't manage your parking lot well, your impact will be limited. The good news is parking lot management is not rocket science. Here are five keys:

<http://www.churchcentral.com/news/is-your-church-parking-lot-driving-people-away/>

Images for Is your church parking lot driving people away? | Church Central

<http://s3.amazonaws.com/texasbaptists/church-architecture/Church-Parking-Lots.pdf>

Images for church-architecture/Church-Parking-Lots

Reaching & Keeping Visitors Checklist

Parking Ministry

<https://www.fellowshipone.com/resources/dynamic-leadership/reaching-and-keeping-visitors-checklist/>

Images for Parking Ministry

<https://www.fbcsev.org/parking-lot-ministry>

<https://www.willmancini.com/blog/5-types-of-church-parking-lot-volunteers>

The Ten Commandments of Church Parking Lots – ThomRainer.com

Are parking lots the important facet of our ministries? Absolutely not. Not even close. But they can be used of God toward making an eternal difference.

<http://thomrainer.com/2016/03/ten-commandments-church-parking-lots/>

Images for The Ten Commandments of Church Parking Lots – ThomRainer.com

<http://thomrainer.com/2016/07/seven-things-church-quests-telling-us/>

#1

<http://thomrainer.com/2013/09/three-hopefully-helpful-hints-about-church-parking-lots/>

<http://thomrainer.com/2014/07/12-church-parking-lot-problems/>

<http://thomrainer.com/2017/01/greeters-important-getting-guests-return-rainer-leadership-298/>

#1

<http://visionroom.com/the-sermon-starts-in-the-parking-lot/>

<http://www.churchleaders.com/outreach-missions/outreach-missions-articles/170731-thom-rainer-church-needs-a-parking-lot-ministry-no-really-it-s-awesome.html>

<http://www.preaching.com/resources/articles/6-rules-for-your-church-parking-lot/>

<https://books.google.com/books?isbn=0549274170>

Page 21

<https://ericgeiger.com/2014/11/first-11-minutes-church/>

#3

<http://www.lifeway.com/pastors/2014/09/10/8-ways-your-church-can-be-more-welcoming-to-guests/>

#1

https://en.wikipedia.org/wiki/Thom_S._Rainer

https://twitter.com/ThomRainer?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

<https://www.amazon.com/Thom-S.-Rainer/e/B001IGLMVG>

http://www.goodreads.com/author/show/27470.Thom_S_Rainer

Images for thom rainer (author)

25) Building accessibility

Interim pastors can raise the question of how facilities can be welcoming and accessible.

Resources

[PDF] accessibility guidelines for episcopal churches

This book has been produced to assist congregations in becoming architecturally accessible. While architectural accessibility is certainly important, it is only the first step on the journey to inclusivity. Barriers of attitude and communication must also be broken down.

http://www.dohio.org/sites/default/files/assets/docs/Parish_accessibility_guide.pdf

Images for accessibility guidelines for episcopal churches

<http://www.disability99.org/id25.html> architectural accessibility - The Episcopal Disability Network

Accessibility in Worship Architecture: Does your church welcome everyone?

Becoming an accessible church involves far more than installing a wheelchair entrance. It includes making design choices, so anyone can access the platform and lead worship. A feature story exploring accessibility in churches.

<http://worship.calvin.edu/resources/resource-library/accessibility-in-worship-architecture-does-your-church-welcome-everyone/>

Images for Accessibility in Worship Architecture: Does your church welcome everyone?

Disability & Accessibility | UUA.org

Unitarian Universalists (UU) are committed to welcoming and affirming people of all abilities.

Nearly 50 million people (1 in 5 of the U.S. population) in the United States have a disability—visible or invisible, public or private. For everyone, whether having a disability or not, the environment in which we live, learn, play, sing, work, meditate, reflect, and pray must feel welcoming in order for everyone to grow and thrive.

Looking for an accessible congregation in your area? Our [online directory](#) lists congregations that are wheelchair accessible or have assisted listening devices. If there are other considerations that would enable or enhance your participation, please contact a congregation near you with your specific needs.

<https://www.uua.org/accessibility>

Images for Disability & Accessibility | UUA.org

<http://www.uua.org/accessibility/congregations/27135.shtml>

<https://www.uua.org/accessibility/congregations/in-the-sanctuary>

<https://www.uua.org/accessibility/congregations/church-office>

<https://www.uua.org/accessibility/congregations/inside-the-building>

<https://www.uua.org/accessibility/congregations/getting-into-church>

<https://www.uua.org/sites/live-new.uua.org/files/documents/idbm/accessibility/manual.pdf>

<http://www.rrf.org/wp-content/uploads/Accessible-Faith-Technical-Guide-with-link-updates-as-of-01-09-2017.pdf>

How to Make Your Church Handicap Accessible - Church Plaza

Under the Americans with Disabilities Act (ADA), most businesses are now required to accommodate those with disabilities, but **religious organizations are exempt**. This means that churches are not required by law to make their buildings handicap accessible. However, many congregations are striving to be inclusive. Here are some ways you can improve your church's accessibility to those with physical or mental disabilities.

<https://www.churchplaza.com/how-to-make-your-church-handicap-accessible/>

Images for How to Make Your Church Handicap Accessible - Church Plaza

Local Church Accessibility Survey

Is your church accessible and open to all persons? Are you concerned that you might inadvertently be keeping some people from fully participating in the spiritual and social life of your congregation?

This brief survey will help you identify your strengths and weaknesses.

Take a few minutes and walk through your church building. What do you see?

http://www.awfumc.org/console/files/oForms_YJ7JB6/Local_Church_Accessibility_Survey_2G5GFE5S.pdf

Images for Local Church Accessibility Survey

http://www.susumc.org/files/about_us/conference_cntr/finance/prperty_casualty/LOCAL%20CHURCH%20ACCESSIBILITY%20SURVEY.pdf

<https://www.gnjumc.org/content/uploads/2015/06/Church-Accessibility-Audit.docx>

Making God More Accessible - Wall Street Journal

"Of all the barriers to full participation and inclusion, the barrier of unexamined attitudes is the most difficult to address," said Ginny Thornburgh, director of the American Association of People with Disabilities' Interfaith Initiative. Its goal, she says, is "to bring the powerful and prophetic voice of the faith community to the 21st-century disability agenda," and to involve all religious communities. "There are no barriers to God's love," Ms. Thornburgh says. "There should be no barriers in God's house."

<http://online.wsj.com/articles/SB10001424052970203517304574305072612306120>

Images for Making God More Accessible - Wall Street Journal

<https://alban.org/archive/making-god-more-accessible/>

<http://albanroundtable.wordpress.com/2009/09/14/resources-for-making-god-more-accessible/>

<https://alban.org/about-alban/alban-weekly/>

72 best Church Accessibility images on Pinterest

<https://www.pinterest.com/lmswedberg/church-accessibility/>

26) Favorite Parsonage

As I wound my way up and down the hills and valleys and around the ridges, I imagined how immigrants from Norway chose the area because it reminded them of the homeland. The place name as part of the congregation name came from a Scandinavian word, directly translated as "The North." As I drove up the lane to the parsonage approximately 300' off the county road, I thought that, of all the parsonages I had stayed in, this could be my favorite. I was right. One of the next times I drove into the drive, a deer stood looking to see who was coming up the drive. The parsonage was situated on 40 acres. I understood how one pastor stayed 2+ decades and raised animals. I set up my computer next to a large picture window out of which I could observe the countryside. Last, but not least, the hardwood floors made it possible for me to put on my leather soled shoes at night and glide across the floor to some of my favorite music. Who needs to go out on the town?

The amount of Church-maintained homes for pastors are decreasing

TOWN OF LEEDS — With its ornate woodwork, folding French doors and expansive veranda, the 104-year-old country house near DeForest could be the setting for a wedding or social gathering, and indeed has been many times.

