

# CONTENTS

About the Author	4
Acknowledgments	5
How to Use <i>The Church Administration Kit</i>	6
Introduction	7
1. Guidelines and Practices of Ministry Support for the Senior Pastor	9
2. Training and Proper Use of a Ministry Assistant	17
3. Ministry Assistant Job Descriptions	24
4. Organizational Flowcharts	41
5. Performance Evaluations	52
6. Telephone Protocol	71
7. Riggs Model for Planning Events	77
8. Policies	82
9. Crisis Policies	96
10. Employee Policies	112