

**Note:** Classes are subject change without notice in order to keep abreast of current laws and church climate. **ALSO:** *The listing does not provide a detailed breakdown of each class and all the additional materials, videos, etc provided during the courses.*

### ***Certification Track for Church Administrator:***

**Total of 21 classes** *(Note: We reserve the right to change, update, modify our classes as needed to stay abreast of ever-changing laws and church environments)*

- Principles in Church Administration** – This class is the foundational class and focuses on what church administration is and the roles of the administrative and pastoral staff. It overviews the calling, giftings, attributes, character and purpose of the ministry of church ministry assistants. (with assignment and quiz class is about 3 hrs).
- Setting Up and Running a Church Office** – This class outlines the administrative structure of a church office, its appearance, office procedures, office etiquettes, security, detailed study of records management [proper procedures for filing, storing, archiving, and disposition of records (hard copies and electronic files)], overview of and management of a church office, brief overview of church constitution and bylaws, starting a new church, the importance of knowing and understanding your church's mission, understanding tax exempt status, zoning laws and ordinances, etc. In addition, it overviews the various church management software available to make church administrators and finance managers' jobs easier. *This is one of our longest courses, so learner needs to pace self accordingly.* Apprx 11.5 hours
- Principles of Effective Writing and Editing** – This class provides basic writing techniques necessary for every ministry assistant to successfully communicate in print. 1.5 hours
- Principles of Maintaining a Godly Atmosphere** – This class provides insight and guidelines into maintaining a Godly atmosphere in the church office while still effectively managing the business affairs of the church. With Quiz, this class is 3 hours.
- The Importance of Church Policies and Procedures** - This class provides an overview of policies and procedures and the importance of written policies to more effectively oversee the business and administrative aspects of the church. 1 hour 38 minutes.
- Principles of Dealing with Difficult Members** – This class provides a study of effectively serving difficult members without wounding the member or compromising your sanity or the church's mission. 2 hrs 40 minutes
- Church Facility Management** - This class provides a brief overview of managing the church's building(s), maintenance requirements, and usage policies. 1 hr 20 minutes

- ❑ **Principles of Team Ministry in the Church** – This class provides a study into flowing together as a team. Ministry Assistants, regardless of denomination, must master the ability to flow effectively with members, fellow staff, and their church leaders. This course details the role of the ministry assistant and how to successfully flow as a team in fulfilling the vision and mission of the church. 2 hrs 35 min
- ❑ **Principles of Maintaining Boundaries** - This class provides instructions on establishing and maintaining boundaries. 1 hour 4 min
- ❑ **Principles of Avoiding Burnout** – This class overviews the common causes of burnout, especially for church ministry assistants. It furthers covers techniques to prevent and/or overcome burnout. It also provides techniques and strategies of how to effectively manage your time and accomplish the assignments at hand. 2 hours.
- ❑ **Recruiting, Keeping, and Managing Volunteers** – Churches rely on the willingness of their members to serve, often without financial pay. But how do you find, motivate, train, manage, and reward volunteers? This class provides basic guidelines for effectively recruiting, motivating, keeping and managing volunteers without making ship-wreck the health of the church, relationships, and the volunteers' spirituality. 1 hr 30 min
- ❑ **Staff Infection** – This class is designed to provide you with tools in resolving problems within your church or ministry team. 1 hr 25 min
- ❑ **Event Planning Basics** – This class provides a brief overview on how to successfully plan, coordinate and oversee church-sponsored events. ~35 min
- ❑ **Pastoral Care** – Although most pastoral care classes deal with the nurturing and care that a pastor is to give to the sheep, this class deals with the ministry that the church can give to pastors to help alleviate unnecessary stress, financial hardship, and preventing them from becoming casualties of ministry. It covers subjects such as the pressures of ministry, the importance of the pastoral team, the danger of running on empty, helping to alleviate ministry stress, the pastor's wife, minister compensation package, including understanding the federal and Social Security employment status of credentialed ministers, taxable income, love offerings, honorariums, Foreign Ministers honorariums, who is eligible for special treatment as a minister, housing allowance (including how to set it up, what happens if housing allowance projection is less than actual); intermediate sanctions (excess benefits). With Quiz 5 hours 17 min
- ❑ **Financial Accountability** – Provides a brief overview of financial accountability, as pertaining to handling contributions, including designated contributions, complying with IRS guidelines, what are tax deductible and nontax deductible contributions, what legally must be on all church contribution statements, how to not cause the IRs to render your donors donations not tax deductible, Accountable and Non-accountable reimbursement plans, brief mention of love offerings, housing allowance, and pastor's pay, pier diems, UBIT, gifts to pastors, Section 2102 of the Small Business Jobs Act and how it affects churches, and a brief overview on the necessity of budgeting and the very basics of church budgets. 2 hrs 19 min

