

# Church Administration Certification

## Pricing

Individual units of the Church Administration Certification are available. However, it is recommended, for maximum impact, the church select the entire package.

Pastor's unit: \$500

Board chair & members' unit: \$500

Treasurer's unit: \$500

Complete package: \$1,000

The prices do not include travel expenses. These are negotiable with the church.

## Contact

For additional information or for scheduling a certification conference, contact:

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#### Disclaimer

This manual is prepared for pastors, administrators, and laypersons.

This manual has been developed to provide compliance guidelines for local congregations concerning state and federal regulations. It is shared as a basic reference manual with the understanding that the publisher is not giving legal, financial, or other professional service/advice. The publisher acknowledges that the laws and regulations of each state may vary. If professional assistance is required, the services of a competent professional should be secured.

#### Sample of Certification Opportunity

1. Schedule certification weekend opportunity.
2. Two weeks prior to certification weekend conference mail out surveys for pastor(s), board chair, board members, and church treasurer.
3. One week prior to certification weekend conference confirm schedule, materials, etc.
4. Certification weekend:
  - a. Friday afternoon: interview pastor(s)
  - b. Friday evening: interview board chair
  - c. Saturday morning: interview board members and church treasurer
  - d. Saturday afternoon: combine all groups for a strategy planning session
5. Within 10 business days, submit strategic plan to pastor, board chair and church treasurer.
6. Within 15 business days, submit beginning educational materials to each. These will be in the form of step-by-step powerpoint presentations.
7. Within 30 business days have first coaching call with pastor and church treasurer. Have first email coaching with board chair. Keep records of strategic plan accomplishments.
8. Every month monitor the church's progress in completing its strategic plan.
9. Once strategic plan has been accomplished, the church must demonstrate for 12 to 24 months its ability to stay in compliance with federal, state, and local regulations and a proficiency in effective church administration. Upon successful demonstration, the pastor, board chair, board members, and church treasurer will receive certification status. Certification must be renewed every 3 years.

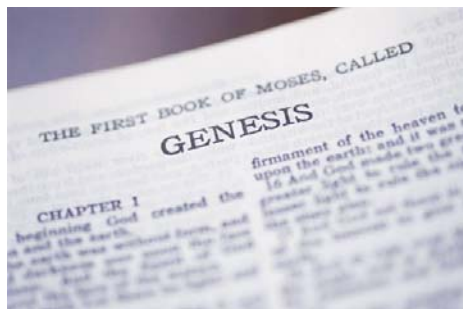
## Solution

Every church is unique. The demographics, educational levels, and leadership abilities vary from church to church. A one-size-fits-all approach to educating and assisting churches no longer works effectively.

Granted, Christianity Today, Richard Hammar, and Daniel Busby offer excellent materials but they do not offer a personal, live approach to helping churches. Pastors and church leaders can spend hours reading materials and still not understand how to actually apply the information to their particular situation. This leads to continued errors and lack of operating in a compliant manner.

The Church Administration Certification opportunity provides churches with a specific strategic plan that will not only help move the church to compliant operations but will help individual pastors, board chairs, board members, and church treasurers understand their own roles in the administrative operations of the church. This will be accomplished through personal coaching and educational materials that are designed specifically for them. The opportunity will also provide the church with personal resources to help in the development of effective leadership documents (bylaws, employee manuals, policy & procedure manuals, screening processes, etc.).

This personalized, hands-on approach makes the Church Administration Certification opportunity unique. No other resource provides a voice at the end of the phone line to help address questions and develop options to handle various administrative issues.



Greetings Pastors, Board Members and Treasurers,

Do you ever feel overwhelmed and under prepared to care for the administrative end of church work? Are you concerned as to whether you are handling funds correctly? Would you like to see your income stretch to meet the various demands of ministry?



Well we have some good news for you. There is someone that understands your situation and the situation in which many churches find themselves. Many churches lack useful tools and personal assistance to help operate in a fashion that not only keeps them in compliance with federal, state, and local regulations but also helps them to understand how effective administration can stretch dollars and lead to the accomplishment of the vision and mission of the church.

The ABC's of Church Management now offers "Church Administration Certification." This opportunity provides hands-on educational opportunities, personal coaching, and strategic plans for pastors, board chairs, board members, and church treasurers. Each opportunity is a church-specific design which addresses the demographics and specific needs of the church and its leaders.



The following pages describe the overall situation, a proposed solution, example of a certification opportunity, pricing, and contact information.

It is the hope of the ABC's group that this resource will assist all churches, especially the small to mid-size congregations which can not afford the services of accountants and attorneys. For information on how to bring this resource to your church, please call 812-945-3741.

Rev. Dr. Julie A. Nance

Executive Editor

## The Problem

Ministry in today's church demands abilities and knowledge in business management. Pastors and church leaders are dealing regularly with issues such as:

- Every year hundreds of thousands of dollars are embezzled from churches. The embezzlers include pastors, treasurers, tellers, and ushers.
- Monthly over 1,000 ministers leave the ministry for various reasons including frustration over being unprepared to deal with the administrative business of the church.
- Litigation against churches for various forms of negligence is growing.

IRS investigations into compliance for nonprofit and religious groups are increasing.

Few colleges and seminars offer courses in church administration in their ministerial tracts. Therefore, pastors come into ministry situations ill-prepared to handle the governance and financial responsibilities that ministry demands. This is especially true in the small (5 to 75 member) and mid-size (75 to 200 member) congregations where the pastor is the solo employee.

Board chairs, board members, and church treasurers experience similar frustrations. Their responsibilities are seldom defined, little if any training is received, and they end up getting caught in the vicious circle of "we've always done it this way."

Ill-equipped pastors and church leaders can lead to a decline in the church's overall health status. Church ministry health can be measured by Natural Church Development's quality characteristics of:

*Empowering leadership, gift-oriented ministry, passionate spirituality, functional structures, inspiring worship service, holistic small groups, need-oriented evangelism, and loving relationships.*

Christian A. Schwarz, author of Natural Church Development, claims that when a church scores 65 or higher in the majority of the quality characteristics, the church is healthy. This health is demonstrated through numerical growth, personal spiritual growth, and increased outreach.

If numerical, spiritual, and missional growth marks the health of a church's ministry health, what are the signs of a church's business health? Hallmarks of a church with healthy business practices include, but are not limited to:

- Fiscally sound financial practices – Establishing distinct separation of duties for those handling finances; establishing regular audits; excellent system for recordkeeping; proper filing of tax information with local, state, and federal agencies.
- Clergy with well defined boundaries – Establishing the proper boundaries to protect themselves, those they minister with/to, and their families.
- Clergy certified in training of church leaders – As leaders of the church, clergy need to be trained to train those volunteers that provide leadership on church boards and committees. People are more willing to serve when they have a clear understanding of expectations, authority, and liabilities.
- Treasurers certified in financial practices – Certification giving knowledge in IRS and state compliance issues, understanding of proper separation of duties, understanding of financial reporting and recordkeeping.
- Board chairs certified in fiduciary responsibilities – Certification in understanding the duties of due care and diligence, understanding of financial report interpretation, understanding of authority and liabilities.

Church leaders certified in risk management - Establishing programs which keep church facilities safe for all involved in the ministries of the church.

In the past the IRS basically allowed churches the "ignorance is bliss" excuse. However, times are rapidly changing. The IRS, states, and local laws no longer accept the "ignorance is bliss" excuses. Clergy, board chairs, board leaders, and treasurers must be educated in fiscal responsibilities, fiduciary responsibilities, boundaries, and risk management.