

## THE LEADER'S EDGE

*“Instruct a wise man and he will be wiser still; teach a righteous man and he will add to his learning.”  
(Proverbs 9:9)*

<p><b>Category:</b> Growing Leaders</p> <p><b>Rating:</b> Content: Varied Style: Varied</p>	<p style="text-align: center;"><b><u>BOOK SUMMARY</u></b></p> <p><i>The Church Leader's Answer Book: A Reference Guide for Effective Ministry</i>, edited work published by Tyndale House, 2006.</p> <p><b>Core Content:</b> This new handbook collects into one volume the distilled wisdom of a multitude of Christian leaders on a broad spectrum of topics. The list of the 273 contributors to this reference work read like a “Who’s Who” in Evangelical leadership in North America: e.g. Rob Bell, Mark Driscoll, Randy Frazee, Richard Foster, Bill Hybels, John Maxwell, Sally Morgenthaler, John Ortberg, Eugene Peterson, Lyle Schaller, Andy Stanley, Dallas Willard, Ravi Zacharius, etc. Its reader-friendly layout makes it a valuable “quick reference” tool to get a handle on practical ministry issues. I would strongly recommend that this be added to the library of younger leaders or those new to their ministry role.</p> <p>Here is a summary of the subjects this book addresses:</p> <p><b>ADMINISTRATION</b></p> <ol style="list-style-type: none"><li>1. Church Management</li><li>2. Church Boards</li><li>3. Meetings</li><li>4. Decision Making</li><li>5. Incorporating Your Local Church</li><li>6. The Pastoral Search</li><li>7. Staffing</li></ol> <p><b>THE CHURCH OFFICE</b></p> <ol style="list-style-type: none"><li>1. The People</li><li>2. The Place</li><li>3. The Procedures</li><li>4. Confidentiality</li><li>5. Publicity</li><li>6. Storing Documents</li><li>7. Copyrights</li><li>8. The Equipment</li></ol> <p><b>CHANGE AND CONFLICT</b></p> <ol style="list-style-type: none"><li>1. Steps toward Change</li><li>2. Anticipating Conflict</li><li>3. Coping with Conflict</li><li>4. Handling Criticism</li><li>5. Settling Differences</li><li>6. Litigation</li><li>7. Church Discipline</li></ol> <p><b>CONSTRUCTION AND RENOVATION</b></p> <ol style="list-style-type: none"><li>1. Deciding Whether to Build</li></ol>
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2. Building Trends
3. Builders and Architects
4. Financing the Project
5. Location
6. Planning the Project
7. Nurturing the Spiritual While Building
8. Roofing
9. Stained Glass
10. Renovation

#### **FACILITIES AND OPERATIONS**

1. The Budget
2. Borrowing Money
3. Grants
4. Giving
5. Investments
6. Safeguarding Money
7. Taxes

#### **LEADING OTHERS**

1. Identifying Gifts
2. Volunteers: Recruiting and Training
3. Mentoring
4. Coaching
5. Making Disciples
6. Measuring Growth

#### **THE PASTOR'S LIFE**

1. Family Life
2. Personal Growth
3. Rest and Renewal
4. Finding Your Place of Ministry
5. Money Matters

#### **PREACHING**

1. The Call to Preach
2. The Pastor in Preaching
3. Consider the Audience
4. Applying the Word
5. Planning Ahead
6. Style and Delivery
7. Using Sermon Illustrations
8. Using Technology

#### **GROUPS FOR GROWTH**

1. Planning Programs
2. Children's Programs
3. Youth Programs
4. Prayer Groups
5. Small Groups
6. Singles
7. Special-Interest Groups

#### **PASTORAL TOOLS**

1. Counseling
2. Special Visits

#### **COMMUNITY REACHING**

1. Becoming Outwardly Focused

	<ol style="list-style-type: none"> <li>2. Assessing Your Community</li> <li>3. Meeting Community Needs</li> <li>4. Finding Lost People</li> <li>5. Assimilating Newcomers</li> <li>6. Missions</li> </ol> <p><b>WORSHIP</b></p> <ol style="list-style-type: none"> <li>1. The Heart of the Worship Leader</li> <li>2. Laying the Groundwork</li> <li>3. Worship Planning</li> <li>4. Worship Leaders and Teams</li> <li>5. Technology</li> <li>6. Special Services</li> </ol>
	<p><b>Discussion Starters</b></p> <ol style="list-style-type: none"> <li>1. Which of these topics represent the top 3 areas of interest right now in your ministry?</li> <li>2. Which ideas shared ideas are most relevant to your situation?</li> <li>3. How could you best share these insights with leaders in your church?</li> <li>4. What topics could serve as the basis for “high yield” discussion in your CCD network?</li> </ol>