

Resource Catalog for Lay Ministry



**Compiled by the Lay Ministry Committee
Conservative Congregational Christian Conference
(Revised November 2007)**

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It is the hope of the Lay Ministry Committee that this resource catalog will be of help to all who share the vision of equipping the saints for ministry. This list will continue to be revised as we become aware of other training materials which we find useful for the equipping ministry of the church. The CCCC Lay Ministry Committee is committed to the goal of encouraging, equipping, and enhancing lay ministry in our conference. We hope this resource catalog helps to achieve this goal. Please contact us with your ideas and any resources which can be added to our resource list. We look forward to hearing from you.

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I. Books

A. Boards, Committees, and Leadership Team

1. *The Elders Handbook*
Gerard Berghoef and Lester De Koster
1979, Christian's Library Press
2. *The Deacons Handbook*
Gerard Berghoef and Lester De Koster
1980, Christian's Library Press
3. *The New Testament Deacon*
Alexander Strauch
1992, Lewis and Roth Publishers
4. *Biblical Eldership*
Alexander Strauch
1986, Lewis and Roth Publishers
5. *Elders and Leaders: God's Plan for Leading the Church*
Gene Getz
2003, Moody Publishers
6. *Nailing Down A Board: Serving Effectively on the Not-for-Profit Board*
Charles C. Ryrie
7. *Work of the Pastoral Relations Committee*
Emmett Johnson
1983, Judson Press
8. *Meetings that Work: A Guide to Effective Elders Meetings*
Alexander Strauch
1986, Lewis and Roth Publishers
9. *Turning Committees into Communities*
by Roberta Hestenes
1991, Navpress
10. *Altar Guild and Sacristy Handbook*
by S. Anita Stauffer
2000, Augsburg Fortress
11. *Reducing the risk of child sexual abuse in your church*
by Richard Hammer
1993, Christian Ministry resources.

12. Church Missions Policy Handbook, 1995
ACMC (730)631-9900
(Advancing Churches in Missions Commitment: www.acmc.org)
13. *Unleashing the Power of Deacon-Led Ministry Teams* by John Temple
(lifeway.com or 1-800-458-2772)
14. *Handbook for Planning Deacon Ministry* by Robert Sheffield
(lifeway.com)
15. *Equipping Deacons to Confront Conflict* by James E. White (lifeway.com)
(take positive action in times of church conflict)
16. *Church Office and Committee Guidebook* by James Sheffield (lifeway.com)
(describes duties of Church officers and committees, provides guidance for understanding and performing their work.)

B. Discipleship Ministry Resources

1. *Discipleship Essentials: A Guide to Building Your Life in Christ*
Greg Ogden
1998, Intersity Press
2. *Spiritual Disciplines for the Christian Life*
Donald Whitney
1991, Navpress
3. *Spiritual Mentoring: A Guide for Seeking and Giving Direction*
Keith Anderson and Randy Reese
1999, Intersity Press
4. *Becoming A Healthy Disciple*
Stephen Macchia
2004, Baker Books
5. *Celebration of Discipline*
Richard Foster
1978, Harper and Row Publishers
6. *Healthy Christians Make a Healthy Church*
John Oak
2001, DMI Press
7. *A Call to Joy: Encouraging the Growing Believer*
Billie Hanks, Jr.
International Evangelism Association

8. *The Lost Art of Disciple Making*
Leroy Eims
1978, NavPess
9. *A Devout and Holy Life*
William Law
1996, Whitaker House
10. *The Imitation of Christ: How Jesus Wants Us to Live*
Thomas á Kempis (contemporary version by William Griffin)
2000, Harper Collins Publishing
11. *The Leadership Baton*
Rowland Forman, Jeff Jones, and Bruce Miller
2004, Zondervan Press

C. Evangelism Ministry Resources

1. *Evangelism and the Sovereignty of God*
J. I. Packer
1961, Intersarsity Press
2. *The Master Plan of Evangelism*
Robert Coleman
1963, Fleming Revell Company
3. *Surprised by Faith: A Skeptic Discovers More to Life than What We Can See, Touch, and Measure*
Don Bierle
2003, Global Publishing Services
4. *Friendship Evangelism by the Book: Applying First Century Principles to Twenty-First Century Relationships*
Tom Stebbins
1995, Christian Publications
5. *Team Evangelism: Giving New Meaning to Lay Evangelism*
Larry Gilbert
1991, Church Growth Institute
6. *My Neighbor Next Door*
John D. Kennington
2004, Essence Publishing
website: essencegroup.com
7. *The Case for Christ*
Lee Strobel
1998, Zondervan Publishing House

8. *Becoming A Contagious Christian*
Bill Hybels and Mark Mittelberg
1994, Zondervan Publishing House
9. *The Complete Evangelism Guidebook* by Scott Dawson
Baker Books 2006
(One of the most comprehensive books on evangelism to date)

