

MAS 552 – Ministry Administration (formerly Leadership in Ministry II)  
3 Credits/ 4 CEUs  
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Required Reading	<p>Hammar, Richard, J.D., CPA, <i>Pastor, Church, &amp; Law: Church Legal Issues for Pastor</i>, 4<sup>th</sup> Ed., Vol. 1., Matthews, NC: Christian Ministry Resources 2008. ISBN List - 4 volume set can be ordered for \$99.00 from Your Church Resources at <a href="http://store.churchlawtodaystore.com/pachlaw4thed.html">http://store.churchlawtodaystore.com/pachlaw4thed.html</a>.</p> <p>Hammar, Richard, J.D., CPA, <i>Pastor, Church, &amp; Law: Church Property and Administration</i>, 4<sup>th</sup> Ed., Vol. 2. Matthews, NC: Christian Ministry Resources 2008. ISBN List as above</p> <p>Hammar, Richard, J.D., CPA, <i>Pastor, Church, &amp; Law: Employment Law</i>, 4<sup>th</sup> Ed., Vol. 3., Matthews, NC: Christian Ministry Resources 2007. ISBN List as above</p> <p>Hammar, Richard, J.D., CPA, <i>Pastor, Church, &amp; Law: Liability and Church and State Issues</i>, 4<sup>th</sup> ed., Vol. 4. Matthews, NC: Christian Ministry Resources 2008. ISBN List as above.</p> <p>Nuffer, Bruce, <i>The Church Treasurer's Manual: A Practical Guide for Managing Church Finances</i>. Kansas City: Beacon Hill Press. 2008. ISBN 978-0-8341-2383-0 (Book &amp; CD) \$34.21.</p> <p>Other materials will be provided, as downloads or websites.</p>