

Leadership & Life Development



Ministry Assistant/Secretary Resources

Leadership and Life
Development

Florida Baptist
Convention

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A Cooperative Program
Ministry of the Florida
Baptist Convention



- ***Keeping Your Heart for Ministry*** by Michael D. Miller
Ministry is a passion. So for pastors, church staff members, and lay leaders who have ever felt overwhelmed or under-appreciated, this could be one of the most important resources of your career. That's because it's designed to help you rediscover the feeling which first led you to Christ's mission in your life. What's more, it will guide you to a revitalized relationship with God and a greater focus on the needs of the world as seen through the eyes of Jesus. Before dedication gives way to frustration, renew the passion for your God-given place of service — by finding the heart for ministry again. (5 sessions)
- ***Ministry Office QuickSource: A Guide to Essential Office Functions*** compiled by Donna Gandy
Gives simple, direct guidance in such essential office tasks as establishing a filing system, managing electronic filing, taking minutes, selecting software, composing business correspondence, and over 80 more procedures! The easy-to-use format makes *Ministry Office Quicksource* the first source to train new employees and volunteers, to assist in setting up an office, and to strengthen expertise for church, association, Christian school, and other ministry office professionals.
- ***The Gregg Reference Manual*** by William A. Sabin
For nearly fifty years, *The Gregg Reference Manual* has been recognized as the leading style manual for anyone looking to master the on-the-job standards of current business writing. Whether you are an experienced professional or someone preparing to enter the business world, *The Gregg Reference Manual* is your indispensable guide to business writing. Comprehensive and easy to use, *The Gregg Reference Manual* is considered the authority on style, grammar, usage, and formatting.
- ***The Professional Secretary's Handbook***
The Professional Secretary's Handbook is the first book of its kind that is actually written and shaped by professional secretaries. As a guide to the electronic and conventional office, you will find such helpful topics as: complete, up-to-date coverage of office automation; guidance for optimal performance and career development; Authoritative style guides for written business communications; Models for successful meeting, conference, and travel planning; and sections on electronic mail, accounting, and business law.

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- ***Graphically Speaking*** by Lisa Buchanan

Say it so they see it! Too often publication designers their readers feeling as if they've been speaking two different languages. *Graphically Speaking* solves communication problems by decoding designer-reader dialogue into specific concepts and examples both parties can understand. Inside you'll find an A-to-Z profession of buzzwords related to 31 of the most-requested design styles. Each entry is defined both literal and graphically with designer commentary and visual references, including color combinations, fonts and final designs. No longer will vague, confusing, or sometimes misused terms—words like “innovative” or “powerful” or “kinetic”—keep you from mailing a design. By visually defining what each term really means, *Graphically Speaking* ensures clear designer-reader communication every time.

- ***Franklin Covey Style Guide*** by Franklin Covey

Much more than a grammar and punctuation handbook, the renowned Franklin Covey Style Guide helps you: Produce documents that reflect quality writing standards; Access more than 110 topics, covering everything from document design, graphics, and parts of speech to punctuation, sentence style, and word choice; Create documents from start to finish and avoid writer's block; Write effective letters, memos, and resumes with the help of more than 30 model documents; Design effective, understandable graphics that enhance and convey your message; and Discover and prioritize information.

- **www.oxygenministries.com**

Are you looking for Christian graphics for your church service? Are you hoping to start a multimedia ministry at your church? Are you wanting a fast and inexpensive system for creating beautiful PowerPoint sermons? This web site allows you to purchase one background theme at a time, or a collection of backgrounds on CD. No membership required, however each theme or CD is discounted for members.

Please contact the **Leadership and Life Development Department** for further information. ~ 800.226.8584 extension 3018 ~ rsaint@fbaptist.org ~ www.fbaptist.org



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