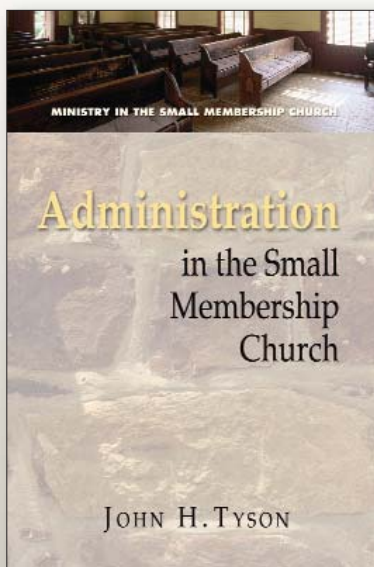


# How to Shrink a Minister's Desk



*How to reduce your administrative workload—to increase your ministry*



## **Administration in the Small Membership Church**

*by John R. Tyson*

For many pastors, church administration is their least favorite activity. Yet, whether they love it or loathe it, they probably spend more time on administration than any other ministry.

This book can help pastors create and maintain effective work structures that enable them to spend most of their time on what they truly value, by offering practical methods for building and maintaining ongoing workflow organization.

Describing church administration as a form of ministry, this book outlines key steps to: recruit and retain the right volunteers for the right jobs, maintain timetables, and manage resources in small-membership churches.

As a result, pastors can enjoy greater freedom to do the meaningful work that brings them greatest satisfaction.

CA8-9780687646432. Paperback, \$12.00

Published by  
 Abingdon Press

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