

CHURCH BUSINESS ADMINISTRATORS SEMINAR

RICHMOND CAMPUS

Date: July 19-22 and/or July 25-28, 2016

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

Registration: \$550 for both weeks (all eight days); \$275 for one week or the other (four days); \$85 per day for individual courses (a two-day course would be \$170). The cost of meals and housing is additional.

CEUs: 2.5 for each week, 5.0 for both weeks, 0.65 per day

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

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.

The certification curriculum has changed in recent years. The entire in-class process may now be completed in eight days over two weeks. Both weeks will be offered in one summer at Union Presbyterian Seminary. Because the certification process is in transition, you may register for individual seminars that you need and not repeat ones you already have (although you may choose to repeat them, since the instructors will be different), and you may earn CEUs for seminars previously completed.

SEMINAR FORMAT AND PROGRAM CREDIT

Those seeking certification must complete core seminars and additional CEUs. Each set of core seminars is offered every year at Union Presbyterian Seminary in Richmond and in Charlotte. **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. The seminar schedule and arrival information will be sent to registered participants one month prior to the event.

REQUIREMENTS FOR TCN PROFESSIONAL CERTIFICATION

Completing the two weeks 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 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 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.

CORE CURRICULUM TOPICS OFFERED AT UNION PRESBYTERIAN SEMINARY IN RICHMOND IN 2016

JULY 19-22, 2016

- **Managing Financial Issues (2 days)**
- **Managing Legal and Tax Issues (1 day)**
- **Managing Facilities and Property Issues (1 day)**

JULY 25-28, 2016

- **Managing Human Resources (2 days)**
- **Managing Communication Issues (1 day)**
- **Managing Strategic Planning Issues (1 day)**

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

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 is \$48.00 per week; for *both* weeks, the cost is \$96.00. If you are coming for just a class or two, the cost for lunch on a **per day** basis is \$12.00. 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 or a double bed and private baths.

A single room (not shared) is \$40 per night. Sharing the room with another person reduces the total cost to \$50 per night (\$25 per person).

If you would prefer to stay at a nearby hotel, we have a good rate with the Springhill Suites, north of the seminary about 6 miles at 9701 Brook Road, for \$119 per night. [Click here](#) to reserve a room at this special rate, or call (804) 266-9403 and mention that you are part of a Union Presbyterian Seminary event.

Choose your meal and housing options when you register online.

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

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.

Richmond Campus
CBA Core Curriculum ~ July 19-28, 2016
Schedule of Sessions and Activities

- FOR PARTICIPANTS SEEKING CERTIFICATION, THE CHURCH NETWORK REQUIRES ATTENDANCE AT THE ENTIRE CLASS TO RECEIVE CREDIT.

Tuesday, July 19

8:00 a.m.	Check-in
8:45 a.m.	Welcome and Introductions, Morning devotions
9:00 a.m. – 12:30 p.m.	<i>Managing Financial Issues – Part 1: Accounting</i>
12:30 – 1:30 p.m.	Lunch
1:30 - 4:30 p.m.	<i>Managing Financial Issues – Part 1: Accounting</i>
4:30 p.m.	Announcements and afternoon prayer Dinner on your own

Wednesday, July 20

8:45 a.m.	Morning devotions
9:00 a.m. – 12:30 p.m.	<i>Managing Financial Issues – Part 2: Budgeting</i>
12:30 – 1:30 p.m.	Lunch
1:30 - 4:30 p.m.	<i>Managing Financial Issues – Part 2: Budgeting</i>
4:30 p.m.	Announcements and afternoon prayer Dinner on your own

Thursday, July 21

8:45 a.m.	Morning devotions
9:00 a.m. – 12:30 p.m.	<i>Managing Legal and Tax Issues</i>
12:30 – 1:30 p.m.	Lunch
1:30 - 4:30 p.m.	<i>Managing Legal and Tax Issues</i>
4:30 p.m.	Announcements and afternoon prayer

Friday, July 22

8:45 a.m.	Morning devotions
9:00 a.m. – 12:30 p.m.	<i>Managing Facilities and Property Issues</i>
12:30 – 1:30 p.m.	Lunch
1:30 - 4:30 p.m.	<i>Managing Facilities and Property Issues</i>
4:30 p.m.	Announcements and afternoon prayer - end first week Dinner on your own

Tour Richmond on your own; participate in group activities, visit a local church on Sunday, and/or travel home for the weekend.

Have fun and return safely on Monday!

Monday, July 25

8:45 a.m.	Morning devotions
9:00 a.m. – 12:30 p.m.	<i>Managing Human Resources – Part 1</i>
12:30 – 1:30 p.m.	Lunch
1:30 - 4:30 p.m.	<i>Managing Human Resources – Part 1</i>
4:30 p.m.	Announcements and afternoon prayer Dinner on your own

Tuesday, July 26

8:45 a.m.	Morning devotions
9:00 a.m. – 12:30 p.m.	<i>Managing Human Resources – Part 2</i>
12:30 – 1:30 p.m.	Lunch
1:30 – 4:30 p.m.	<i>Managing Human Resources – Part 2</i>
4:30 p.m.	Announcements and afternoon prayer Dinner on your own

Wednesday, July 27

8:45 a.m.	Morning devotions
9:00 a.m. – 12:30 p.m.	<i>Managing Communication Issues</i>
12:30 – 1:30 p.m.	Lunch
1:30 - 4:30 p.m.	<i>Managing Communication Issues</i>
4:30 p.m.	Announcements and afternoon prayer
6:30 p.m.	Group Dinner

Thursday, July 28

8:45 a.m.	Morning devotions
9:00 a.m. – 12:30p.m.	<i>Managing Strategic Planning Issues</i>
12:30 – 1:30 p.m.	Lunch
1:30 – 4:30 p.m.	<i>Managing Strategic Planning Issues</i>
4:30 p.m.	Adjourn

*Lunch is provided each day on campus for those who purchase a meal plan.