# Table of Contents

Preface: Riding Time to the End!

Chapter 1. Administration’s Biography: A Holy History
Chapter 2. Godly Governance
Chapter 3. Boards: Blessed Balladeers
Chapter 4. Planning with Passion
Chapter 5. Budgets and Balance Sheets: Deeply Doctrinal Documents
Chapter 6. Raising the Resources: Theology Talks and Money Matters!
Chapter 7. Oversight (Being CEO) Is a Worthy Calling
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

Appendices
- A. Conflict of Interest Certification
- 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
- F. Sample Position Description
- G. Performance Evaluation and Development Report
- H. Sample Timed Meeting Agenda
- I. Sample Background Check Chart for Lay Church Workers
- J. Sample Screening Interview and Background Check Procedure
- K. Roles Identification Exercise
- L. Competencies Survey Instrument
- M. The IRS Model (Identity, Roles, and Skills)

Index