D. Lay Ministry

General topics / resources

1. *Sharpening the Focus of the Church*
Gene Getz
1984, Victor Books
2. *Effective Church Growth Strategies*
Gene Getz and Joe Wall
2000, Word Publishing
3. *Prepare Your Church for the Future*
Carl George
(1991, Fleming H. Revell company)
4. *The Equipping Church Guidebook*
Sue Mallony and Brad Smith
2001, Zondervan
5. *Building Leaders: Developing Leadership at Every Level of Your Church*
Aubrey Malphurs
2004, Baker Books
6. *Advanced Strategic Planning: A New Model for Church and Ministry Leaders*
Aubrey Malphurs
1999, Baker Books
7. *Twelve Dynamic Shifts for Transforming Your Church*
E. Stanley Ott
2002, Eerdmans Publishing Company
8. *Share the Dream, Build the Team: 10 Keys for Revitalizing Your Church*
Donald Morgan
2001, Baker Books,
9. *The Performance Factor: Unlocking the Secrets of Teamwork*
Pat MacMillan
2001, Broadman and Holman

10. *A House of Prayer* by John Franklin
(Describes training needed for prayer leaders and suggests practical and meaningful ways for putting earnest prayer into practice)
lifeway.com or 1-800-458-2772

E. Ministry Teams

General topics

1. *Welcome to Our Church: A Handbook for Greeters and Ushers*
Annette Schroeder
1997, Concordia Publishing House
2. *The Peacemaker: A Biblical Guide to Resolving Personal Conflict*
Ken Sande
1991, Baker Books
3. *The Prayer Saturated Church: A Comprehensive Handbook for Prayer Leaders*
Cheryl Sacks
2004, Navpress
4. *Giving the Ministry Away: Empowering Single Adults for Effective Leadership*
Terry Hershey
1993, David C. Cook Publishing
5. *Helping a Neighbor in Crisis*
(Many practical examples of Christians being salt and light in the neighborhoods)
Lisa Lampman
1997, Tyndale
6. *Leadership Essentials for Children's Ministry*
Craig Jutila
2002, Group Publishing
7. *Nursing Home Ministry*
Tom Penny
1982, Zondervan
8. *Effective Men's Ministry*
Phil Downer
2001, Zondervan
9. *Training Christians to Counsel*
Norm Wright
1977, CME Publishing

10. *Christian Caregiving: A Way of Life*
Kenneth Haugk
1984, Augsburg Publishing House

F. Small Group Ministry

1. *A Spiritual Formation Workbook: Small Group Resources for Nurturing Christian Growth*
James Bryan Smith
1991, Harper Collins
2. *New Directions for Small Group Ministry*
Carl George and Paul Bortwick
1999, Vital Ministry Books
3. *Biblical Foundations for Small Group Ministry*
Gareth Icenogle
1994, Intervarsity Press
4. *How to Build A Small Groups Ministry*
Neal McBride
1995, Navpress
5. *Small Group Leader's Handbook: The Next Generation*
Jimmy Long
1995, Intervarsity Press
6. *Making Small Groups Work: What Every Small Group Leader Needs to Know*
Henry Cloud and John Townsend
2003, Zondervan
7. *The Small Group Leaders Training Course*
Judy Hamlin
1990, Navpress

II. **Websites, Newsletters, Periodicals, etc.**
Lay Ministry Ideas

1. *Church Prayer Leaders Network*
www.Prayer-leader.com
1-800-691-7729
(Great resource for prayer ministry leaders)

2. *Pray!*
bi-monthly magazine
www.prayerleader.com
3. *Stephen Ministries*
www.stephenministries.org
1-314-428-2600
Provides training and resources to strengthen and expand lay ministry in congregations
(Christian care giving ministry)
4. *Christ-Care Small Group Ministry*
www.stephenministries.org
1-314-428-2600
(Small group ministry system)
5. *Willow Creek Association*
Willow Creek Community Church
(Creating a volunteer revolution, Promiseland Children's Ministry Conference)
www.willowcreek.com
6. *Volunteer Leadership Summit*
Group Publishing
www.group.com/summit_experiences
1-800-447-1070
7. *Scripture Union: Bible Reading Resources*
www.scriptureunion.org
(recommended by John Stott)
8. *Clergy Appreciation Month*
October of each year
www.clergyappreciation.org
(For information and creative suggestions on ways to celebrate your pastor.)
9. *Faith Search*
www.faithsearch.org
(Partnering with the local church through outreach events and resources)
10. www.barna.org
(Many good resources produced by the Barna group)
11. *Thriving through the Seasons of Life: Guidance for Life's Transitions*
contact: John Thill; jethill@nethere.com
(Senior Adults Ministry Resources)