The house isn't flashy, but it is stately and well-maintained, and it has had exactly one owner its entire life — Spring Prairie Lutheran Church, which built it in 1906.

https://madison.com/wsj/entertainment/city_life/the-amount-of-church-maintained-homes-for-pastors-are-decreasing/article_43cdc3a7-9cfc-5c3e-af00-27e71b8c3813.html

27) Ordering supplies

I've followed pastors who enjoyed shopping and ordering supplies. I, on the other hand, am all too eager to delegate that task to others.

Ultimate Guide to Church Suppliers: Home

The Ultimate Guide to Church Suppliers is the database dedicated to church administrators, helping them find the products & services they need.

<http://ultimatechurchsuppliersguide.com/>
[Images for Ultimate Guide to Church Suppliers](#)

28) Security in the church

While serving a downtown church next to the county courthouse and its law enforcement center, my study was broken into 2X, and my car stolen out of the parking lot.

Church secretaries sometimes relate to me that they are concerned about being alone in the church should a person with troublesome behavior show up. These issues and others fall under the rubric of security in the church.

Resources

Church Security | Safety Tips for Churches | ePanic Button

Prevention measures limit exposure to threatening, dangerous situations for faith-based staff and volunteers. Administrative and behavioral controls should be implemented to protect anyone facing the public in high risk situations. The following safety tips for church and faith-based staff and volunteers can be included in a formal risk assessment and security development process:

<http://epanicbutton.com/10-steps-to-improve-security-for-faith-based-staff-and-volunteers/>

[Images for Church Security | Safety Tips for Churches | ePanic Button](#)

<https://www.christianitytoday.com/edstetzer/2017/november/church-security-how-do-we-keep-our-people-safe-in-world-whe.html>

<https://sheepdogchurchsecurity.net/church-security-guide/>

<https://www.brotherhoodmutual.com/resources/church-security/>

<http://www.youtube.com/watch?v=M1-HT6vb3XU> Church Security 15 Rules for Assessing Church Security - YouTube

[Images for Assessing Church Security](#)

<https://www.worshipfacilities.com/security/3-most-crucial-needs-church-security-team>

<https://smartchurchmanagement.com/church-security-are-your-members-safe/>

<http://www.sbc.net/churchresources/churchsafetysecurity.asp>

[Images for church safety security](#)

<https://www.sgaumc.org/security>

<http://www.csoonline.com/article/478069/why-your-church-needs-a-security-plan>

[Images for church security plan](#)

https://www.youtube.com/watch?v=vR_dHoEo0dg What Does Church Security Look Like? - YouTube

<https://www.youtube.com/watch?v=7uKqxb-9Obk> Church Security Do's & Don'ts - YouTube

<https://alsbom.org/wp-content/uploads/2015/07/BASICS-OF-CHURCH-SECURITY-FOR-small-congregations.pdf>

<https://www.selectsecurity.com/church-security-are-you-thinking-how-you-can-protect-your-community/>

<https://www.religiousproductnews.com/articles/2015-January/Feature-Articles/7-Critical-Essentials-for-Church-Security.htm>

<https://leadership.lifeway.com/2018/02/16/free-church-security-resources-church/>

<http://churchsecurityconsultant.com/> Security for Houses of Worship » Church security

[Images for Security for Houses of Worship](#)

Crime Prevention for Churches | Springfield, MO - Official Website

Sometimes it may be hard to imagine houses of worship as targets for crime, but in reality, churches may pose more of an opportunity for crime than other facilities in our society. Those who commit criminal acts look for and take advantage of opportunity and aren't usually concerned if the victim is a house of worship.

<https://www.springfieldmo.gov/221/Crime-Prevention-for-Churches>

Images for Crime Prevention for Churches

[https://jacksonvillenc.gov/DocumentCenter/View/1288/2015-07-09-Church-Crime-Prevention-Packet?bidId=](https://jacksonvillenc.gov/DocumentCenter/View/1288/2015-07-09-Church-Crime-Prevention-Packet?bidId=www.cbfnc.org/LinkClick.aspx?fileticket=NgckxrK5_wY%3D&tabid=284)

www.cbfnc.org/LinkClick.aspx?fileticket=NgckxrK5_wY%3D&tabid=284 [PPT]Church Crime Prevention

<https://www.eliteinteractivesolutions.com/5-ways-churches-synagogues-mosques-can-prevent-attack/> 5 Ways To Protect Houses

Of Worship | Crime Prevention Strategies

<https://www.churchmutual.com/170/Crime-Prevention>

<https://www.churchmutual.com/249/Crime-Proof-Your-Worship-Center>

<https://bossecurity.com/2013/12/19/crime-prevention-atlanta-church/>

<https://stream.org/families-churches-crime-prevention/>

https://www.hudson.org/content/researchattachments/attachment/305/faith_based0499.pdf [PDF]The Role of Faith-Based Organizations in Crime Prevention and Justice

[PDF] Guard your church without locking the gates - churchadminpro.com

A parish administrator gives security tips for metropolitan churches.

[http://www.churchadminpro.com/Articles/Security%20-](http://www.churchadminpro.com/Articles/Security%20-%20Guard%20Your%20Church%20Without%20Locking%20the%20Gates.pdf)

[%20Guard%20Your%20Church%20Without%20Locking%20the%20Gates.pdf](http://www.churchadminpro.com/Articles/Security%20-%20Guard%20Your%20Church%20Without%20Locking%20the%20Gates.pdf)

Images for Guard your church without locking the gates - churchadminpro.com

<https://www.vanderbloemen.com/blog/safeguard-your-church>

How to Balance Hospitality and Church Security | The Parish Paper

Because of this commitment to serve all people, thinking about safety and security on church properties is far more complex than for most businesses, hospitals, and schools.

<https://pbygenval.org/publication/how-to-balance-hospitality-and-church-security/>

<https://bgav.org/the-parish-paper/how-to-balance-hospitality-and-church-security/>

<https://www.macucc.org/blogdetail/how-to-balance-hospitality-and-church-security-11156638>

<https://pbygenval.org/publication/how-to-balance-hospitality-and-church-security/>

<https://www.macucc.org/parishpaper> 2018 How to Balance Hospitality and Church Security (May)

Images for How to Balance Hospitality and Church Security | The Parish Paper

<https://www.theparishpaper.com/free-resources>

<http://www.wisconsinumc.org/connections/conference-news/the-parish-paper>

<http://www.wcucc.org/resource-center/church-management/parish-paper/>

<http://www.hcucc.org/the-parish-paper>

<https://www.theparishpaper.com/back-issue-index> Back Issue Index | The Parish Paper

Seven Critical Security Tips for Churches - Fellowship One

We have interviewed a variety of experts on church security in order to better equip church leaders with the information, statistics and action plans necessary to protect their congregants.

http://www.fellowshipone.com/downloads/trends/100301/DCT_SevenSecurityTips.pdf

Images for Seven Critical Security Tips for Churches - Fellowship One

<http://www.churchcentral.com/blog/9535/Church-Security-Training-Tips>

Images for Security Tips for Churches

<http://malphursgroup.com/15-church-security-tips-and-resources-for-pastors-and-church-boards/>

<http://churchsecurityconsultant.com/hello-world/> House of Worship Security Tips - Church Security Consultants

Images for House of Worship Security Tips

<https://smartchurchmanagement.com/church-security-are-your-members-safe/> 8 Tips to Tighten Church Security

Images for Tips to Tighten Church Security

<https://www.churchlawandtax.com/blog/2011/november/eight-tips-for-securing-church-property.html>

<https://churchleaders.com/children/childrens-ministry-articles/165440-keep-your-kids-safe-15-church-security-tips.html>

<http://www.totalsecurityny.com/security-tips-church-place-worship-safe-place/>

<https://www.yumpu.com/en/document/view/5986914/seven-critical-security-tips-for-churches-fellowship-one>

<https://www.churchmutual.com/index.cfm?pid=2253&pageTitle=Risk-Reporter&riskReporterID=> Risk Reporter for Religious Institutions - Church Mutual

Images for Risk Reporter for Religious Institutions - Church Mutual

Sunday School Safety and Security in Children's Ministry

Safety and security is one of the biggest topics in children's ministry today. This is true for both small and large churches.

