

Session Dates

1. September 10, 2011
2. November 12, 2011
(NOTE: Oak Grove Session will be held on NOV. 5)
3. March 10, 2012
4. May 12, 2012



Registration Form

Attendee Name _____

Address: _____

District: _____ Church Name _____

Dates You Will Attend: _____

Location You will Attend: _____

Number of Sessions:

Cost

Enclosed

\$15

\$ _____



Mail to: Mississippi Conference UMC Treasurer, P.O. Box 1201, Jackson, MS 39215

2011-12 Local Church Administry Training

Sponsored by the Treasurer and Council on Finance and Administration
of the Mississippi Conference of The United Methodist Church



This financial leadership training provides counsel and guidance to strengthen the administrative and financial abilities of the local church treasurer, financial secretary, finance committee members and church business administrators. Successful completion of all 8 sessions will result in a Mississippi Conference recognized Church "Administer".

Courses

2 Hour Sessions

- 1. Human Resource Training for Lay and Clergy Employees:** Explore the difference in lay and clergy compensation and the related tax reporting. Learn about business reimbursement accounts, medical flexible spending accounts, and clergy housing. Spend time with the pension plan and new health law requirements.
- 2. Statistical Reporting/Connectional Giving:** The annual statistical data report is very important and a *2008 Discipline* requirement for the local pastor to complete. Learn how to assist the pastor in the proper presentation of this report. In this session you will learn how the statistical tables affect your mission shares. After learning how the mission shares are computed, you will explore the connectional ministry beyond the local church that we as United Methodist do together.
- 3. Basic Accounting/Budget Preparation:** We will familiarize the participant in the common terminology using in accounting and provide them with the tools to prepare and analyze financial statements for the local church. This course will also teach participant to successfully prepare the operating budget for the local church.
- 4. Fixed Asset Management/Risk Management/Building Use:** In today's society, churches are just as vulnerable as any public place to violence, neglect and abuse. We will learn how to assess the risks as well as ways to implement measures to protect people and property.
- 5. Extravagant Generosity through Stewardship and Strategic Planning:** The objective of this course is to inform and motivate participants in the art of extravagant generosity based on the United Methodist theology and history. Learn about the three pockets of giving, the reasons people give as well as some fund raising techniques. We will also study strategic planning and its importance in our generosity.
- 6. Employment and Legal Issues:** We will familiarize the participant in the common issues related to employment law and personnel policies. The participant will also become familiar with the various requirements outlined in the Book of Discipline and other legal/tax issues that may be encountered in the administrative ministry.
- 7. Auditing, Internal Controls, Banking, Credit Cards:** Successful completion of this course should enable one to prepare for or conduct a local church audit, implement or access a good internal control system, evaluate Church/Bank relationship, and ensure proper use of credit cards.
- 8. Financial Secretary's Responsibilities, Communications, Giving:** Successful completion of this course should enable one to serve as Financial Secretary of a local church, effectively communicate the financial health and ministry to the church as well as enhance a more positive sense of giving by the congregation.

4 Hour Sessions on 4 Days in 4 Regional Areas

Session Agenda:

9:30- 10:00	Gathering
10:00-12:00	Session
12:00-1:00	Lunch
1:00-3:00	Session
3:00-3:30	Closing Discussion for Next Steps

Cost:

Session cost is \$15 which covers meals, snacks and session supplies.

Locations:

Select the location that best suits your needs:

- Anderson UMC, Jackson
- Batesville First UMC, Batesville
- Oakgrove UMC, Hattiesburg
- St. Luke UMC, Tupelo