

CHURCH BUSINESS ADMINISTRATORS SEMINAR

CHARLOTTE CAMPUS

Date: September, 2016 – May 2017; classes are eight Thursdays 9:30 a.m. to 5:00 p.m. (see schedule below)

Event location: Union Presbyterian Seminary, Charlotte campus, 5141 Sharon Road

Registration: \$100 per day for individual seminars (a two-day seminar would be \$200); \$335 for the spring or fall courses (four days); \$670 for all eight courses. **The cost of lunches is included.** If you need to spend the night, book your reservation with a nearby hotel; hotel costs are not included.

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

Note: *All eight seminars must be taken to complete the requirements for certification*



CORE CURRICULUM TOPICS OFFERED AT UNION PRESBYTERIAN SEMINARY IN CHARLOTTE, 2016/17

9/8/16 Managing Financial Issues – Budgeting

9/22/16 Managing Financial Issues – Accounting

NOTE: Financial Issues is a 2-day seminar; both Budgeting and Accounting must be taken

10/6/16 Managing Legal and Tax Issues

10/20/16 Managing Facilities and Property Issues

4/6/17 Managing Strategic Planning Issues

4/20/17 Managing Human Resources Issues – Legal

5/4/17 Managing Human Resources Issues – Personnel

NOTE: Human Resources is a 2-day seminar; both Legal and Personnel must be taken

5/18/17 Managing Communications Issues

THE CERTIFICATION PROGRAM

The Leadership Institute at Union Presbyterian Seminary, in cooperation with The Church Network (formerly NACBA), is pleased to offer this certification seminar program. The program meets certifying standards of the Presbyterian Church Business Administrators Association (PCBAA). Faculty from Union Presbyterian Seminary, local colleges, and qualified business practitioners teach the seminar sessions. You do not need to be seeking certification to attend. This is a multi-denominational program, and is open to clergy as well as professional church administrators and volunteers.

The certification curriculum has changed in recent years. The entire in-class process may now be completed in eight days. All eight of the core courses will be offered on Thursdays, four in the fall and four in the spring at Union Presbyterian Seminary in Charlotte.

SEMINAR FORMAT AND PROGRAM CREDIT

Those seeking certification must complete core classes and additional CEUs. Each set of core classes is offered every year at Union Presbyterian Seminary. ***The order in which the seminars are taken is unimportant.*** 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.

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

REQUIREMENTS FOR TCN PROFESSIONAL CERTIFICATION

Completing the eight seminars on campus at Union Presbyterian Seminary meets the new requirements for core courses toward certification in The Church Network.

Other requirements include:

- 4.0 CEUs (Continuing Education Units) in other areas;
- 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 membership in The Church Network (formerly NACBA) for at least two years at the time of certification;
- submission of the application for certification, personal evaluations, and other administrative requirements.



For further details, please visit The Church Network website ([click here](#)), call The Church Network at 800-898-8085, or see the links below.

[Click here](#) for **Project Guidelines**.

Scholarship Information

Members of The Church Network can receive a scholarship to attend the training seminars.

[Click here](#) for more information.

Denominational Certification

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

MEALS

The cost of lunches and snacks is included in the cost of registration. When you register you will be asked to indicate any food preferences (gluten-free, dairy-free, vegetarian, etc.).

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If you would prefer to register without going through the internet, please contact Elizabeth DiStanislao at 804-229-4301 or 800-229-2990, ext. 301, or edistanislao@upsem.edu.

