

# CHURCH BUSINESS ADMINISTRATION SEMINAR I

**Date:** July 17 – 26, 2012

**Event location:** Union Presbyterian Seminary, Richmond campus:  
Building to be determined

**Registration:** \$500 for both weeks; \$250 for either Week IA or IB; cost of meals and housing is additional.

**CEUs:** 5.0

**For:** Church business administrators, administrative assistants, pastors, treasurers – you do not need to be seeking NACBA certification to attend.

## THE CERTIFICATION PROGRAM

The Leadership Institute at Union Presbyterian Seminary, in cooperation with the National Association of Church Business Administration (NACBA), is pleased to offer this certification seminar program. The program meets certifying standards of the Presbyterian Church Business Administrators Association (PCBAA). Graduate faculty from Union Presbyterian Seminary, local colleges, and qualified business practitioners teach the seminar sessions. You do not need to be seeking NACBA certification to attend.

## SEMINAR FORMAT AND PROGRAM CREDIT

For those seeking certification, completion of both seminars I and II is required. Each seminar is offered every other year at Union Presbyterian Seminary. The order in which the seminars are taken is unimportant. The content is divided between Seminar I A & B and Seminar II A & B. The seminars may be completed at different centers. Upon completion of each seminar, Continuing Education Units (CEUs) are awarded. For certification applicants, 100% attendance is required. The seminar schedule and arrival information will be sent to registered participants one month prior to the event.

## Requirements for NACBA Professional Certification

Requirements for becoming a Fellow in Church Business Administration include:

- attendance at Seminars I A & B and II A & B at a NACBA approved center;
- completion of a project that represents a responsible contribution to the field of church management;
- three years of continuous, full-time work experience as a church business administrator or in a related finance and administration position in a local congregation;
- active NACBA membership for two years at the time of NACBA certification;
- submission of the application for certification, personal evaluations, and other administrative requirements.

For further details, please call NACBA at 800-898-8085, visit their web address, [www.nacba.net](http://www.nacba.net), or see the links below.

### [Project Guidelines](#)

### Scholarship Information

NACBA members can receive a scholarship to attend the training seminars. You can find more information at the [NACBA website](#).

### Denominational Certification

For certification requirements of denominations that certify administrators, check with your denominational office or go to the [denominational group page](#) on the NACBA website.

### Topics for Seminar I

#### Week A:

Communications and Marketing

Information Management

Property Management

Theology of Stewardship

#### Week B:

Congregational Leadership

Staff Development

Personnel Management

Office Management

[Click here](#) to register online for the Church Business Administration Seminar I.

## MEALS AND HOUSING

There are a number of options for meals and housing during CBA. Lunches may be purchased on a meal plan. The cost of the meal plan for **either** Week A or Week B is \$30 per week; for **both** Week A and Week B, the cost is \$60. Breakfasts and dinners are not included; we will provide a list of restaurants that are not too far from the campus.

**On-campus housing** is either in Paisley Hall or Thompson House. Rooms are well-equipped with two twin beds (three of our rooms have one double bed in each) with private baths.

A single room (not shared) for **either** Week A or Week B is \$40 per night, or \$160 for the week. Sharing the room with another person reduces the total cost for **either** Week A or Week B to \$50 per night (\$25 per person), or \$200 for the week (\$100 per person). For **both** Week A and Week B, the cost for a single room is \$320, or for a double is \$200.

If you would prefer to stay at a nearby hotel, we have a good rate with the Spring Hill Suites on Brook Road in Glen Allen for \$69 per night. Go to:

[http://www.marriott.com/hotels/travel/RICSH?  
groupCode=UPSUPSA&app=resvlink&fromDate=7/16/12&toDate=7/26/12](http://www.marriott.com/hotels/travel/RICSH?groupCode=UPSUPSA&app=resvlink&fromDate=7/16/12&toDate=7/26/12)

Choose your meal and housing options when you register online.

**[Click here](#) to register online for the Church Business Administration Seminar I.**

If you would prefer to register without going through the internet, please contact Sheila Mullenax at 804-229-4301 or 800-229-2990, ext. 301, or [smullenax@upsem.edu](mailto:smullenax@upsem.edu).



## *CBA Seminar I, July 17-26, 2012*

### *Schedule of Sessions and Activities*

➤ FOR PARTICIPANTS SEEKING CERTIFICATION, NACBA REQUIRES 100% ATTENDANCE.

#### *Week IA*

##### *Tuesday, July 17*

8:00 Check-in  
8:45 Welcome and Introductions  
9:00 - 4:30 *Communications and Marketing: Andrea Wright*  
4:30 Announcements & afternoon prayer  
Dinner on your own

##### *Wednesday, July 18*

8:30 Worship, Watts Chapel  
9:00 – 4:30 *Information Management: Bryan Compton*  
4:30 Announcements & afternoon prayer  
Dinner on your own

##### *Thursday, July 19*

8:30 Worship, Watts Chapel  
9:00 – 4:30 *Property Management: Steve Law*  
4:30 Announcements & afternoon prayer  
Dinner on your own

##### *Friday, July 20*

8:30 Worship, Watts Chapel  
9:00 – 3:00 *Theology of Stewardship: Carson Rhyne*  
3:00 End first week  
Dinner on your own

Tour Richmond on own; Participate in group activities, or travel home for weekend.

***Have fun and return safely on Monday.***

## **Week 1B**

### ***Monday, July 23***

8:30                      Worship, Watts Chapel  
9:00 -4:30        *Staff Development: Susan Wilkes*  
4:30                      Announcements & afternoon prayer  
                            Dinner on your own

### ***Tuesday, July 24***

8:30                      Worship, Watts Chapel  
9:00 - 4:30        *Congregational Leadership: Ken McFayden*  
4:30                      Announcements & afternoon prayer  
                            Dinner on your own

### ***Wednesday, July 25***

8:30                      Worship, Watts Chapel  
9:00 – 4:30        *Personnel/HR Management: Rita Ruby*  
4:30                      Announcements & afternoon prayer  
  
6:30                      Banquet

### ***Thursday, July 26***

8:30                      Worship, Watts Chapel  
9:00 – 12:30        *Office Management: Janet Shook*  
12:30                      Announcements & noon prayer  
1:30 – 4:30        *CBA Project Guidelines: Ken McFayden*  
4:30                      Adjourn  
                            Dinner on your own

\*Lunch is provided each day on campus