

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

**Guidelines for Project: NACBA Certification Program**

**INTRODUCTION:**

Among the requirements for certification as a "Fellow in Church Business Administration" (FCBA) by the National Association of Church Business Administration (NACBA) is a "project." This project is a requirement of NACBA through its Committee on Professional Training and Standards and it is completed under the guidance of Certification Center at the University of St. Thomas. *(It is the candidate's responsibility to obtain all current certification requirements and meet all deadlines of the organization(s) through which he /she seeks certification.* Please see the NACBA website [www.nacba.net](http://www.nacba.net) for other requirements of certification.)

**PURPOSE:**

The purpose of the action-research project is to integrate and make practical application of what you have learned in the seminars. It should exemplify your own practice of church business administration and your theology, and should meet a practical need of the church where you work.

An electronic copy of the project will be archived at The Saint Paul Seminary School of Divinity University of St. Thomas Registrars Office in a single file pdf format on a CD.

**TIME LIMIT:**

The Professional Training and Standards (PT&S) Committee of NACBA requires that, in order to be certified, a candidate must complete all the work required for certification and receive approvals for their project within **five years** of the date of attending your first certification seminar. The final draft (paper copy) is to be received to the Center Director no later than **April 1**. Evaluations, application forms and fees, as well as the final electronic version of the paper is to be received into the NACBA National Office no later than **June 1** of the year in which the candidate is to be certified. (Because of unusual circumstances, an individual may petition the PT&S Committee for an extension of the deadline.)

**PROPOSAL APPROVAL:**

The candidate for certification should first consult with Dr. Charlotte Berres, C.S.J. the Center Director, submit the proposal on the approved form, and receive written approval for the proposed project before commencing. In certain cases, the Director may suggest consulting an advisor from among the seminar leaders for technical advice. When your project has been approved, outline your project and arrange a conference with the Center Director. This can be done in person, over the telephone, or via e-mail. Bring or send your outline of your project in advance of this conference.

**EDUCATIONAL METHOD CONCERNS:**

Four areas of concerns are essential to an acceptable project:

1. The project should represent a competent integration of creative thought, organization and research.

High quality is anticipated in the project. The research element should include a familiarity with the various resources and texts related to the project topic. The author should also exhibit an ability to utilize the research knowledge in an organized manner, combining it with his or her own creative thought.

2. The project should be designed and implemented in a manner that will make it appropriate and helpful in the author's individual setting. It should be a project for which the student has strong ownership and which advances personal and professional competencies

The project research and organization should be focused in an area that is relevant to the situation at hand. For example, if your church is setting out to hire additional staff personnel, it might make sense for your project to focus on multiple staff development or to create a manual of personnel policies.

3. The project should generally involve other members of the candidate's church in its development and implementation. Working with staff and/or committees in the project's design and execution is encouraged because it demonstrates the empowerment of others in the ministries of the church.
4. The project should make a substantial contribution to the field of church business administration and show creativity and original work.

It should be well written, with appropriate references to other sources adequately documented. It should be designed with the notion that other people would benefit from using it, so that it might become a valuable addition to a resource library.

**FORMAT:**

See the National Office guidelines: <http://www.nacba.net/certify/Project%20Guidelines%20Booklet.pdf>

**FINAL PROJECT APPROVAL:**

Questions or concerns during the implementation and writing of the project should be addressed to the certification center director.

Once the manuscript has been completed (and proofread) it should be sent to the director for review. After it has received final approval, permission will be given for submission to the National Office and the Center will then recommend the candidate for certification.

<p><u>Certification Center Director:</u></p> <p>Dr. Charlotte Berres, C.S.J. The Saint Paul Seminary School of Divinity University of St. Thomas 2115 Summit Ave. Mail #SOD St. Paul, MN 55105-1096 800-328-6819 Ext. 25050 Phone: (651) 962-5050 Fax: (651) 962-5790 E-mail: <a href="mailto:crberres@stthomas.edu">crberres@stthomas.edu</a> <a href="http://courseweb.stthomas.edu/lmcarrillo/NACBA/program.htm">http://courseweb.stthomas.edu/lmcarrillo/NACBA/program.htm</a></p>	<p><u>National Office Contact:</u></p> <p>Rose Ella McCleary, Certification Secretary NACBA 100 North Central Expressway, Suite 914 Richardson, TX 75080-5326 800-898-8085 Phone: (972) 699-7555 Fax: (972) 699-7617 E-mail: <a href="mailto:rose.ella@nacba.net">rose.ella@nacba.net</a> Web: <a href="http://www.nacba.net">www.nacba.net</a></p>
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