Keeping kids safe should be a priority in every church. In this article, I will discuss the leading concerns about Sunday school security and offer some ways to improve safety at your church.

<http://ministry-to-children.com/sunday-school-safety-security/>

Images for Sunday School Safety and Security in Children's Ministry

<https://www.vanderbloemen.com/blog/5-ways-to-ensure-your-childrens-ministry-is-safe-and-secure>

<https://factsand Trends.net/2017/04/27/10-best-practices-for-a-safe-childrens-ministry/>
<https://ministry-to-children.com/sunday-school-safety-security/>
<http://ww2.group.com/childrens-ministry/how-to-guides/safety-and-security-in-sunday-school>
<https://ministryaccelerator.org/4-security-questions-to-ask-of-your-childrens-ministry-2ccf94e5e977>
<http://www.relevantchildrensministry.com/2018/09/10-safety-and-security-questions-every.html>
<https://www.youtube.com/watch?v=HtyueQkn6xl> Keeping a Church Safe | Security | Children's Ministry - YouTube
<https://www.acstechnologies.com/blog/childrens-ministry-2/steps-safe-childrens-ministries>
<https://theinclusivechurch.wordpress.com/2010/08/22/safety-in-childrens-ministry/>
<https://ministrytodaymag.com/life/youth/19979-5-simple-ways-to-create-a-secure-children-s-ministry-environment>
<https://www.ministrymatters.com/all/entry/2738/taking-childrens-safety-seriously>
<http://www.oakhills.net/filerequest/1260> [PDF]Oak Hills Baptist Church Children's Ministry Protection & Security Policy
<https://www.kidcheck.com/blog/kidcheck-security-teams-childrens-ministry-partnering-safety-part-2/>

The New Normal for Church Security - ThomRainer.com

We recently experienced a new tipping point for church security. A tipping point is the critical juncture in evolving developments that leads to a new and, often, irreversible state. We call that new state "the new normal."

<https://thomrainer.com/2018/01/new-normal-church-security/>
 Images for New Normal for Church Security - ThomRainer.com
<https://thomrainer.com/category/church-security/>
<https://thomrainer.com/2017/11/church-prepare-active-shooter/>

22 best Security images on Pinterest

https://www.pinterest.com/kelley_d_young/security/
 Images for church security pinterest

What Does the Bible Say About Church Security? - OpenBible.info

https://www.openbible.info/topics/church_security
https://www.openbible.info/topics/protecting_the_church
 Images for bible and church security
<https://bible.knowing-jesus.com/topics/Security>
<http://ministry-of-defense.com/what-does-the-bible-say-about-church-security/>
<https://www.kingjamesbibleonline.org/Bible-Verses-About-Church-Security/>
<https://hisexcellentword.blogspot.com/2017/11/church-security-bible-and-law.html>
<http://alamojay41.weebly.com/a-biblical-perspective-on-church-security.html>
<https://bible.org/seriespage/7-security-saints-exodus-321-14>
<https://withgodsword.com/2017/11/10/church-security-the-bible-and-the-law/>
 Images for church-security-the-bible-and-the-law/

29) Employees or contractors?

A congregation president asked me if I knew who to ask about a tax question: "Can part-time church positions like janitors or secretaries be regarded as contractors for tax purposes?" I gave the name of the Assistant to the Bishop-Administration to the president. Later, I was interested in the answer myself and found a resource, which I sent to her.

Independent Contractor vs Employee

The IRS has put increasing emphasis into reviewing an organization's independent contractors to see if they are more correctly classified as employees. Of course, if an independent contractor gets reclassified by the IRS, the organization under audit is responsible for back payroll taxes, interest and penalties.

The basic difference is that employers generally control when, where and how the work gets done by their employees, while contractors, in their arrangements, have more autonomy and control over when, where and how the work gets done for their clients. Certain attributes tend to make an arrangement look a certain way. One-client contractors tend to look like employees, particularly if they are working full time. Other strong indicators of employee status include the employer providing dedicated office space, equipment, supplies, etc.

The checklist we have provided will help you review a particular arrangement and will permit you to document that a reasonable decision on status has been made. It is always advisable to consult with an employment law attorney regarding the classification.

Resources - Evangelical Lutheran Church in America - ELCA

<https://www.elca.org/Resources> Legal
<http://www.elca.org/Resources/Legal> Independent Contractor vs Employee [Download](#)
 Images for Independent Contractor vs Employee Resources - Evangelical Lutheran Church in America - ELCA

After reading the resource, she did not find it necessary to contact anyone else.

Resources

[PDF]Church Employees or Independent Contractors? - ECFA

In one form or another, this question has been asked literally hundreds of times in financial seminars, correspondence, and telephone conversations. The questions come as a response to the increasing responsibilities of churches and other

employers for reporting employee compensation information to the IRS. Fortunately, the answer is fairly straightforward.

However, it is frequently not the answer desired by the questioner.

http://www.ecfa.org/Documents/ChurchEmployees_IndependentContractors.pdf

Images for Church Employees or Independent Contractors? - ECFA

http://www.gcfa.org/media/1281/employee_or_independent_contractor.pdf

http://wnccadmin.org/Docs/6_Employee%20or%20Contractor%20and%20test%20and%20worker%20comp.pdf

<https://www.freechurchaccounting.com/misclassification-of-workers.html>

<https://www.xpastor.org/staffing/compensation/church-musicians-employees-or-independent-contractors/>

<https://network.crcna.org/church-admin-finance/employee-vs-independent-contractor-us>

<http://ministrycpa.blogspot.com/2011/09/church-employee-or-independent.html>

<https://www.clergytaxnet.com/employees-versus-independent-contractors/>

<https://help.guidestone.org/30268-employee-or-self-employed-faqs/229600-what-should-a-church-consider-when-treating-paid-workers-as-independent-contractors-instead-of-employees-for-income-tax-purposes>

<http://www.churchshield.com/2015/09/employees-vs-independent-contractors/>

<https://www.sgaumc.org/employeeorindependentcontractor>

<https://www.churchcpa.net/church-staff-employee-or-contractor/>

<https://www.uua.org/finance/compensation/program/employee-contractor>

<https://www.neumc.org/files/fileslibrary/Contract-Employee.pdf>

<https://www.thebalancesmb.com/using-cash-to-pay-employees-and-independent-contractors-397357>

<https://www.agohq.org/careers/ftccompliance-employee-vs-ind-contr/>

<https://www.churchlawandtax.com/web/2013/sepember/five-common-payroll-issues-ministries-face.html> #2

Exempt Organizations Independent Contractors vs Employees - IRS.gov

Before a tax-exempt organization (EO) can determine how to treat payments for services rendered, the EO must first know the business relationship that exists between the organization and the person performing the services.

<https://www.irs.gov/charities-non-profits/exempt-organizations-independent-contractors-vs-employees>

Images for independent-contractors-vs-employees

<https://www.irs.gov/publications/p571/ch05.html>

30) Church finances

When I first started in the installed pastorate in 1980, the treasurer took out the checkbook for the financial report, went through the register, and gave the balance. Now, financial reports use reams of paper over the course of the year. Finances seem to have gotten more complicated even as the promise of the computer suggests that it should be easier. Invariably, one of the challenges encountered in the interim period is to repair the trust eroded by questionable financial practices. I recall one interim assignment spending an entire Friday afternoon at the synod office at the request of the bishop going over the annual reports of the past five years. The congregation had used monies from savings, memorial fund, and endowment fund to meet the budget. An interim pastor can insist on the principles of accountability and sustainability.

