



# The Connection

The United Methodist Association of Church Business Administrators

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The Professional Training and Standards Committee of the National Association of Church Business Administration is in the process of establishing a Retention of Certification program for FCBA's. While similar to the United Methodist system of re-certification, this Q & A compares the two and offers guidance. If any errors are discovered please direct them to Mark King, UMACBA Director of Communications.

## Questions and Answers on NACBA Retention and UMACBA Recertification

### What is NACBA Retention?

As with most modern professional standards, NACBA desires to increase the value of certification by mandating FCBA's maintain relevance and continued excellence in the field of church management. Every four years, a FCBA must demonstrate compliance with the association's continuing education requirements through the national office.

### What are retention requirements?

FCBA's must earn 4.0 Continuing Education Units during a four year period (40 hours). The general rule is one hour (50 minutes of instruction) in a CEU-type seminar will equal one tenth (0.1) CEU. Therefore 10 hours of instruction in a CEU-type event will equal 1 CE unit.

### How can I earn CE Units?

Attendance at the NACBA National Conference is an excellent way to earn such credits as a typical conference will offer 1-1.5 CEUs. Other sources for CEUs include any that offer education in matters related to church administration and management. CEUs can also be earned by submitting articles of 1500 words for publishing in a general circulation periodical, including the *NACBA Ledger*; a CEU reading program; and leading a seminar. For questions or validation of courses, contact the national office.

### How is the retention process tracked?

FCBA's will submit all qualifying continuing education documents to the national office. These will be entered into the NACBA database and available online. Each January all active FCBA's will receive reports of their current status.

### What if I leave the field?

If an FCBA leaves the field in good standing and desires to re-enter, a form is to be completed and submitted to the national office for re-entry. Upon approval, the FCBA will begin retention requirements based on their retention status at the time of departure.

### What if I allow certification to lapse by not adhering to retention standards and then decide I want to re-certify?

If fewer than four years have lapsed, then the FCBA may petition to be reinstated. The FCBA should contact the national office for requirements from the PT&S Committee. If more than four years has lapsed or the reinstatement appeal was rejected, then the individual must undergo certification requirements again with the exception of completing a project.

### What if I am an Emeritus Member?

FCBA's who are granted emeritus status may continue to use the FCBA designation

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**UMACBA Nominating Committee Report****President**

Phillip Estes, FCBA, CUMCBA

Phil has served as the CBA for Manchester United Methodist Church in Manchester, MO since 1999. His previous experience includes nine years with Maritz Inc. as a Training Manager and Program Manager in sales, marketing and communications, and 10 years in Missouri state and local government as a Community and Economic Development Professional and City Administrator. Phil has served one year and is eligible to serve two more years as President.

**Vice President**

Dianne Wilkinson, FCBA, CUMCBA

Dianne has served on staff at Trinity United Methodist Church, Ruston, LA, for 24 years with the last 10 years as CBA. Previous staff areas included Leisure Ministry director, Christian Educator and Director of Program. This has given her a broad overview of the mission and ministry of the church. Dianne completed her certification education in Church Business Administration from Candler School of Theology, Emory University in 1999 and was recognized as certified by the UMCBA and NACBA in 2000. Dianne is the mother of three grown sons and has one beautiful granddaughter! Dianne has served one year and is eligible to serve two more years as Vice President.

**Secretary**

Jim Terry, FCBA, CUMCBA

Jim has been appointed as Associate Minister in Business Management to the First United Methodist Church of Fort Worth, Texas, since 2000. Prior to that he served seven years as Church Administrator at First United Methodist Church in Denton, Texas, after beginning his professional church career at the First United Methodist Church of Lubbock, Texas. Jim is eligible to serve three years as Secretary.

**Treasurer**

Dean Roller, FCBA, CUMCBA

Since October, 1999, Dean Roller has served as the church administrator for First United Methodist Church in Bloomington, Indiana. Prior to moving to Indiana, Dean served as a CBA in Asheville, North Carolina and a facility manager in Shreveport, Louisiana. He was certified by NACBA and SBCBAA in 1996 and by UMACBA in 2005. Before entering full-time church work, he served in the United States Air Force, retiring with nearly twenty-one years of service. Dean is eligible to serve three years as Treasurer.

**Communications Director**

Mark King, FCBA, CUMCBA

Mark is the Director of Communications for UMACBA. A church administrator for eleven years, he is currently Associate Minister, Director of Church Administration for Centenary United Methodist Church in Winston-Salem, North Carolina. In addition to possessing seminary degrees and being an ordained Elder in the Western North Carolina Annual Conference, he also earned an MBA and a Master of Accountancy. Mark is married and has three children. He enjoys music of all kinds, ethnic cooking and dining and writing creative fiction. Mark has served one year and is eligible to serve two more years as Communications Director

**Member-at-Large 2005-2008**

Phil Greenwald, FCBA, CUMCBA

Phil is the Business Administrator at St. Luke's United Methodist Church, Oklahoma City, OK, where he has responsibility for financial management, facility management, and staff supervision. He was commissioned as a Deacon at the 2005 Oklahoma Annual Conference. Phil has served in various church positions for over 10 years, including youth and program ministries in Washington, D.C., Tulsa and Duncan, OK, and Atlanta, GA. Phil has served two years and is eligible to serve one more year as Member at Large.

