

CERTIFICATION PROGRAM IN CHURCH BUSINESS ADMINISTRATION

Presented by

**The Saint Paul Seminary
School of Divinity
of the
University of St. Thomas**

Under the auspices of

**The National Association
of
Church Business
Administration**

Educating to Excel • Training to Serve

The Saint Paul Seminary
School of Divinity
University of St. Thomas
2115 Summit Ave., Mail #SOD
St. Paul, MN 55105-1096



SEMINAR I TOPICS

Seminar I-A
June 7-11, 2010

Seminar I-B
June 14-18, 2010

Property Management

Risk Management; Custodial Management (purchasing & supplies); Maintenance; Space Utilization; Energy Conservation & Recycling; Security & Safety; Insurance; New Construction & Renovation; Operational Cost Analysis; Grounds & Parking; Vehicles; Bidding & Contracts; Outsourcing; Food Management

Theology of Stewardship

Stewardship Promotions & Follow-Up; Biblical Basis; Stewardship Education (planned giving, time & talent)

Information Management

Overview of Computer Systems (hardware/software); Resources; Acquisitions (leasing vs. purchasing); Office Technology (e-mail/internet); Network Administration; Backup and Security; Web Development

Communication & Marketing

Internal & External; Public Relations & Marketing (including advertising, newsletters, & promotions); Crisis Management

Personnel Human Resource Management

Employment Law & Risk Management; ADA-Family Medical Leave; Definition of Roles & Duties; Supervision-Performance Reviews; Search, Interview, Hire, & Evaluation; Background Checks-Physical Drug Test; Termination; Compensation & Benefits-Recognition; Personnel Policies & Procedures; Sexual Harassment; Contractual Agreements for Employment; Workers' Compensation, OSHA; Unemployment Compensation

Office Management

Supplies & Purchasing; Efficiency-Workflow; Information Management; Office Technology (e-mail, voice-mail, copiers, equipment); Hospitality (telephone, etiquette, reception); Safety & Security of Personnel; Professionalism (confidentiality, image); Record Retention

Staff Development

Team Building/Development-Mission; Improving Staff Performance-Systems Theory; Paid & Unpaid Staff; Interpersonal Relations; Conflict Management; Supervisory Development; Accountability

Congregational Leadership

Organizational Structure (committee, ministry team, task forces, boards, councils, etc.); Discernment & Development of Gifts & Talents (screening, interview, training, supervision); Principles of Effective Meetings

SEMINAR II TOPICS

Seminar II-A
June 6-10, 2011

Seminar II-B
June 13-17, 2011

Legal & Tax Matters

Legal Counsel & Lawsuits; Liability-Mandated Reporting; Copyright Laws; Incorporation; Taxes; 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 & Mission; The Church as Business; Church Polity & Denominational Structures; Ethics; Cultural Perspective and Diversity

Christian Perspectives & Theology of the Church

Theology of the Church; Ecumenical Perspectives; Mission & Ministry of Christ's Church; Theological Method

Strategic Planning

Strategies for Church Growth; Management Theory & 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 (fiduciary 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 (self-care, burnout, fitness); Daily/Weekly/Yearly Planning; Time Habits & Motivation; Ministry of Interruption; Prioritizing



NACBA
EDUCATING TO EXCEL
TRAINING TO SERVE

CERTIFICATION PROGRAM IN CHURCH BUSINESS ADMINISTRATION

Program of Certification

The School of Divinity of the University of St. Thomas is proud to present a certifying program for church business administrators. This is an interdenominational, continuing education offering accredited by the National Association of Church Business Administration, which established its guidelines. Requirements for qualifying as a Fellow in Church Business Administration (FCBA) include:

- Attendance at four weeks of training seminars at an accredited certification center.
- An approved action based project in church administration that represents a responsible contribution to the field; see project guidelines on our website for details.
- Three years work experience as a church business administrator or related financial and administrative church position.
- Active NACBA membership in the national organization for two continuous years at the time of NACBA certification.
- Completion of other administrative procedures as required by NACBA.