12. *Serving Our Neighbors*
www.servingourneighbors.org
(An example of a ministry in the Northwest which seeks to mobilize the Body of Christ to witness to the community with a balance of prayer and service.)
13. *Biblical Conflict Resolution*
www.HisPeace.org
1-406-256-1583
(Very good resources on equipping pastors and lay leaders to deal with conflict in a biblical manner)
14. *Evangelical Training Association*
www.etaworld.org
1-800-369-8291
(Courses to train lay leaders to enhance their grasp of the scriptures)
15. *International Evangelism Association*
www.ieaom.org
1-800-880-1350
(Two different seven week courses designed for new and growing Christians. Designed to help Christians establish basic spiritual disciplines that lead to consistent spiritual growth)
16. *Institute of Theological Studies*
www.itscourses.org
1-616-363-7817
(Over 50 different courses designed for pastors and lay leaders to enrich their lives and ministries. These courses are of a graduate seminary level. Courses can be taken for graduate credits if desired.)
17. *Moody Bible Institute Center for External Studies*
www.moody.edu
1-800-955-1123
(Courses designed for pastors and lay leaders)
18. *Reformed Theological Seminary*
www.rtsvirtual.org
1-800-227-2013
(Many classes for both pastors and lay leaders can be taken for credit or audit)
19. *Regent College*
www.regent-college.edu
(Courses for pastors and lay leaders for either credit or audit.)
20. *40 Days of Purpose*
www.saddleback.org
1-949-609-8000
(Church renewal program by Rick Warren. Also purpose driven church conference)

21. *Renovare*'
www.Renovare.org
(Resources for small groups developed by Richard Foster)
22. www.Churchlawtoday.com
(Legal, tax and risk management resources, training materials for board members)
23. www.clergysupport.com
(tax help)
24. www.equip.org
(The online ministry of Christian research institute)
25. www.ligonier.org
(Many resources for equipping the saints.)
26. www.reformedworship.org
(Resources for planning and leading worship)
27. www.CCLI.com
(Worship and music resources)
(Christian Copyright Licensing International)
28. www.christianitytoday.com
(Many good resources for equipping the saints)
29. www.GOCN.org
(Gospel and our culture network)
(Good source for research on the cultural changes in North America)
30. www.NANC.org
(Promotes excellence in biblical counseling for pastors and lay counselors)
31. www.Lifeway.com
(Many good leadership and training resources)
32. www.StepUptoLife.com
(A good resource for training Christians to share their faith)
33. www.Betterchurches.com
(Good resource dedicated to helping church leaders and congregations grow better by becoming leaders that others want to follow; managing and resolving conflict successfully. Free book and newsletter from website.)
34. www.BuildingChildrensMinistry.com
35. www.ChildrensMinistryJukebox.com
36. www.TodaysChildrensMinistry.com

37. www.answering_islam.com
38. www.ChurchVolunteerCentral.com
39. www.ccbt.com
(Center for Church Based Training.)

40. www.placeministries.com
41. www.prodigalsonline.org (Providing Christ-centered recovery resources for sexual addiction.)
42. www.metanoiaonline.org (Providing healing and support for those struggling or affected by homosexuality, sexual addiction and relative brokenness.)
43. www.clergyappreciation.org (Planning tips and creative ideas.)
44. www.generousgiving.org (Website on stewardship.)
45. www.crown.org (Website on stewardship.)
46. www.confidentkids.com (Website for hurting children.)
47. www.thetruthproject.org
48. www.covenantmarriage.com
49. www.iequip.org (Leadership training.)
50. www.billygraham.org (Evangelism training /materials for follow up.)

PARISH NURSING

When John heard in prison what Christ was doing, he sent his disciples to ask him, “Are you the one who was to come, or should we expect someone else?”

Jesus replied, “Go back and report to John what you hear and see: the blind receive sight, the lame walk, those who have leprosy are cured, the deaf hear, the dead are raised, and the good news is preached to the poor. Blessed is the man who does not fall away on account of me.” Matthew 11:2-6 (NIV)

Based on the witness of the disciples, we know Christ’s ministry on earth was healing the lame, teaching and preaching the good news to all who would hear, allowing them to become whole in body, mind and spirit. Jesus was interested in the health and healing for the whole person – social, emotional, physical, economic, spiritual, etc.

It is through parish nursing that we can bring this same healing of the whole person to the members of our congregations. People attend church to get answers to difficult questions and look for support and comfort from like-minded believers.

The parish nurse can answer health related questions, provide health teaching in small groups, give comfort through prayer and listening. By integrating faith into the healing process, the parish nurse can help people become whole again.

The parish nurse can help motivate people to lead a healthier life style. This will allow them to become more involved in their own health care and become better stewards of their body, mind and spirit (Romans 12:1).

It is through health promotion and disease prevention that the parish nurse is able to accomplish the goal of parish nursing. Each parish nurse program will have a different look depending on the needs of the congregation.

You are encouraged to consider developing a parish nurse program in your congregation and invite your members to be actively involved in the stewardship of their body and health.

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RESOURCES FOR PARISH NURSING

The Parish Nurse: Providing a Minister of Health for your Congregation
Granger E. Westburg with Jill Westburg McNamara
1990, Augsburg Press

The Essential Parish Nurse: ABCs for Congregational Ministry
Deborah L. Patterson
2003, The Pilgrim Press

Spirituality in Nursing: Standing on Holy Ground
Mary Elizabeth O’Brien
1999, Jones and Bartlett Publishers

Parish Nursing: Promoting Whole Person Health Within Faith Communities
Phyllis Ann Solari-Twadell and Mary Ann McDermott, Ed.
1999, Sage Publications

Web Site:
Parish Nurse Resource center
www.parishnurses.org