Resources

Church Administration & Finance Tools | Christian Reformed

The resources in this section are provided to assist church members in their task of adding clarity, order and control to church organization, so that people are better equipped to serve in a way that honors God. If procedures and policies are clear in the areas of church organization, accounting, finance, employment and risk management, people will have more trust in the church, and will be better able to serve in a loving and God glorifying way.

<http://www.crcna.org/resources/church-resources/church-administration-finance/church-administration-finance-tools>

Images for Church Administration & Finance Tools | Christian Reformed

<https://www.crcna.org/resources/church-resources/church-administration-finance>

<https://network.crcna.org/church-admin-finance/topic/finance/topic/budgeting>

Church Administration: Programs, Process, Purpose [Robert Bacher, Michael Cooper-White]

Appendices

B. Sample General Fund Revenue and Expense Statement

C. Sample Statement of Revenue and Expense

D. Sample Congregational Balance Sheet

E. Sample Statement of Cash Flows

<http://www.augsburgfortress.org/education/academic/churchadministration/thebook.jsp>

<http://store.fortresspress.com/store/product/2687/Church-Administration>

For discussion questions on this book go to www.augsburgfortress.org/education/academic/churchadministration/

<http://www.amazon.com/Church-Administration-Programs-Process-Purpose/dp/0800637429>

Images for Church Administration: Programs, Process, Purpose [Robert Bacher, Michael Cooper-White]

Images for Sample General Fund Revenue and Expense Statement

Church Finance: The Complete Guide to Managing Ministry Resources by Michael E. Batts (Author), Richard R. Hammar (Author)

Overseeing the financial health of a church is no simple task. Increased regulations, IRS audits, and changing technology are a few of the challenges facing both new and experienced treasurers, bookkeepers, business administrators and executive pastors. Church Finance, the new, ground-breaking comprehensive guide created by respected experts and CPAs, Michael E.

Batts and Richard R. Hammar, gives you the confidence you need to manage every aspect of your job. From building rock-solid internal controls, to understanding the intricacies of payroll taxes and housing allowances, Church Finance is the “go-to” reference every church needs. Using straight-forward language, the authors of Church Finance delve deeply into the critical issues all churches must address—budgeting, financial reporting, tax compliance, insurance coverage and more.

<https://www.amazon.com/Church-Finance-Complete-Managing-Resources/dp/1614079145>

<https://www.goodreads.com/book/show/31570744-church-finance>

<https://store.churchlawandtax.com/church-finance-the-church-leaders-guide-to-financial-operations/>

<http://www.churchlawandtax.com/web/2010/january/q10.html> Pastors and Church Finances | Church Law & Tax

Images for Pastors and Church Finances | Church Law & Tax

<https://www.christianitytoday.org/stories/inside-ministry/2015/february/helping-churches-stay-financially-healthy.html>

<http://www.christiannewswire.com/news/9893775686.html>

<https://www.churchlawandtax.com/media-room/news-releases/2015/new-book-helps-churches-stay-financially-healthy.html>

<https://www.amazon.com/Michael-E.-Batts/e/B004RXZPD8>

<https://www.churchlawandtax.com/who-we-are/advisors/richard-r-hammar.html>

Images for Michael E. Batts (Author), Richard R. Hammar (Author) Church Finance

Images for Church Finance: The Complete Guide to Managing Ministry Resources by Michael E. Batts (Author), Richard R. Hammar (Author)

Church Financial Management: Recommended Resources | UUA.org

Here are resources recommended by the UUA Financial Advisor, Larry Ladd:

<http://www.uua.org/finance/management/6765.shtml>

Images for Church Financial Management: Recommended Resources | UUA.org

<https://www.uua.org/finance/management>

<https://www.uua.org/finance>

<https://www.uua.org/offices/staff/mfd/ocsf>

Church Financial Management Survey

This first-ever national survey of financial management practices of ECFA-certified churches addressed five major categories as noted below. Responses to other noteworthy introductory and demographic questions are also included here

First . . . How Many Hats Do Church Financial Administrators Wear? - ECFA

[file:///C:/Users/Owner/Downloads/Church-Financial-Management-Survey-2015%20\(1\).pdf](file:///C:/Users/Owner/Downloads/Church-Financial-Management-Survey-2015%20(1).pdf)

Images for Church Financial Management Survey

[PDF]Congregational Treasurers' and Bookkeepers' Financial and Accounting Guide – ELCA Resource Repository

These resources for congregational treasurers and bookkeepers have been developed in response to questions that the Office of the Treasurer is frequently asked.

https://download.elca.org/ELCA%20Resource%20Repository/Congregational_Treasurers_Financial_And_Accounting_Guide.pdf

Images for Congregational Treasurers' and Bookkeepers' Financial and Accounting Guide – ELCA Resource Repository

<https://www.elca.org/Resources/Financial>

<https://www.elca.org/About/Financial/Finance-for-Congregations>

https://download.elca.org/ELCA%20Resource%20Repository/Financial_Best_Practices_for_Congregations_Presentation.pdf

Images for Financial_Best_Practices_for_Congregations

http://download.elca.org/ELCA%20Resource%20Repository/Handling_Financial_Matters_In_The_Congregation.pdf

http://download.elca.org/ELCA%20Resource%20Repository/Congregational_Audit_Guide.pdf

http://download.elca.org/ELCA%20Resource%20Repository/Congregation_Retention_Schedule.pdf

<https://www.elca.org/About/Churchwide/Office-of-the-Treasurer>

<https://www.nglsynod.org/stewardship/resources-for-congregational-treasurers-and-bookkeepers/>

Images for resources-for-congregational-treasurers-and-bookkeepers

<http://nwmnsynod.org/resources/church-bookkeeper-treasurer-handbooks/>

<http://www.pacificasynod.org/wp-content/uploads/2017/10/Treasurers-Workshop-Resources-Page-Sept-2017.pdf>

<http://upstatenysynod.org/download/congregations/HELPFUL-DOCUMENTS-for-congregations.pdf>

<https://www.mnys.org/congregations/resources/financial-resources/>

Images for congregations/resources/financial-resources

<http://www.uss-elca.org/for-rostered-leaders/resources/congregational-audits>

Images for congregational-audits

<http://www.mcselca.org/congregation/admin/financial/>

Images for congregation/admin/financial

<https://static1.squarespace.com/static/5973c70be45a7cc661a8af66/t/59a4b3f2cd39c3314834214d/1503966194553/HELPFUL-DOCUMENTS-for-congregations+.pdf>

11 Things Your Church Finance Committee Should be Doing – Smart Church Management

This crucial committee can have a significant influence on the sustained financial health and growth of church assets.

<https://smartchurchmanagement.com/church-finance-committee/>

Images for 11 Things Your Church Finance Committee Should be Doing | Smart Church Management

<https://smartchurchmanagement.com/church-financial-management/>

<https://www.amazon.com/Smart-Church-Management-Quality-Administration-ebook/dp/B00XGEASL8>

Finance & Accounting | CT Pastors - Christianity Today

Increased regulation, audits, and changing technology are a few of the challenges facing church treasurers and finance teams. Here's clear help on those—plus internal controls and budgeting.

<http://www.christianitytoday.com/pastors/topics/manage/finance-accounting/>

Images for Finance & Accounting | CT Pastors - Christianity Today

<https://www.christianitytoday.com/pastors/2008/spring/finance-committee-recommendation.html>

<https://www.christianitytoday.com/ct/topics/f/financial-stewardship/>

<https://www.christianitytoday.com/women/2013/july/on-faith-and-finance-in-god-we-trust.html>

Finance & Accounting Training - Fred Pryor Seminars

Gain the financial management training you need to budget better so your organization prosper

No matter what your profession, financial management is an important part of your day-to-day duties. Whether you need training in budgeting, accounts receivable or even Quickbooks® training, Fred Pryor Seminars and CareerTrack has the training courses to increase your financial management acumen. Our training will teach anyone from financial management beginners to experts the best way to read financial statements, work with budgets, handle accounts payable and much more. We'll cover all your financial management needs with training that includes:

QuickBooks® training from the basics to advanced use

The basics of payroll law, making sense of the FLSA, dealing with special pay considerations and special circumstances

Up-to-the-minute information on all aspects of collections law

How to maximize your time and cash resources when dealing with accounts payable

And more!