One need not be seeking NACBA certification to attend the seminars.



Seminar Format

Sessions will meet in day-long seminars Monday through Friday each week. Because of the comprehensive nature of this seminar, it is essential that participants attend all sessions. Participants are strongly encouraged to take meals together when possible during working-session hours.

Four thematic seminars are each one week long and are independent of each other and can be taken in any order. Two of the one week seminars are offered each year at the School of Divinity.

Seminar Credit

In addition to meeting NACBA seminar certification requirements, participants can also receive Continuing Education Units (CEU's).

Those wishing 2 graduate credits for each seminar may apply for them by contacting the certification program director. These credits may or may not transfer to your university, depending upon your degree program.

Seminar Fees

Tuition is \$350 USD per week or \$650 for two weeks. A non-refundable down payment of \$100, which will be applied to tuition, must accompany the registration form. The balance is due May 15th of each year. We also accept Visa, Mastercard, and Discover credit cards, just give us a call. (An additional \$100 cancellation fee will be charged for cancellations on or after May 15th and the start of the seminar. There is no refund for cancellations *after* the seminar begins.)

Tuition fee includes instructional materials and a closing banquet. Fees are subject to change.

Housing and Meals

Limited guest rooms may be available in the School of Divinity residence hall. Information on nearby motels can be sent upon request.

Closing banquet included; other meals at participant's expense. Dining facilities are available on campus.

Seminar Presenters

Faculty members will bring expertise from the graduate theological, ministerial, and business concentrations of the university. Faculty is also drawn from experienced practitioners in topic areas.

Seminar Manual

Each participant is provided a seminar manual averaging 200-300 pages of material relating to the topics of the seminar – a valuable resource for implementing the learnings at your parish!

For More Information

For additional information contact:

The Certification Program in Church Business Administration (NACBA) Coordinator or the Program Director, visit our website <http://courseweb.stthomas.edu/lmcarrillo/NACBA/program.htm> or write to us at:

The Saint Paul Seminary School of Divinity

University of St. Thomas
2115 Summit Avenue, Mail #SOD
St. Paul, MN 55105-1096
ATTN: NACBA Coordinator
 Phone: (651) 962-5050 or (800) 328-6819 Ext. 25050
 Fax: (651) 962-5790

Participants' Comments About Previous Seminars

- "I especially appreciate all of the handout materials that I can use for reference in the coming weeks and months."
 - "I gained a new respect for my profession."
 - "It's marvelous to have this network of church business administrators to consult with when I face new challenges in my own situation."
 - "I was glad to learn exactly what business I'm in."

NACBA CERTIFICATION PROGRAM REGISTRATION FORM

Last Name:	Title:	First Name:	M. I.:
Name you would like on your name tag:			
Address:			
City:	State:	ZIP:	
Home Phone:	Alternate Phone:		
Name of Church:			
Church Address:			
City:	State:	ZIP:	
Denomination:			
Business Phone:	Fax:		
E-mail:			
Web Site: http://			
Job Title:			

Are you a NACBA member? Yes No

- \$650 Seminar I-A & I-B, June 7-18, 2010
- \$350 Seminar I-A, June 7-11, 2010
- \$350 Seminar I-B, June 14-18, 2010
- \$650 Seminar II-A & II-B, June 6-17, 2011
- \$350 Seminar II-A, June 6-10, 2011
- \$350 Seminar II-B, June 13-17, 2011

- \$400 per 2 week session on-campus housing
- \$250 per 1 week session on-campus housing (housing is limited and on an availability basis)

Please enclose a tuition deposit check for \$100 (non-refundable) or the full amount with this registration, make checks payable to The Saint Paul Seminary, and mail to the address to the left. We also accept Visa, Mastercard, and Discover credit cards, just give us a call and we will process it for you.

Registration deadline: May 15th of each year. There is a \$100 additional charge for cancellations on or after May 15th.

