Believing that a church or mission should be managed according to a structured module based on Biblical principles, Church Management Basics provides leadership and management with some basic ideas to help the reader become more accountable and responsible in their work. Not only are general topics, such as Finance, Administration and Human Resources discussed, but they are also examined more fully where appropriate. Hands-on examples are used to illustrate the application of solutions offered, and further tools and samples add to the innovative ingredients to make this book a must read for all church leaders, workers in missions and employees of other non-profit organizations. Areas of business covered in Church Management Basics include: Management and Leadership, sharing the vision and keeping the vibrancy going, finance and basic accounting for non-profit organizations, document management, administration, time management, project management, IT-Systems, Human Resources Management in churches and how not to lose the main focus of God's Church on earth while doing all the day to day tasks. For more information, please visit http://ferdinandburger.netfirms.com or contact the author per email: ferdinand.burger@bluemail.ch

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 2nd Edition is a guide to 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 explains how to create a strategic plan and takes you through implementation. It also reviews concepts such as volunteer and employee management, budgeting, public relations, emergency management, church growth and much more!

These 544 pages of field-tested solutions deliver proven procedures, planning models, and copier-friendly forms for all aspects of local church administration. Packed with excellent guidelines and tools for assessing and improving parish management." A we

Demonstrates Web design fundamentals that consider usability a major design goal, provides advice on incorporating usability considerations in each stage of the design process, and discusses the functionality of e-commerce sites.