



The Ministry of Administrative Assistants CRMG

By Sue Thompson

Abingdon Press. Paperback. Book Condition: New. Paperback. 60 pages. Dimensions: 8.0in. x 5.0in. x 0.3in. This ministry guide has been written to provide information about how to provide support ministry to the people with whom you work. This guide is also for people who work in many different ministry settings, a church or denominational administrative office, a small or medium size church, a parachurch or missions focused organization, and large churches. It will assist them with how they look at their ministry, and the level of support that is needed for their particular setting. A call to ministry is an important thing to understand for an administrative assistant; your heart and the way you deal with people and tasks are different if you understand your position as a call to ministry rather than a job for a paycheck. If you understand that you represent not just your pastor and your church, but Christ to every person who calls, stops by, e-mails, etc., you approach your tasks and people differently. Working as the assistant to a pastor, or any person in ministry, you have to approach your tasks with an understanding of who you are serving, and you are serving Christ...



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