

## TABLE OF CONTENTS

|   | Page |
|---|------|
| <b>I. CHURCH BUSINESS</b>                                   |      |
| 1. The Church Business Meeting . . . . .                    | 13   |
| 2. A Business Meeting* . . . . .                            | 21   |
| 3. The Church Budget . . . . .                              | 27   |
| 4. A Building Program . . . . .                             | 41   |
| 5. A Dedication Service for a New Building* . . . . .       | 55   |
| 6. The Deacon Board . . . . .                               | 67   |
| 7. A Dedication Service for New Deacons* . . . . .          | 77   |
| 8. The Church Records. . . . .                              | 89   |
| 9. An Ordination Service for Preachers* . . . . .           | 103  |
| <br><b>II. CHURCH PROGRAM</b>                               |      |
| 10. The Sunday School . . . . .                             | 117  |
| 11. A Teachers' and Officers' Meeting* . . . . .            | 139  |
| 12. The Bus Ministry . . . . .                              | 157  |
| 13. The Sick and Shut-ins . . . . .                         | 167  |
| 14. The Youth Program . . . . .                             | 175  |
| 15. The Church Nursery . . . . .                            | 183  |
| 16. The Music . . . . .                                     | 189  |
| 17. The Women's Missionary Society. . . . .                 | 201  |
| 18. The Baptismal Service . . . . .                         | 209  |
| 19. A Soul-Winning Experience* . . . . .                    | 215  |
| <br><b>III. THE PASTOR</b>                                  |      |
| 20. The Wedding. . . . .                                    | 229  |
| 21. A Wedding Ceremony*. . . . .                            | 239  |
| 22. The Funeral . . . . .                                   | 247  |
| 23. A Funeral Service* . . . . .                            | 251  |
| 24. The Pastoral Counseling . . . . .                       | 259  |
| 25. The Relationship of the Pastor and His People . . . . . | 267  |
| 26. The Relationship of the Pastor and His Staff . . . . .  | 273  |
| 27. The Invitation Time . . . . .                           | 279  |
| 28. An Invitation* . . . . .                                | 283  |
| 29. The Public Services . . . . .                           | 289  |
| 30. A Sunday Morning Sermon* . . . . .                      | 293  |
| 31. A Sunday Evening Sermon* . . . . .                      | 303  |
| 32. A Wednesday Evening Bible Study* . . . . .              | 315  |

\*Actual public services or experiences recorded and transcribed for this publication.