

| Subject                 | Title   | Author               | Cert-ID | Year | LD-4834 S5683 |
|-------------------------|---|----------------------|---------|------|---------------|
|                         | Church and the Sex Offender: Managing Sex Offenders in the Church, The                          | Janowski, Bradley    |         | 2006 | J331 2006     |
| Stewardship & Financial | Financial Management in the Catholic Parish as Lay Ministry                                     | Stadjuhar, Robert E. |         | 2006 | S7761 2006    |
| Risk Mgmt               | Risk Management Plan for Centennial United Methodist Church, A                                  | Schuler, Lisa        |         | 2006 | S3861 2006    |
|                         | Socially Responsible Investment: A Biblical Perspective   | O'Leary, Kim         |         | 2006 | O451 2006     |
|                         | I Found My Niche: Do you know where your niche is?  | Garbisch, Carol A.   |         | 2006 | G2131 2006    |
| Risk Mgmt               | Risk Management for Children & Youth  | Erickson, Karen      |         | 2004 | E8535 2004    |
| General Admin           | Redesign of St. Cecilia Church/School Website, The  | Stacy, Arlene M.     |         | 2004 | S7349 2004    |
| General Admin           | Friday Epistle Experience: Using Computers and a Website to Improve Communication Among Your    | Wiester, Craig M.    | 567     | 2003 | W5478 2003    |
| Risk Mgmt               | Risk Management in the Church: Our Story  | Kartz, Karen         | 585     | 2003 | H3789 2003    |
| General Admin           | Assimilation of Guests and New Members into First Baptist Church Ozark                          | Currence, Don        | 576     | 2003 | C8774 2003    |
| General Mgmt            | Establishing a Policy and Procedure Manual for Management of Finances in the Church of St. Mark | Mareck, Diane        | 569     | 2003 | M3845 2003    |
|                         | Scheduling Facility Events into Three Sites for One Clustard Community                          | Nilsson, Mary        |         | 2002 | N568 2002     |
| Property Mgmt           | Building Use Policies Designed for a Community Church   | Parrish, Carol       | 533     | 2002 | P377 2002     |
| Risk Mgmt               | Crisis and Risk Management  | Shaha, Patricia      | 506     | 2001 | S535 2001     |
| Admin General           | When God is in the Details: A Theology of Church Administration                                 | Peterson, David      | 508     | 2000 | P484 2000     |
| Admin General           | Policy and Procedures Manual: Meadow Creek Christian School                                     | Schmalzer, Warren    | 477     | 2000 | S353 2002     |

| Subject                 | Title   | Author                   | Cert-ID | Year | LD-4834 S5683 |
|-------------------------|---|--------------------------|---------|------|---------------|
| Personnel Mgmt          | FBCN/CCR Employee Handbook  | Morelli, Iva             |         | 1999 | M684 1999     |
| Property Mgmt           | Staffing the Custodial Needs of a Large Downtown Catholic Church                              | Nordby, Kenneth E.       | 425     | 1998 | N684 1998     |
| Admin General           | Rebuilding Parish Identity After the Closing of St. Patrick Parish School                     | Sargent-Day, Colleen M.  | 364     | 1996 | S385 1996     |
|                         | Protection Policy for First Presbyterian Church of Evanston                                   | Ehresman, Eleanor        |         | 1996 | E584 1996     |
| Financial Mgmt          | Developing A Procedure Manual for Financial Management  | Frederick, Therese       | 351     | 1996 | F844 1996     |
| Personnel Mgmt          | Lay Employee Handbook for St. John the Divine Episcopal Church, The                           | Weigert, Marlene         | 359     | 1996 | W454 1996     |
| Personnel Mgmt          | Personnel Policy Handbook Development   | Morss, Joan              |         | 1995 | M688 1995     |
| Information Sys Mgmt    | Do You Know What I Know? A Church Guide to Communication                                      | Yzermans, Kathleen       | 329     | 1995 | Y948 1995     |
| Multiple Staff Dev      | Developing Volunteer Staff as Alternatives to Paid-Staff Positions                            | Davis, Mary Lois         |         | 1995 | D385 1995     |
| Personnel Mgmt          | Personnel Policies & Procedures Manual for Bethel Lutheran Church, A                          | Zabel, Christopher P.    | 405     | 1995 | Z334 1995     |
| Multiple Staff Dev      | Authority and Leadership in Today's Church: Challenges and Opportunities: are we, indeed, the | Messersmith, Jeanette A. | 326     | 1995 | M488 1995     |
|                         | Developing a Policy Manual  | Valentine, Kit           |         | 1995 | V354 1995     |
| Personnel Mgmt          | Study and Implementation of an Association Medical Insurance Plan, The                        | Bloom, Terry L.          | 284     | 1994 | B655 1994     |
| Stewardship & Financial | First UMC Wichita Falls, Texas, Financial Policies and Procedures                             | Sims, Richard L.         | 288     | 1994 | S614 1994     |
| Theology & Church       | Implementing Spirituality in Catholic Parish Councils   | Vaughn, David L.         | 294     | 1994 | V371 1994     |
| Property Mgmt           | Leasing Parish Properties to Non-Parishioners   | Rzany, Gayle A.          | 282     | 1994 | R999 1994     |