<http://www.pryor.com/site/categories/financial-management.aspx>

Images for Finance & Accounting Training – Fred Pryor Seminars

<https://www.pryor.com/training-categories/finance-and-accounting/>

<https://www.pryor.com/training-seminars/finance-accounting-non-financial-people/>

<https://www.pryor.com/training-seminars/understanding-financial-statements/>

<https://www.pryor.com/training-seminars/>

Finances

Give an overview of the finances.

What are the concerns with the finances?

Who is on the Finance Committee? Who signs the checks? Who counts the money?

Who does the books for the auxiliary organizations? (day care, women's group, youth group, food shelf?) Where does the funding come from: Is the accounting separate from the church books?

Comprehensive Ministry Review. Rev. Laurie Skow-Anderson. Assistant to the Bishop. Northwest Synod of Wisconsin. Director for Evangelical Mission. lskow-anderson@nswsi.org info@nswsi.org

[Images for overview of the congregation finances](#)

Financial Resources - Financial - Evangelical Lutheran Church in America

Downloadable Financial Resources for congregations, synods and the Churchwide Organization are provided in the following tabs.

<https://www.elca.org/Resources/Financial>

Images for Financial Resources - Financial - Evangelical Lutheran Church in America

<http://www.mcelca.org/congregation/admin/financial/>

<https://www.mnys.org/congregations/resources/financial-resources/>

[https://download.elca.org/ELCA%20Resource%20Repository/Congregational Treasurers Financial And Accounting Guide.pdf](https://download.elca.org/ELCA%20Resource%20Repository/Congregational_Treasurers_Financial_And_Accounting_Guide.pdf)

Financing the Local Church: What Does It Cost? The Parish Paper - May 2017

Advice for Worshipers

How much should Bill and Dorothy put in the offering plate when they attend services? While the answer depends on the size of the church and its budget, the statistical averages indicate that around \$48 per week per worshiper helps most congregations reach their budget goals. Thus, if Bill and Dorothy drop \$100 in the plate, they would be well on their way to more fully sharing in the costs of the congregation's ministries.

[PDF] [The Parish Paper: May 2017 - Wisconsin Annual Conference](#)

<https://www.wisconsinumc.org/Resources/Documents/ParishPaper/ParishPaper-May17.pdf>

<http://www.commonword.ca/ResourceView/43/19244> The Parish Paper - May 2017: Financing the Local Church: What Does It Cost?

Images for Financing the Local Church: What Does It Cost? The Parish Paper

www.mupresbytery.org/download/314/ P.P.--9-2010--Planning for the Unexpected Financial Crisis

<http://www.wisconsinumc.org/connections/conference-news/the-parish-paper> September 2010 - "Planning for the Unexpected Financial Crisis"

<http://www.theparishpaper.com/back-issue/what-pastor%E2%80%99s-role-church-finances> [PDF] What Is the Pastor's Role in Church Finances? | The Parish Paper

<http://www.wisconsinumc.org/connections/conference-news/the-parish-paper> June 2011 - "What Is the Pastor's Role in Church Finances?"

Five Things Church Leaders Need to Know about Ministry Finance – Rainer on Leadership #093 – ThomRainer.com

Ministry finance is an area many pastors and church leaders lack adequate training. So today, Jonathan and I discuss five areas of finance of which every minister should be aware.

<http://thomrainer.com/2015/01/five-things-church-leaders-need-know-ministry-finance-rainer-leadership-093/>

Images for Five Things Church Leaders Need to Know about Ministry Finance – ThomRainer.com

<http://thomrainer.com/2014/10/14-questions-church-leaders-ask-church-finances/>

<http://thomrainer.com/2015/07/should-a-church-have-financial-reserves/>

<http://thomrainer.com/2017/10/three-important-financial-realities-facing-churches-today-rainer-leadership-369/>

<http://thomrainer.com/2016/11/8-signs-of-a-financially-dying-church/>

<http://thomrainer.com/2017/01/ten-major-trends-churches-2017/> #4

Guidelines Finance | Cokesbury

The goal of the ministry of finance is to fund ministries that nurture persons in their faith. The finance system in the congregation will raise, manage, and disperse the funds of the congregation that help realize the mission and vision of the church. This Guideline is designed to help equip you in leading this ministry group in your congregation.

<https://www.cokesbury.com/product/9781501829666/guidelines-finance/>

Images for Guidelines Finance | Cokesbury

http://www.ctcumc.org/files/fileshare/kevin_walters/finance_2016.pdf

This handbook will assist you in the work of extending Christ's love through the business of receiving, distributing, and report gifts given by God's people for the mission and ministry of the church. You will learn more about the basic financial records and procedures you need to manage funds received by your church. Also included are instructions for good financial control and for using forms developed specially to assist United Methodist congregations.

For the Counting Committee

How to implement good accounting control for cash and other receipts

Step-by-step instructions for counting the offering and preparing the Cast Receipts Voucher and the bank deposit

For the Finance Secretary

How to initiate and maintain the Quarterly Report of Giving

How to prepare for distributing your giving reports

For the New Church Treasurer

Getting started

Creating or updating your Chart of Accounts

How to keep Cash Receipts and Cash Disbursement Journals

How to prepare your Monthly Treasurer's Report and assist in reporting to the Charge Conference, District Superintendent, and Annual Conference.

And More...

The appendix provides a model for a more comprehensive recordkeeping approach using a General Ledger and includes instructions for preparing a Balance Sheet and Income & Expense Statement.

<https://www.cokesbury.com/product/9781501835711/the-united-methodist-church-financial-records-handbook-20172020/>

Images for united-methodist-church-financial-records-handbook

How to Increase Financial Stewardship – The Parish Paper

Budget-Building and Resource Management

Page 25

[PDF] Ch. Effectiveness Nuggets--Volume 5--How to Increase Financial Stewardship - The Parish Paper

<http://www.theparishpaper.com/files/resources/Church%20Effectiveness%20Nuggets-%20Volume%205.pdf>

<https://www.theparishpaper.com/free-resources> Church Effective Nugget, Volume 5: How to Increase Financial Stewardship

Images for How to Increase Financial Stewardship – The Parish Paper Budget-Building and Resource Management

<https://www.theparishpaper.com/back-issue-index> Back Issue Index | The Parish Paper

<https://www.wisconsinumc.org/Resources/Documents/ParishPaper/ParishPaper-Oct12.pdf> [PDF]The Parish Paper - October 2012

- Wisconsin UMC

<http://www.wisconsinumc.org/connections/conference-news/the-parish-paper> October 2012 - "Preventing Church Fraud"

Images for Preventing Church Fraud

http://vbmb-wpengine.netdna-ssl.com/wp-content/uploads/2013/08/Parish-Paper_2011-06.pdf [PDF]P.P.--6-2011--What Is the

Pastors Role in Church Finance

In Light of Enron (Accountability) - Synod Resource Center

Pastors play a key role in restoring trust. As pastors honor their accountability to the council, trust is built. When pastors and councils act ethically, trust is maintained. In truly living out God's grace and forgiveness, which we know through Jesus Christ, trust flourishes.

http://synodresourcecenter.org/admin/personnel/synod_staff_resources/0005/accountability.html

Images for In Light of Enron (Accountability)

<http://synodresourcecenter.org/admin/operations/finance/>

Images for synodresourcecenter/admin/operations/finance

MACUCC: Church Finance Resources

<https://www.macucc.org/finance>

Images for MACUCC: Church Finance Resources

http://www.ucc.org/finance_financial-procedures

<http://www.ucc.org/tags/finances>

Managing The Church's Financial Resources

How is your church managing its money? Is everything in order? Is the senior pastor unjustly benefiting? What would happen if someone inspected under a microscope what your church is doing?

