

MILE HIGH CHAPTER

September
2011

NACBA NEWS

Volume 9, Issue 2



National Church Administration Day

October 20

“Human Resources—Your Church’s Valued Assets”

*Presenter—Joan Rennekamp,
M.P.A., SPHR,
Rothgerber, Johnson & Lyons*

This October will see the 3rd annual National Church Administration Day celebrated across the country.

Members of local chapters will host special events for church leaders of all Christian faith denominations.

The mission: “The National Church Administration Day is a service event of local churches to share their knowledge of accurate, current information and resources to assist Ministers and Laity in congregations with the administration of their churches.”

On October 20, Ms. Joan Rennekamp will address the Mile High NACBA Chapter. She will concentrate on four areas of interest for Business Administrators of religious

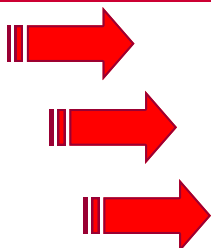
organizations:

1. Classification of church workers
2. Wage issues in Colorado
3. Performance management
4. Termination

Joan Rennekamp is a human resources professional with more than 30 years of experience. She works with Rothgerber, Johnson & Lyons in the Labor and Employment Law practice area providing human resource assistance to clients. She provides human resources advice and service to clients in a wide variety of areas, including policy development, handbook design, development of compensation philosophy, and policy and performance management assistance and training. In addition to being a regular speaker at Mile-High presentations, she has experience with many organizations, including health care, governmental agencies, for-profit companies, religious organizations, and nonprofit agencies.

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Mile High Chapter

November Program

November 10

“CCA Projects—Electronic Giving and Technology Management”
Presenters—Sandy Myers, CCA, and Mary Backhus, CCA

What is a CCA and why would you want to know? From the NACBA website: “NACBA’s Committee of Professional Training and Standards developed a professional program of certification for church administrative leaders that has been in place since 1952. The designation of Certified Church Administrator (CCA) is given to those who complete the NACBA’s certification program. CCA designation empowers you to be a better church administrator by following the national standards put in place by NACBA. The certification program enables you to further your business education while acquiring knowledge and resources unique to church administration, an asset to both you and your church.”

Two of our chapter members were certified this summer in Washington, DC: Sandy Myers and Mary Backhus. In November Sandy and Mary will share the projects they developed as part of the certification process. Both of their projects are timely for our churches as we move swiftly into everything-electronic.

Sandy researched online giving programs for her church with the understanding that e-giving is becoming critical to the life of the church. She learned that many churches have already established such programs but have done so without an understanding of the regulatory requirements and without understanding many of the security risks. Sandy’s project is an in-depth study that can benefit other church administrators seeking to implement e-giving.

Mary’s project evolved from a need to manage the technology environment that was exploding in her church and school. While not a ‘techie,’ Mary still needed to understand and oversee a program ranging from a phone system to a 25-unit computer lab to an online communication program. In addition, there had to be a way to manage paid and volunteer tech staff. Ah, the adventure.....

Join us in November as we get specific about CCA projects and their benefit to you. Each member of our chapter that has the CCA behind their name has gone through this process. Ask around and find out just how much practical information is available to you simply by your association with Mile-High. It’s a good place to be!



September Program

“Background Check Bootcamp for Churches”

Presenter—**Steve Durie**

President and CEO—*SecureSearch Background Checks*

Steve’s presentation was an excellent reminder that our world is not as safe as we’d like it to be. When we ask “why all the worry?” Steve reminded us that

- 20% of all non-profit volunteers and staff background checks have a red flag (*source SecureSearch Historical Data*)
- 4% are relevant to working with children or youth.

He said that sex offenders are preying on churches, camps, schools, and child programs because *30% of the churches do not conduct any background checks—especially for volunteers.*

Steve provided many frightening facts and statistics that all point to the critical need for *good* background checking policies and procedures. He asked “are your policies and procedures shelf-ware or actively enforced?” And who should we be checking? Anyone involved with cash, keys, kids, and driving. I never thought to background check choir members, but there are times that they will be around

our member children and they are considered “non-paid staff.” If something happened, the legal system would consider a choir member as part of staff.

Apparently, there is *much* to learn regarding adequate and reliable background checks. If you’d like to contact Steve directly, he can be emailed at steve@securesearchpro.com.



“Implementation is key—due diligence is *your* responsibility.”

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Please feel free to call any of our board for information about the Mile High Chapter or National NACBA

Chapter Location

Bethany Lutheran Church

4500 E Hampden Ave,
Cherry Hills Village, CO 80113
(Hampden & Happy Canyon)

8:00 a.m. Fellowship/breakfast
(cost is included in your
membership fee)

8:15 a.m. Business meeting

8:45 -10:30 a.m. Program of the
month

Non-members pay \$25 per
session (includes breakfast)

Let us know you're coming...

Contact Debbie Boyer at
303.798.1356 or
holytrinitylutheranlitleton@gm
ail.com to make your breakfast
reservation.

We **encourage** participation in
the newsletter as part of the
networking of the chapter. If
you have articles of interest or
regarding opportunities within
your organization, please
contact Mary at 303.798.0711 or
mbackhus@sothfamily.org

NACBANews is published
monthly. Deadline for articles
to be included in the newsletter
is the 15th of the month
prior to publication.

Repeat:
articles from
members are
welcome!



I've Been Thinking About New Ideas (to me, anyway) That I Brought Home from Washington, D.C....

...And I'm thinking that I might
actually act upon one of them
sooner rather than later. The idea
nagging at me is a "Financial
Dashboard" report that was
discussed at a workshop
presented by Vonna Laue, CPA
entitled "Advanced Accounting
Forum."

Please understand that I am
not an accountant...I had to be
tutored in second-grade math...In
fact, I had to take a class in
understanding financial reports
after I graduated from college!
The workshop's description
indicated that this session was
intended for administrators who
have been in their position for six
years or more, so I was
qualified...It did not imply that
the administrator had to be fluent
in accounting-speak.

Vonna introduced this
"Financial Dashboard" report in
the last part of her presentation.
It consists of a series of
'snapshots' concerning your
church's financial profile on just
one page: "key ratios,"
"contributions and attendance,"
"debt & expenses," and a space

for "current month
analysis &
comments."



I'm still trying to wrap my mind
around the "key ratios" piece, but
I'm positive that the members of
my Finance Council would
appreciate graphs of our monthly
income by fund and our
attendance and membership, the
average contribution per
attendee, and a chart illustrating
our year-to-date expense and debt
service breakdown. As it
happens, they are beginning to
ask that some of this information
be prepared for them already, just
not on a monthly basis, *yet*.

Vonna also discussed the
advantages to be gained by
including a "cash availability
report" as part of the dashboard,
a sort-of "what you have vs. what
you can spend" snapshot. Maybe,
by the time that Vonna is
presenting our chapter program
in January, I'll have figured-out
how to discuss "key ratios"
somewhat intelligently...

Teri Vasicek, CCA.

SMILE

You have just received the Amish
virus. As the Amish don't have
any technology or programming
experience, this virus works on
the honor system.

Please delete all the files from
your hard drive and manually
forward this virus to everyone on
your mailing list.

Thank you for your cooperation.

