

The Church and Law

Resources



Developing Believers ◊ *Strengthening Families* ◊ *Equipping Leaders for Ministry*

Leadership and Life
Development
Department

Florida Baptist
Convention

1230 Hendricks Ave
Jacksonville, FL
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Rick Wheeler,
Director

Gary Nichols,
Associate Director

Roy Lee Saint,
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Lewis Miller,
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A Cooperative Program
Ministry of the Florida
Baptist Convention



- ***The Development of a Church Constitution and By-Laws*** by Roy L. Saint
Any organization needs documents that define what it is and its mission and purpose, the structure by which it will do business, and the process that directs activity.
Spiral bound notebook: Additional information is available online at www.flbaptist.org. (in the left column click on Ministry Resources-then click the letter "C"- then click "Church Administrative Resources") or you can contact Roy Saint or Lou Ann at 800-226-8584, ext 3070 or rsaint@flbaptist.org.
- ***The Development of a Church Personnel Manual and Job Descriptions*** by Roy L. Saint
The Personnel manual accomplishes several important functions. One of the most significant advantages of having a well-written, legally defensible, comprehensive personnel manual is that it becomes a modus operandi that describes to the employee and member alike the expectations for carrying out personnel actions in the church or organization.
Spiral bound notebook: Additional [job descriptions](#) are available online at www.flbaptist.org. (in the left column click on Ministry Resources-then click the letter "C"- then click "Church Administrative Resources") or you can contact Roy Saint or Lou Ann at 800-226-8584, ext 3070 or rsaint@flbaptist.org.
- ***The Development of a Church Policies and Procedures Manual*** by Roy L. Saint
A Church Policies and Procedures Manual is a reference guide to the functions and operations of the church. It lists routine duties and answers questions that arise as duties are performed. The procedure section gives step by step instructions for performing each task.
Spiral bound notebook: Additional information is available online at www.flbaptist.org. (in the left column click on Ministry Resources-then click the letter "C"- then click "Church Administrative Resources") or you can contact Roy Saint or Lou Ann at 800-226-8584, ext 3070 or rsaint@flbaptist.org.
- ***Church Administration Handbook*** by Bruce P. Powers
This newly revised and updated edition offers even more practical administrative guidelines, organizational hints, advice on personnel matters and much more. Together with the newly revised *Christian Education Handbook*, this volume provides complete basic church information and administrative guidelines.
Paperback Book: ISBN 0805410619. Available from LifeWay Christian Resources. \$24.99

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- ***Church Administration: Creating Efficiency for Effective Ministry*** by Robert H. Welch

For churches and religious nonprofits, the business of business is not business—it is ministry. However, these organizations still have to plan. Because organization is needed to accomplish specific tasks, leadership must train and motivate workers for progress and effectiveness. *Church Administration* will assist pastors and church administrators in becoming effective and efficient leaders, managers, and administrators.

Hardcover Book: ISBN 0805431640. Available from LifeWay Christian Resources. \$34.99

- ***Accountable Leadership: A Resource Guide for Sustaining Legal, Financial, and Ethical Integrity in Today's Congregations*** by Paul Chaffee

With reports of financial impropriety and clergy misconduct making headlines, accountable leadership and sound management practices have become priority concerns in congregations of every faith. 'Accountable Leadership' speaks to congregation leaders, both clergy and laity, and to individuals who love the worshiping community and seek the tools that can enable everyone in it to better care for one another.

Paperback Book ISBN 0787903647. Available from LifeWay Christian Resources. \$27.95

- ***Pastor, Church & Law Third Edition*** by Richard R. Hammar, J.D., LL.M., CPA

Pastor, Church & Law is the most comprehensive and practical legal reference book ever published for churches and clergy. It's a virtual encyclopedia of legal information needed by every church and minister. Billy Graham has commented, "*Pastor, Church & Law* ought to be studied by every pastor and other church leader in America."

Hardcover Book L413 Available from Yourchurchresources.com \$49.95

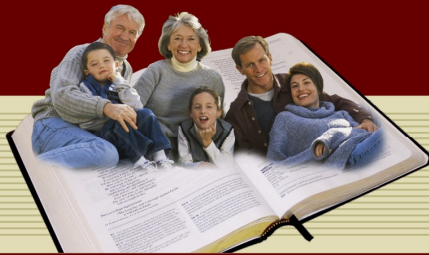
- ***The Church Organization Manual*** by Robert H. Welch, Ph.D., FCBA

This manual was developed and used by a particular church as stated in Dr. Welch's introduction. The mission statement and beliefs expounded in this manual are those of that church and not necessarily endorsed by NACBA. The author grants to the purchasers of this book the privilege to utilize without intimidation of copyright infringement, a portion of the manual they deem suitable for their church.

Softcover Book: ISBN 0970543336. Available from NACBA Press. www.nacba.net or call 800-898-8085, 972-699-7555, \$29.00

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- ***Church Administration from A to Z. Support for Church Growth*** by Tim J. Holcomb

Can a Church be managed? This book will answer that question, and give you the biblical evidence of management, management functions, and definitions or statements about church management made by church leaders.

This book is out of print but is available online at www.amazon.com

- ***Church Officer and Committee Revised Guidebook*** by James A. Sheffield and Tim J. Holcomb

This book describes duties of church officers and committees, and provides guidance in understanding and performing their work. Revision includes these additional chapters: Orientation, Role of Committee Chairperson, and Role of Committee Members.

Paperback Book: ISBN 0767319532. Available from LifeWay Christian Resources. \$7.95

- ***The Christian Law Association***

The Christian Law Association is a "ministry of legal helps." Its purpose is to provide free legal assistance to Bible-believing churches and Christians who are experiencing legal difficulty in practicing their religious faith because of governmental regulation, intrusion, or prohibition of one form or another.

Additional information is available at 727-399-8300 or www.christianlaw.org

- ***3D Background Screening***

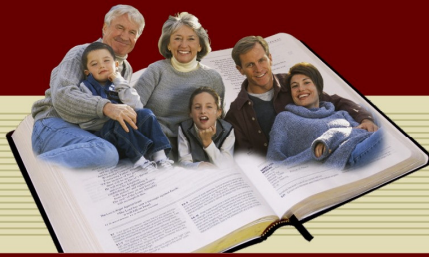
3D Background Screening offers complete state-of-the-art background screening services to Employers, Associations, Professional Organizations, Private and Public Agencies, Medical Professionals, Billing Companies, Property Management Firms, Church and Faith Based Organizations, Athletic Associations and Volunteer Groups, among others.

Additional information is available at 352-622-6486/866-293-6486, email ejones@3-dinfo.com or www.3-dinfo.com

- ***First Advantage***

First Advantage provides a comprehensive suite of employer solutions specifically designed to reduce the time and cost associated with recruiting, hiring management, employment screening and ongoing retention processes.

Additional information is available at 866-400-3238 or email EmpScreeningSales@FADV.com



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- ***The Christian Copyright Licensing International (CCLI)***
This organization has obtained permission from numerous copyright holders to allow churches to use their music freely in their congregations. CCLI may be contacted at 17201 NE Sacramento Street, Portland, or 97230 or call 503-257-2230/1-800-234-2446.