As a church business administrator, I have consulted with many churches. While visiting churches or speaking with pastors, the most common questions I am asked have centered on managing church finances.

http://enrichmentjournal.ag.org/200401/200401_28_financial.cfm

Images for Managing the Church's Financial Resources

Mastering Church Finances (Mastering Ministry Series) by Richard Bergstrom; Gary Fenton; Wayne Pohl (Author)

Written by experienced church leaders for church leaders, this helpful book explores how to use church finances in ministry-minded ways. Topic areas include raising, monitoring, spending & investing money.

If you're like most pastors, you've not been trained to manage the church's money. You've been taught, in fact, to be suspicious of Mammon. So how do you respond when a spreadsheet (usually in the red) is thrust before you and eager trustees look to you for financial leadership?

Having to be concerned about financial matters may well be a disturbing reality for you. You want, rightly so, to be heavenly minded. You need to be concerned first with the things of the Spirit. But you also soon learn that much of the spiritual good you want to see your congregation accomplish hinges on the effective raising and wise spending of money.

In *Mastering Church Finances*, Richard L. Bergstrom, Gary Fenton, and Wayne A. Pohl explore how you can keep money from getting in the way and use finances instead to further the kingdom. They discuss such matters as how to keep the finance committee ministry-minded, how and when to delegate financial affairs, how to handle designated gifts, how to deal with financial mismanagement, and how to determine staff salaries.

It is true, as Paul said, that "the love of money is a root of all kinds of evil," but this book shows another truth: well-managed money can become the root of much good.

<https://www.amazon.com/Mastering-Finances-Ministry-Bergstrom-1992-06-01/dp/B01K16A2K0>

http://books.google.com/books?id=-HYEAAAACAAJ&source=gbs_similarbooks

<https://www.logos.com/product/1621/mastering-church-finances>

https://www.thriftbooks.com/w/mastering-church-finances-mastering-ministry-series_gary-fenton_richard-bergstrom/661545/#isbn=088070506X

<http://www.christianitytoday.com/pastors/books/masteringmanagement/mstmin11-7.html>

https://www.goodreads.com/author/show/876938.Richard_Bergstrom

https://www.goodreads.com/author/show/768478.Gary_Fenton

Images for Richard Bergstrom; Gary Fenton; Wayne Pohl (Author) Church Finances

Images for Mastering Church Finances (Mastering Ministry Series) by Richard Bergstrom; Gary Fenton; Wayne Pohl (Author)

Images for (Mastering Ministry Series)

Ministry Resource Guides Index - LifeandLeadership.com

Finances, Church

[Church Finances](#)

<http://www.lifeandleadership.com/ministry-resource-guide-index/>

Images for Ministry Resource Guides Index - LifeandLeadership.com Finances, Church

Remember the Future: Financial Leadership and Asset Management for Congregations by Rev. Gerald Keucher

Keucher's primer on sound asset management encourages leaders of congregations to remember the future when they're making decisions so that the needs of the present are balanced against what's best for the long term.

Practical, no-nonsense guide that offers a future filled with growth and hope. It provides a solid baseline for leaders of Episcopal congregations about investments, building maintenance, outside use of church buildings, stewardship and fundraising.

This introduction to church asset management encourages congregational leaders to 'remember the future' when they are making decisions. It will teach you how to balance the needs of the present alongside of what's best for the congregation's future. Keucher offers the most sound principles available to church leaders, both clergy and lay, on managing buildings for income, creating and building endowments (especially!) and fundraising. Highly readable, and head-shaking practical. Ignore his advice at your peril!

<http://www.amazon.com/Remember-Future-Leadership-Management-Congregations/dp/089869518X>

<https://www.goodreads.com/book/show/8435869-remember-the-future>

<https://stewardshipuniversity.files.wordpress.com/2015/09/keucher-remember-the-future.jpg>

<https://www.churchpublishing.org/rememberthefuture>

<https://books.google.com/books?isbn=089869518X>

<http://diocesecentralpa.s3.amazonaws.com/pdf/keucherbio.pdf>

<http://www.churchfinancialleadership.com/books.html>

<http://www.episcopalfoundation.org/calendar/event/endowments/121/thrive-leadership-day-in-the-diocese-of-central-pennsylvania>

<https://books.google.com/books?isbn=089869518X>
https://books.google.com/books/about/Remember_the_Future.html?id=GbBkKPPPh3yQC
<http://www.episcopalfoundation.org/about/staff/capital>
<http://diocesecentralpa.s3.amazonaws.com/pdf/keucherbio.pdf>
<https://www.amazon.com/Gerald-W.-Keucher/e/B001KMEH18>
Images for Rev. Gerald Keucher
Images for Remember the Future: Financial Leadership and Asset Management for Congregations by Rev. Gerald Keucher

"Seven Keys to Managing Church Finances Effectively" - by Bill Cox

Below are seven keys to managing church finances effectively. These principles can help to insure that the stewardship of ministry money supports instead of hindering church growth.

<http://www.hughsnews.com/seven-keys-to-managing-church-finances-effectively>
Images for Seven Keys to Managing Church Finances Effectively - by Bill Cox
<http://www.martussolutions.com/whitepapers/>
<http://baptistbulletin.org/the-baptist-bulletin-magazine/three-things-every-church-should-do-in-managing-its-finances/>
https://www.slideshare.net/Kingswood_University/10-managing-church-finances
<https://www.youtube.com/watch?v=NVep6iYmB2w> The Layperson's Guide to Managing Church Finances with Church360
<http://www.slideshare.net/ministrycpa/church-christian-ministry-financial-management>

6 Church Financial Management Tips — Smart Church Management

The unpredictable economic climate has created budgeting challenges for many organizations, and the church is no exception. This creates the need for churches to find help figuring out the best way to manage their sometimes limited resources.

<http://smartchurchmanagement.com/church-financial-management/>
Images for 6 Church Financial Management Tips — Smart Church Management
<https://smartchurchmanagement.com/6-tips-help-church-manage-finances/>
<https://smartchurchmanagement.com/tag/church-financial-management/>
<https://get.tithe.ly/blog/churchs-finances> 6 Must-Know Tips for Managing Your Church's Finances - Tithe.ly
<https://christianpf.com/keeping-books-church/> 10 Tips for "Keeping the Books" at Church - SeedTime

The Dynamics of Church Finance (Ministry Dynamics for a New Century) [James D. Berkley]

The pastor's and treasurer's essential handbook to all aspects of church finance. Building on a stewardship model, this guide outlines sound, up-to-date financial practices.

<http://www.amazon.com/Dynamics-Church-Finance-Ministry-Century/dp/0801091055>
http://www.goodreads.com/book/show/1240759.The_Dynamics_of_Church_Finance
<http://www.bakerpublishinggroup.com/books/the-dynamics-of-church-finance/223491>
http://books.google.com/books/about/Dynamics_of_Church_Finance_The.html?id=Vxr-1hfrP5YC
<https://www.pinterest.com/pin/34269647138160882/>
<https://www.amazon.com/James-D.-Berkley/e/B000AP9QQO>
http://www.goodreads.com/author/show/331786.James_D_Berkley

Images for James D. Berkley, author

Images for The Dynamics of Church Finance (Ministry Dynamics for a New Century) [James D. Berkley]
<http://bakerpublishinggroup.com/series/ministry-dynamics-for-a-new-century>
<https://www.overdrive.com/series/ministry-dynamics-for-a-new-century>
<http://www.lifeway.com/n/Product-Family/Ministry-Dynamics-for-a-New-Century>
<https://www.scribd.com/lists/5018156/Ministry-Dynamics-for-a-New-Century>
Images for Ministry Dynamics for a New Century

The Golden Rules of Church Finance Management - LifeWay

The following golden rules will help counterbalance today's atmosphere of mistrust regarding the management of church finances.