**Member-at-Large 2006-2009**

Dixon Moseley, CUMCBA

Dixon retired from Monsanto in St. Louis in 1993, at which time he returned to Pensacola, Florida, to join the First United Methodist Church as Church Business Administrator. He has a B.S. Degree in Chemical Engineering from Clemson College and an M.B.A. from the University of West Florida. Dixon has served one year and is eligible to serve two more years as Member at Large.

**Member-at-Large 2007-2010**

Susan "Sue" Forry, CUMCBA, FCBA

Sue lives in Zionsville, IN. with husband of 37 years, Jim, an Engineering Manager with Rolls Royce Corp. Daughter Robbyn, husband Jason and granddaughter Anna reside in southern Ohio and are associated with Miami University in Oxford, OH. Sue has been a member of Zionsville United Methodist Church for 27 years and on staff for 18 years in the area of administration. Sue received her UMACBA Certification through NICFA at Candler Theological Seminary in 2001, and her FCBA Certification in 2004. Sue is eligible to serve three years as Member at Large.

**This slate of officers is presented by the nominating committee. Other nominations may be made from the floor during the appropriate business meeting, subject to the prior consent of the person being placed in nomination.**

## Membership, Fellowship, Connection.

letter from the  
**President**  
PHILLIP M. ESTES

Dear Friends:

In this issue of *The Connection* you will find a detailed discussion of “Certification Retention.” As you know, a central purpose of the United Methodist Association of Church Business Administrators is to “provide leadership, training and encouragement” for professional Church Business Administrators (CBAs). To that end, we invite all CBAs to pursue training through the Candler School of Theology Certification course. We also encourage Certified CBAs to *continue* learning by attending the annual UMACBA conference or other training events each year, in order to gain continuing education units (CEUs) as a way of pursuing professional excellence.

While continuing education has value in and of itself, the process of learning offers the added value of fellowship with other UMACBA members and strengthens our connection as United Methodist CBAs in mission for Christ and his work in the world.

In Paul’s second letter to the Corinthians we read in chapter 4. 13-15, “But just as we have the same spirit of faith that is in accordance with scripture-‘I believed, and so I spoke’-we also believe, and so we speak, ... so that grace, as it extends to more and more people, may increase thanksgiving, to the glory of God.”

As CBAs, we come together for the purpose of learning, but find as Members of UMACBA, the added benefit of Fellowship and Connection as together we “believe” and “speak,” actively sharing God’s grace and love with others. This is why you are encouraged to become certified or ensure you are re-certified. There is important work to do and fun to have as we celebrate Christ’s call to administrative service.

Grace and Peace, Phil

### Q&A, from front

with no additional requirements. For certified United Methodist CBAs who have been granted emeritus status by the UMACBA, application may be made to the Executive Committee for Lifetime Certification.

#### What if I am both a FCBA and a CUMCBA — is retention the same as re-certification?

Not necessarily. While both are required every four years and membership in good standing in the respective organizations are obligatory, NACBA’s retention requirements are not equally compatible with UMACBA’s recertification. For several years, Certified United Methodist Church Business Administrators have been required to be “re-certified” to maintain the CUMCBA designation. To be re-certified as a CUJMCBA, one must attend a full ses-

sion of an annual meeting of the UMACBA **AND** fulfill one of the following:

- Attend a full session of the UMACBA a second time
- Attend an annual meeting of a chapter in good standing of UMACBA.
- Earn 1.0 CEU by attending an event related to church administration and approved by a general board or agency of the UMC or NACBA
- Attend the Leadership Institute of Church of the Resurrection UMC, Leawood, Kansas.
- Earn 1.0 CEU related to church administration with prior approval by the Executive Committee of UMACBA. Requests for this choice must be submitted 30 days prior to the event and addressed to the President, UMACBA at the General Council on Finance and Administration.

The purpose of the United Methodist Association of Church Business Administrators shall be to support the ministry of Christ and the Christian Church by providing leadership, training, and encouragement in the areas of church business administration for individuals and organizations of The United Methodist Church.

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#### MEMBERSHIP

For more information about becoming a member of UMACBA or for a membership application, go to our website [www.umacba.org](http://www.umacba.org) or contact Sheri Kimble, General Council on Finance and Administration, at 615-369-2351, fax is 615-369-2355.

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For more information about the United Methodist Association of Church Business Administrators, see the website at [www.umacba.org](http://www.umacba.org).

# IMPROVING YOUR SERVE



**NATIONAL ASSOCIATION OF CHURCH BUSINESS ADMINISTRATION  
51st NATIONAL CONFERENCE ★ JULY 11–15, 2007 ★ DALLAS-FORT WORTH, TEXAS**

Visit [www.nacba.net/conference](http://www.nacba.net/conference) to view the conference video, get more information, and register online.  
Don't miss this opportunity to become a more effective servant leader to your congregation!

## **The Connection**

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