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## THE CHURCH ADMINISTRATIVE ASSISTANT S HANDBOOK: A PRACTICAL GUIDE TO MAXIMIZE THE MINISTRY OF THE PASTOR AND STAFF (MIXED MEDIA PRODUCT)



Lillenas Publishing, United States, 2008. Mixed media product. Book Condition: New. 302 x 284 mm. Language: English . Brand New Book. The church administrative assistant is a key part of effective ministry. Greeting weekday visitors, taking phone messages, managing paperwork, and keeping the pastor and staff organized are just a few of the daily tasks of an assistant s role. This myriad of duties and responsibilities, which are often unique to each individual church, makes training new assistants an often...

**Read PDF The Church Administrative Assistant s Handbook: A Practical Guide to Maximize the Ministry of the Pastor and Staff (Mixed media product)**

- Authored by Rose Graham
- Released at 2008



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