<https://www.lifeway.com/en/articles/golden-rules-of-church-finance-management>
Images for Golden Rules of Church Finance Management - LifeWay
<http://www.religiousproductnews.com/articles/2014-June/In-Every-Issue/The-Golden-Rules%20f-Church-Finance-Management.htm>
<https://www.churchlawandtax.com/blog/finance/>
<https://www.gnjumc.org/content/uploads/2016/10/CFA-Video-Script-rev.-9.22-3.pdf> [PDF]The ABC's of Church Financial Management - gnjumc

Top 10 Church Finance Mistakes - Dan Reiland

The topic of money is inescapable for anyone who leads a church, so while many of us would rather lead people toward Jesus, we must also embrace the truth that the functions of a local church do not operate for free.

<https://danreiland.com/top-10-church-finance-mistakes/>
Images for Top 10 Church Finance Mistakes - Dan Reiland
<http://www.tonycooke.org/articles-by-others/mistakes-church-finances/>
<http://cfosystemsllc.com/leadership-team/dale-marples/>

<https://factsandtrends.net/2015/04/13/top-5-mistakes-pastors-make-with-church-finance/>
<https://www.christianitytoday.com/karl-vaters/2018/may/two-biggest-mistakes-churches-make-with-money.html>
Images for mistakes churches make with money
<https://ministrytodaymag.com/leadership/money/24107-top-10-financial-mistakes-that-could-sink-your-church>
<https://www.namb.net/replant-blog/10-common-church-financial-mistakes/>
<http://www.artrainer.com/4-church-finance-mistakes-and-how-to-fix-them/>
<https://static1.squarespace.com/static/56ad02891a52032fce09346b/t/56d219dc86db43f4f7702aaa/1456609757033/10+Most+Common+Mistakes+in+Church+Finance.pdf>
<http://www.holston.org/about/communications/the-call/vol24/num23/10-most-common-mistakes-church-finance/>
Images for common mistakes church finance

What Does the Bible Say About Finances? - OpenBible.info

<https://www.openbible.info/topics/finances>
Images for bible and finances
<https://www.gotquestions.org/managing-finances.html>
Images for Bible and managing finances
<https://www.backtothebible.org/10-financial-principles-that-are-biblical>
<https://www.biblestudytools.com/topical-verses/money-bible-verses/>
<https://www.laurengreutman.com/7-bible-verses-will-set-free-financial-despair/>
<https://bible.org/seriespage/lesson-1-financial-freedom-selected-scriptures>
<https://www.theologyofwork.org/key-topics/finance>
<https://www.cfinancialfreedom.com/encouraging-bible-verses-finances/>
<https://www.kingjamesbibleonline.org/Bible-Verses-About-Finances/>
<https://www.crosswalk.com/family/finances/planning/3-principles-of-financial-planning-god-s-way.html>
<https://bibleresources.org/finances/>
http://www.christian-attorney.net/christian_bible_money_finances.html
Images for christian bible money finances
<http://www.providentplan.com/personal-finance-bible-verses/>
<https://bible.knowing-jesus.com/topics/Finance>
<https://www.moneycrashers.com/financial-tips-bible-verses-money/>
<http://access-jesus.com/bible-and-finances-html/>

Why Pastors Need the Finance Committee -- and Vice Versa by Center for Stewardship Leaders – Luther Seminary

The finance committee holds power in the church. It's usually populated by men and women with success and experience in the business world. Sometime members of the finance committee, particularly in smaller churches with more pastoral turnover, see themselves as the "true guardians" of the church.

<https://faithlead.luthersem.edu/why-pastors-need-the-finance-committee-and-vice-versa/>

Images for Why Pastors Need the Finance Committee -- and Vice Versa by Center for Stewardship Leaders – Luther Seminary

31) Guarding against scams

The following urgent message came from the bishop as a warning against email scams.

Attention Congregations! Urgent Message from Bishop Hoyme

December 21, 2015

Dear Congregations of the Northwest Synod of Wisconsin,

We have received word that one of the congregations of our synod has incurred a sizable loss of funds due to an elaborate and sophisticated email scam. Scammers use email addresses similar to existing church email accounts of pastors and other staff members, often requesting sizable sums of money to be wired for "projects that are URGENT and CONFIDENTIAL". The scammers prey on treasurers and /or accountants, often impersonating the pastor in making these persistent requests. Unfortunately, local law enforcement units are all too familiar with these unfortunate scams which seem to be focused on churches as their next victims. I encourage you to contact those within your congregations who have access to your church's bank accounts and make them aware of this potential scam.

Northwest Synod of Wisconsin

Evangelical Lutheran Church in America

944 24 1/4 Street, Suite 2, Chetek, WI 54728 office: [715-859-6810](tel:715-859-6810) www.nwswi.org

[Images for scammers prey on church treasurers and /or accountants, often impersonating the pastor](#)

Resources

Don't Be Exploited By Church Scam Artists.html - Scambusters.org

10 church scam tricks and 5 golden rules to prevent your trust and compassion from being abused: Internet Scambusters #358

<http://www.scambusters.org/churchscam.html>

Images for Don't Be Exploited By Church Scam Artists.html - Scambusters.org

<https://www.scambusters.org/churchscam2.html>

https://www.scambusters.org/senior_scam.html

<https://www.scambusters.org/financialliteracy.html>

IRS Publishes Top Tax Scams - Huck Bouma PC

They may use organizations such as community groups or church groups to promote their scam.

http://huckbouma.com/Page/Latest_News_140301

Images for IRS Publishes Top Tax Scams - Huck Bouma PC

<https://huckbouma.com/irs-dirty-dozen-tax-scams/>

<https://huckbouma.com/blog-postings-copy/>

List of email scams - Wikipedia

Email scam is an unsolicited email that claims the prospect of a bargain or something for nothing. Some scam messages ask for business, others invite victims to a website with a detailed pitch. Many individuals have lost their life savings due to this type of fraud. *Email scam* is a form of email fraud.

https://en.wikipedia.org/wiki/List_of_email_scams

Images for email scams

Protect Yourself from the Dirty Dozen Tax Scams – JM&M

Impersonation of Charitable Organizations.

Following major disasters, it's common for scam artists to impersonate charities to get money or personal information from well-intentioned people. They may even directly contact disaster victims and claim to be working for or on behalf of the IRS to help the victims file casualty loss claims and get tax refunds. Taxpayers need to be sure they donate to recognized charities.

<http://jmmcpafirm.com/news-item/protect-yourself-from-the-dirty-dozen-tax-scams>

Images for Protect Yourself from the Dirty Dozen Tax Scams – JM&M

<https://www.firstrepublic.com/articles-insights/life-money/protect-against-fraud/phone-scams-remain-on-irs-dirty-dozen-list-of-tax-scams>

<https://www.msn.com/en-us/money/taxes/beware-this-years-dirty-dozen-tax-scams/ar-AAv4nHa>

<https://www.forbes.com/pictures/ehjl45elmjh/dirty-dozen/#5f2b5b8e7e9d>

<https://www.irs.gov/newsroom/irs-wraps-up-dirty-dozen-list-of-tax-scams-for-2018-encourages-taxpayers-to-remain-vigilant>

<https://hlbgrosscollins.com/news/dirty-dozen-tax-scams>

<https://hiya.com/blog/2018/03/05/tax-scam-rises-2018/>

<http://www.roweanddeming.com/blog.php?id=19> Dirty Dozen Tax Scams - Rowe, Deming & Rothman LLC

<https://www.mdtaxattorney.com/resources/protect-5-common-tax-scams/>

<https://www.cnbc.com/2018/03/21/tax-scams-irs-wants-you-to-watch-out-for-in-2018.html>

Images for tax-scams-irs-wants-you-to-watch-out-for

32) Property taxes for churches

During the time of Christendom, the church has been granted tax-exempt status. During this new time of post-Christendom, the bigger question may be how long will this tax-exempt status be accorded?