| Subject                 | Title   | Author               | Cert-ID | Year | LD-4834 S5683 |
|-------------------------|---|----------------------|---------|------|---------------|
| Multiple Staff Dev      | Staff Communication on a Dual Campus  | Dailey, Kathleen     | 268     | 1993 | D133 1993     |
| Personnel Mgmt          | Woman and Men in Ministry   | Riggins, Virginia G. | 256     | 1993 | R569 1993     |
| Admin General           | Stewardship of Staff: Applying the Disease/Recovery Model of Church Business                | Williams, Loren A.   | 286     | 1993 | W724 1993     |
| Financial Mgmt          | Business Administration Manual of the Christian Church (disciples of Christ) of Mid-America | Frush, Angela        | 213     | 1992 | F945 1992     |
| Stewardship & Financial | Program Budget, The   | Johnson, Paul D.     | 184     | 1992 | J68 1992      |
| Polity                  | Mission Statement: An Administrator's Blueprint, The  | Burt, Julie M.       | 222     | 1992 | B973 1992     |
| Stewardship & Financial | Developing Financial Policies and Procedures in a Church Setting                            | Hall, Susan          | 215     | 1992 | H179 1992     |
| Admin General           | Market Research for the Local Church: A Case Study  | White, Terry         | 214     | 1991 | W588 1991     |
| Polity                  | Saint Jude's For Profit Catering Service: What it Really Costs to Operate Annually          | Simon, John N.       | 182     | 1991 | S595 1990     |
| Stewardship & Financial | Guidelines in Assisting Students with Financing Their Seminary Education                    | Nyman, Connie        | 192     | 1991 | N996 1991     |
| Information Sys Mgmt    | Login to Computer Network Ministry  | Reynolds, LaDonna B. | 136     | 1990 | R463 1990     |
| Information Sys Mgmt    | Computerization of St. Mary Catholic Church, The  | Flakes, John W., Jr. | 74      | 1990 | F576 1990     |
| Personnel Mgmt          | Personnel Policies & Procedures Handbook for the Church of St. Joseph, A                    | Braus, Stephen V.    | 46      | 1990 | B825 1990     |
| Admin General           | From Convent to Parish Center, Pre-school Child Care Care Center and Apartments             | Helsper, Judy        | 79      | 1990 | H484 1990     |
| Stewardship & Financial | Sacrificial Giving - Biblical History & Application   | Palmer, Helen V.     | 117     | 1990 | P174 1989     |
| Personnel Mgmt          | St. Michael Parish Personnel Policy Handbook  | Andrea, Mary Ann     | 26      | 1989 | S146 1989     |

| Subject                 | Title  | Author                 | Cert-ID | Year | LD-4834 S5683 |
|-------------------------|--|------------------------|---------|------|---------------|
| Financial Mgmt          | Internal Financial Controls  | Illg, Sr. Joanna, SSND | 89      | 1989 | I29 1989      |
| Admin General           | Church Manual of Administrative Procedures   | Robbins, Karen J.      | 28      | 1989 | R634 1989     |
|                         | Developing Congregational Leadership   | Nyman, Lois            |         | 1989 | N996 1989     |
| Personnel Mgmt          | Church Business Administrator's Guide to Employee Conflict Management, A               | Havlik, Sandra K.      | 124     | 1989 | H388 1989     |
| Stewardship & Financial | Creating Giving: A Catholic Parish Pilot Project as a Model of Planned Deferred Giving | Rose, William          |         | 1988 | R797 1988     |