- ❑ **Internal Controls** – This class provides information on proper internal controls within a church. It covers being a good steward, the importance of separation of duties, benevolence. ~1 hr 30 minutes not including bonus material
- ❑ **Copyright Laws** – This class reviews changes in Internal Revenue Service tax laws and their application to churches, end-of-the-year check list, and UBIT. It also covers various state laws, copyright laws. In addition, it briefly covers creating a for-profit-arm for your church. Resource. 53 minutes
- ❑ **Managing Human Resources** – This class is a basic overview on managing a church's people resources. It covers recruiting, and maintaining quality employees, job descriptions, employment laws, ADA, interviewing, termination, and compensation. 2 hrs 50 min (not including bonus materials)
- ❑ **Serving in the Church as a Ministry Assistant** – Unlike our other *Serving in the Church Class*, this class focuses on the ministry assistants. It also stresses the covenant relationship members enter upon becoming a part of a local church. It also covers connecting to your church's vision and overcoming the spirit of competition. 47 min
- ❑ **Principles of Church Growth** – The Church is a living organism and must be seen as that. However, it has been proven that churches grow when they intentionally reach out to people outside of their four walls. This class focuses on not just growth in numbers but in spirituality. 2 hrs (*not including bonus materials*)
- ❑ **Risk Management** – This class details the proper procedures and tools that must be implemented to ensure adequate care is taken to ensure the security of the church's resources, youth, and buildings. It covers topics from insurance, negligent hiring, maintenance, fire hazards to employee screening. 1 hr 37 min (*excluding bonus materials*)

**Church Secretary Track for Certification Program:****Total of 15 classes**

- ❑ **Principles in Church Administration** – This class focuses on what church administration is and the roles of the administrative and pastoral staff. It overviews the calling, giftings, attributes, character and purpose of the ministry of church support staff / ministry assistants. ~3 hrs
- ❑ **Setting Up and Running a Church Office** – This class outlines the administrative structure of a church office, its appearance, office procedures, office etiquettes, security, brief study of records management, overview of and management of a church office, brief overview of church constitution and bylaws, the importance of knowing and understanding your church's mission, understanding tax exempt status, zoning laws and ordinances, etc. In addition, it overviews the various church management software available to make church administrators and finance managers' jobs easier. *This is one of our longest courses, so learner needs to pace self accordingly* (this is little less condensed than the one for the administrator certification). ~ 9.5 hrs
- ❑ **Pastoral Care** – Although most pastoral care classes focuses on the nurturing and care that a pastor is to give to the sheep, this class deals with the ministry that the church can give to pastors to help alleviate unnecessary stress, financial hardship, and preventing them from becoming casualties of ministry. ~3 hrs
- ❑ **Serving in the Church** – Unlike our other *Serving in the Church Class*, this class focuses on the ministry assistants. It also stresses the covenant relationship members enter upon becoming a part of a local church. It also covers connecting to your church's vision and overcoming the spirit of competition. ~47 min
- ❑ **The Basics of Meetings and Taking Minutes** – This class provides you with a brief overview of how to properly and legally prepare and hold church meetings and how to correctly record minutes. ~1 hr
- ❑ **Principles of Effective Writing** – This class provides basic writing techniques necessary for every ministry assistant to successfully communicate in print. 1 hr
- ❑ **Principles of Maintaining a Godly Atmosphere** – This class provides insight and guidelines into maintaining a Godly atmosphere in the church office while still effectively managing the business affairs of the church. ~3 hrs
- ❑ **Principles of Maintaining Boundaries** - This class provides instructions on establishing and maintaining boundaries. 1 hr 4 min
- ❑ **Principles of Avoiding Burnout** – This class overviews the common cause of burnout, especially for church ministry assistants. It further covers techniques to prevent and/or overcome burnout. It also provides techniques and strategies of how to effectively manage your time and accomplish the assignments at hand. ~2 hrs

- ❑ **Principles of Dealing with Difficult Members** – This class provides a detailed study of effectively serving difficult members without wounding the member or compromising your sanity or the church’s mission. 2 hrs 40 min
- ❑ **Principles of Team Ministry in the Church** – This class provides in-depth study into flowing together as a team. Ministry Assistants, regardless of denomination, must master the ability to flow effectively with members, fellow staff, and their church leaders. This course details the role of the ministry assistant and how to successfully flow as a team in fulfilling the vision and mission of the church. It also provides details on how to establish and develop a functioning team ministry, personnel and staff development, the importance of job descriptions, and maintaining the team. 2 hrs 35 min
- ❑ **Recruiting, Keeping, and Managing Volunteers** – Churches rely on the willingness of their members to serve, often without financial pay. But how do you find, motivate, train, manage, and reward volunteers? This class provides basic guidelines for effectively recruiting, motivating, keeping and managing volunteers without making ship-wreck the health of the church, relationships, and the volunteers’ spirituality. 1 hr 30 min
- ❑ **Basics of Event Planning** – This class provides brief overview on how to successfully plan, coordinate and oversee church-sponsored events. ~35 min
- ❑ **Principles of Internal Controls** – This class provides information on establishing and implementing internal controls within a church. It covers financial and administrative controls. ~2 hrs 30 min
- ❑ **Risk Management** – This class details the proper procedures and tools that must be implemented to ensure adequate care is taken to ensure the security of the church’s resources, youth, and buildings. It covers topics from insurance, negligent hiring, maintenance, fire hazards to employee screening. ~1 hr 37 min