Following is an email exchange on property taxes originally initiated by the synod office of the Northwest Synod of Wisconsin.

Questions

Dear rostered leaders in the Northwest Synod of Wisconsin,

A congregation within the synod was recently reassessed. Before the open book with the assessor they would like to gather some information. If you would be so kind as to respond to the following questions (name) (name) Lutheran in (name) (name), Wisconsin would sincerely appreciate it!

1. Has your church property been reassessed?
2. Does your church property consist of more than 10 acres?
3. Do you pay real estate taxes on any portion of the church property?

Response #1

1)The assessment of the vacant land owned by our church increased from 13,300 in 2012 to 15,400 in 2013. The assessment ratio increased from.996 in 2012 to 1.030 in 2013. Assessment ratios vary from year to year... this is not particularly unusual.

2)The above property is 36.7 acres. I don't know the amount of land included in the cemetery or around the church. The property committee may have this information. Please check with them.

3)We pay real estate taxes on the 36.7 acres referred to in item 1. The land is rented for agricultural use. We pay no tax on the rent we receive for the land.

Response #2

1. Has your church property been reassessed?

(name) Lutheran Church is a single congregation with two separate facilities. Our original Downtown Campus is less than 10 acres. It has an assessed valuation of \$0 for property tax purposes and would not be subject to a reassessment.

Our newer (name) Campus is located on approximately 30 acres of land. The first 10 acres is assessed at \$0 for property tax purposes. However, the remaining 20 acres does have an assessed value of \$63,500. We paid \$923 in property taxes on that portion for the year 2013. This portion of our land is subject to periodic reassessment like other property. Due to a favorable change in zoning on the (name) Campus in 2011, the value of the 20 acres subject to property tax was reduced from \$127,100 in 2011 to the \$63,500 today. That value reduction reduced our property tax liability to its present level.

2. Does your church property consist of more than 10 acres?

See above answer.

3. Do you pay real estate taxes on any portion of the church property?

See above answer.

Response #3

1) Yes, but approx 10 years ago.

2) Yes, we own approx 32 acres of land.

3) The property that was assessed consisted of 17 acres, 3 of which were ag land and 14 recreational. We pay approx \$1,400 on the recreational land. We fought this, went to open book, petitioned the town board, and were not able to get this assessment taken off the books.

Response #4

WI Statutes 70.11(4) describes church property exempt from taxation - see my comments below.

WI Statutes 70.11(11) describes Bible camps exempt from taxation - can have up to 30 acres.

WI Statutes 70.11(13) describes cemeteries exempt from taxation - all land used for burial sites or proposed burial sites is exempt.

Church property that is used for religious or educational purposes is tax exempt and including acreage up to 10 acres. However, if the structures are no longer used for religious or educational purposes, they become taxable property. If the parsonage is rented it becomes taxable property. However, if any of the acreage is rented, it becomes taxable property. Any acreage over 10 acres becomes taxable and it will be assessed on how it is used. If it's rented for agriculture, it will be assessed under the use value as any other farm land is assessed. If it is idle and doesn't fit the category of agriculture or wooded, it will be assessed as undeveloped land. If the excess land is adjacent to a prime development area, it could be assessed as undeveloped land with a much high land assessment as it has the potential of being developed. If it is wooded, it will be assessed as productive forest land. Churches can keep wooded land in forest or log the productive forest land occasionally like individual owners. Churches like individuals can put wooded parcels in the Managed Forest Law Program for at least 25 years and up to 50 years and they pay a special tax rate which is a much smaller tax per acre. There is an enrollment fee, and they have to have a forestry plan and the forester will periodically check the forest and occasionally designate what should be logged.

In (name) County, (name) Lutheran has acreage in the Managed Forest Law Program so they pay a special tax rate on those acres. (name) Lutheran and the (name) Covenant Church each have 30 acres of wooded land a few miles from their church building campus and they are assessed as productive forest land and they pay taxes on those lands. When the assessor first assessed these lands, they were upset as they thought they would be tax exempt as the land was donated as a location for a future Bible Camp. But it was not being used as a Bible Camp so they pay taxes on it. (name) United Methodist church at one time had 80 acres of farm land and they paid taxes on this land just as farmers pay taxes.

WI Stats 70.11(4) also says: Property owned by churches or religious associations necessary for location and convenience of buildings, used for educational purposes and not for profit, shall not be subject to the 10-acre limitation but shall be subject to a 30-acre limitation.

An assessor probably needs to clarify what this means, but to me this suggests a church with educational buildings on several parcels at different locations used for educational purposes could have up to 30 acres for this purpose. I would suggest the church contact the assessor **prior** to the open book and ask for an explanation and perhaps the assessor is willing to meet with a few of the church leaders to explain the process.

(name)

(name) County Property Lister for 18 years and currently (name) County Treasurer for nearly 7 years

33) Church buildings in decline

Facilities that once were the pride of congregations are now becoming the proverbial "albatross around the neck" for many. The end of Christendom is seen in the literal crumbling of buildings. Post-Christendom will most likely see even more crumbling buildings.

St. Peter's Church in Duluth for sale for \$150,000



The church closed in 2010 after its declining congregation couldn't keep up with maintenance costs. The condition of the church has deteriorated since then, and Muhich told city councilors last month that a 2013 estimate put the cost of needed repairs at \$3.1 million.

<http://www.duluthnewtribune.com/news/3679383-st-peters-church-duluth-sale-150000>

[Images for st-peters-church-duluth-sale-150000](#)

34) Church Buildings: Museums or Albatrosses?

An official spoke in a disparaging tone of some small membership open country congregations when he said, "Remember, some of these congregations simply want to stay open to preserve their church buildings as museums. Maybe they'd be better off closing and joining up with the nearest larger congregation in the area." My perspective is that, if a congregation after prayerful discernment makes the decision to close, I am willing to assist them to do so gracefully, but I do not see myself as the one to go in and to make the decision for them. Another official, while serving as a pastor in one of the founding congregations in a large population center spoke in a disappointing tone of the congregation being served that the building felt like an albatross around the neck because of the prohibitive cost of maintenance. After this pastor left, the congregation made the decision to merge with another congregation and sell the building. This post is being written during the pandemic which began with

What To Know About Wisconsin's Coronavirus 'Stay-At-Home' Order

Crowds of 10 or larger are specifically banned at weddings, funerals and church services.

People who violate the order could face up to 30 days in jail, or a fine of up to \$250.

<https://www.wpr.org/what-know-about-wisconsins-coronavirus-stay-home-order>

[Images for What To Know About Wisconsin's Coronavirus 'Stay-At-Home' Order](#)

At the time of this post, I completed an assignment on 4/15/2020, and the assignment I was scheduled to start on 4/16 fell through, so I am on leave from call and not in the middle of active deliberation with a congregation/parish. It seems to me, though, that many congregations may be faced with such decisions sooner than later. Congregations will need to decide how to **dispose** of property. Otherwise,

[DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository

Chapter 7.

PROPERTY OWNERSHIP

***C7.01.** If this congregation ceases to exist, title to **undisposed** property shall pass to the Northwest Synod of Wisconsin of the Evangelical Lutheran Church in America.

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

https://download.elca.org/>ELCA_Resource_Repository/>Model_Constitution

<http://www.elca.org/Resources/Office-of-the-Secretary>

[Images for Model Constitution for Congregations 2019 - ELCA Resource Repository Chapter 7. PROPERTY OWNERSHIP undisposed property](#)

Church Policy Questions – Northwestern Minnesota Synod Evangelical Lutheran Church in America

If we close our congregation, what happens to church properties?

<https://nwmnsynod.org/about/about-the-synod/faqs/church-policy-questions/>

[Images for Church Policy Questions – Northwestern Minnesota Synod Evangelical Lutheran Church in America If we close our congregation, what happens to church properties?](#)