

National Association of Church Business Administration
Seminar II May 11-22, 2009
The Saint Paul Seminary School of Divinity
University of St. Thomas

Please complete and return at your earliest convenience.

I Participant:

1. Name _____
2. State _____ Other _____
3. Denomination _____
4. Gender*: _____ Male _____ Female
5. Ethnic-racial group*: _____ Other _____

II Employment Categories:

6. Position you hold _____

III Church Business Experience:

7. Number of years of church business administration ____ of other business experience ____.
8. Are you a member of NACBA? _____ Yes _____ No
9. Are you a member of your Local Chapter? _____ Yes _____ No
10. Rate your level of knowledge/experience in the following areas
(See list on back of page for description of content areas):

	High	Medium	Low
Legal and Tax Matters	_____	_____	_____
Theology and Ethics of Church Administration	_____	_____	_____
Christian Perspectives and Theology of the Church	_____	_____	_____
Strategic Planning	_____	_____	_____
Financial Management	_____	_____	_____
Stewardship of Self	_____	_____	_____

11. List any additional areas of experience you have?

IV Church/Organization Information:

12. Size of church/organization you serve:

_____ Under 500 units _____ 500-999 units _____ 1000-1499 units
_____ 1500-1999 units _____ 2000+ units

13. 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+

14. Number of paid staff members in your church/organization _____ of volunteers _____

V Technical Information:

15. What kind of computer does your church/organization own? _____ PC _____ MAC
_____ None

16. What Church management Software do you use? _____

17. My level of understanding of computers and data systems is:

_____ Very high _____ Moderate _____ Slight _____ None at all

18. My interest in learning more about what computers can do for my parish as:

_____ Very high _____ Moderate _____ Slight _____ None at all

VI Topic Priority:

19. The six 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.

Legal and Tax Matters -----	
Legal Counsel and Lawsuits Liability-Mandated Reporting Copyright Laws Incorporation Taxes (IRS, SS, and Property) Unrelated Business Income Zoning	Contributions Resources Recent Changes/Current Issues Child Protection Policies Mediation & Arbitration Legal Audits
Theology & Ethics of Church Administration -----	
Administration as Ministry and Mission The Church as Business Church Polity & Denominational Structure	Ethics Theological and Ethical Implications Cultural Perspective and Diversity
Christian Perspectives and Theology of the Church -----	
Theology of the Church Ecumenical Perspective	Mission and Ministry of Christ's Church Theological Method
Strategic Planning -----	
Strategies for Church Growth Management Theory and Practice Strategic/Long Range/Operation Planning	Vision and Mission Statements Goals and Objectives Measurable Outcomes Implementation
Financial Management -----	
Reporting Process Accounting Process Contribution Accounting Fund Accounting Cash Management Annual Review/Audit Internal Audit	Long Range Budgeting Investment Strategy Policies & Procedures Capital Improvement Funding Financial Software Internal Controls & Risk Management Budgeting
Stewardship of Self -----	
Time Analysis Time Wasters Stress Management Daily/Weekly/Yearly Planning	Time Habits and Motivation Ministry of Interruption Prioritizing

VII Additional Information:

20. Is there any additional information you would like to see addressed at the seminar not listed above and not addressed in Seminar I?

21. Are you interested in becoming certified? _____Yes _____No
If so, would you like the program director to contact you? _____Yes _____No

22. Would you like us to send a brochure to anyone? _____Yes _____No
If so, please provide contact information below:

Please feel free to give out our web address to anyone you think would benefit from our seminars: <http://courseweb.stthomas.edu/lmcarrillo/NACBA/program.htm>

Thank you!