

National Association of Church Business Administration

Seminar I May 12-23, 2008

The Saint Paul Seminary School of Divinity

University of St. Thomas

Please complete and return in the enclosed envelope at your earliest convenience.

1. Name _____
2. Address _____

3. Sex*: _____ Male _____ Female
4. Ethnic-racial group*: _____
5. Denomination _____
6. Place of Employment _____
7. Position you hold _____
8. Number of years of church business administration _____ of other business experience _____.
9. Are you a member of NACBA? _____ Yes _____ No
10. Is this your first seminar? _____ Yes _____ No (Returnee)
11. Size of church/organization you serve:
_____ Under 500 units _____ 500-999 units _____ 1000-1499 units
_____ 1500-1999 units _____ 2000+ units
12. Church/organization's annual budget:
_____ \$0-99,999 _____ \$100,000-499,999 _____ \$500,000-999,999
_____ \$1,000,000-1,999,999 _____ \$2,000,000+
13. Number of paid staff members in your church/organization _____ of volunteers _____
14. My church/organization owns a computer system _____ Yes _____ No
15. I would rate my level of understanding of computers and data systems as:
_____ Very high _____ Moderate _____ Slight _____ None at all
16. I would rate my interest in learning more about what computers can do for my parish as:
_____ Very high _____ Moderate _____ Slight _____ None at all
17. Please rate your level of knowledge/experience in the following areas
(See list on next page for description of content areas):

| | High | Medium | Low |
|--------------------------------|-------|--------|-------|
| Property Management | _____ | _____ | _____ |
| Theology of Stewardship | _____ | _____ | _____ |
| Information Management | _____ | _____ | _____ |
| Communication & Marketing | _____ | _____ | _____ |
| Personnel Human Resource Mgmt. | _____ | _____ | _____ |
| Office Management | _____ | _____ | _____ |
| Staff Development | _____ | _____ | _____ |
| Congregational Leadership | _____ | _____ | _____ |

18. I have experience in the follow areas not listed above: _____

19. The eight content areas listed below are followed by specific topics. Please circle the topic below each content area that is the **highest** learning priority for you at this time.

Property Management

Risk Management
Custodial Management
Maintenance
Space Utilization
Energy Conservation and Recycling
Security and Safety
Insurance

New Construction and Renovation
Operational Cost Analysis
Grounds and Parking
Vehicles
Bidding and Contracts
Outsourcing
Food Management

Theology of Stewardship

Stewardship Promotion and Follow-Up
Biblical Basis

Stewardship Education

Information Management

Overview of Computer Systems
Resources
Acquisition (leasing vs. purchasing)
Office Technology

Office Technology
Network Administration
Backup and Security
Web Development

Communication & Marketing

Internal & External
Crisis Management

Public Relations & Marketing (including advertising, newsletters, & Promotions)

Personnel Human Resource Management

Employment Law & Risk Management
ADA-Family Medical Leave
Definition of Roles and Duties
Supervision-Performance Reviews
Search, Interview, Hire, Evaluation
Background Checks-Physical Drug Tests
Termination

Compensation and Benefits-Recognition
Personnel Policies and Procedures
Sexual Harassment
Contractual Agreements for Employment
Workers' Compensation
OSHA
Unemployment Compensation

Office Management

Supplies and Purchasing
Efficiency-Workflow
Information Management
Office Technology

Hospitality
Safety and Security of Personnel
Professionalism
Record Retention

Staff Development

Team Building/Development-Mission
Improving Staff Performance-Systems Theory
Paid and Unpaid Staff
Interpersonal Relations

Conflict Management
Supervisory Development
Accountability

Congregational Leadership

Organizational Structure
Principles of Effective Meetings

Discernment and Development of Gifts & Talents

Thank you!