

Church Office Management

**Empower Pastors
& the People
Doing the Ministry of Your Church!**

**Provide an Efficient,
Well-organized &
User-friendly Church Office!**



Empower Pastors & the People Doing the Ministry of Your Church

Learn ways to be more efficient and effective!

Improve Communication ~

- With your church office staff and church leaders.
- With the people doing ministry in your church.
- With your congregation and surrounding community.

Getting the Work Done ~

Create a Desk Reference Manual, Policy and Procedures Manual.

Working with committees & small groups

Working with volunteers—training and orientation

Promoting activities—set up a communication team.

Pastor Transition —checklists and helpful suggestions.

Improve How You Do Things ~

Calendars—use them as a planning resource & communication tool

Bulletins & Newsletters: Creative, appealing, and attention-grabbing.

Questionnaires: Evaluate your current office systems and operation.

Discover what information people want—to assist their ministry.

Forms: Samples of forms that will help you in your daily work.

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Church Office Manager/Secretary Experience:

First United Methodist Church, Mansfield, Pennsylvania.

First Presbyterian Church, La Grande, Oregon.

Parkdale Baptist Church, Corpus Christi, Texas.

Stewardship Baptist Church, Hayward, California



Workshops offered: www.churchofficemanager.com

You will want to keep this book near by—as a reference tool!