



United Methodist
Association of Church Business Administrators
www.umacba.org

Membership Handbook 2006-07

Affiliated with the
General Council on Finance and Administration
of The United Methodist Church

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Applications:

**UMACBA Membership
UMACBA Certification
UMACBA Recertification**

Procedure for Certification As a United Methodist Church Business Administrator

Certification procedure

Certification as a United Methodist Church business administrator signifies recognition by the denomination and peers of the certified person as having achieved a special degree of professional attainment and commitment to ministry within The United Methodist Church.

To enter the certification process the candidate must manifest the qualities outlined in the current *Book of Discipline* of The United Methodist Church.

In order for a person to be recommended for certification as a United Methodist Church Business Administrator, the following procedure must be followed:

1. All required papers necessary to complete your file must be submitted to the General Council on Finance and Administration in Nashville, TN by August 31. Completion of the required seminars and project and payment of the UMACBA membership dues must be met prior to this date as well.
2. All applicant files are reviewed by the Executive Committee of the UMACBA, and recommendations for certification are made to GCFA by this committee.
3. The General Council on Finance and Administration, at its annual meeting, in late November or early December will certify those candidates who qualify.

How to begin the certification process

1. Enroll in the National Institute in Church Finance and Administration, Candler School of Theology, Emory University, Atlanta, Georgia. Program information is available through the General Council on Finance and Administration or Candler School of Theology of Emory University. [www.candler.emory.edu/academics/ocme]

Satisfactory completion of Seminars I and II and a project must be met as requirements for certification. The entire process shall be completed within a five-year period.

2. Secure an application for Certification through the General Council on Finance and Administration, P.O. Box 340029, Nashville, TN 37203-0029. [Note: see a copy of the registration form at the back of this manual or visit www.umacba.org]
3. Return completed application, evaluation forms, and a personal reference, to the General Council on Finance and Administration office by August 31.
4. UMACBA membership dues must be paid for the year in which you are applying for certification. Membership applications may be obtained from any board member listed in this handbook, or see a copy of the membership application in this handbook, or visit our website – www.umacba.org.
5. Certification cannot be granted until all items on the following checklist are completed and received in the GCFA office by August 31.

Checklist for a complete file

- a. Satisfactory completion of Seminar I: Planning for Mission in the Local Church.
- b. Completion of Church Finance and Administration Project.
- c. Satisfactory completion of Seminar II: Church Administration, Leadership, and Stewardship Development.
- d. Or, completion of the United Methodist Course on Polity at the annual UMACBA Conference, if Seminars I and II were completed at a certification center other than the Candler School of Theology.
- e. Application for Certification:
 1. Job Description
 2. Immediate Supervisor's Evaluation
 3. Administrative Board Chairperson Evaluation
 4. Committee on Finance Chairperson Evaluation
 5. Staff-Parish Chairperson Evaluation
 6. Personal Recommendation
- f. UMACBA membership dues paid in full

(Note: The completion of academic requirements does not mean automatic certification.)

**I. Certification as a Church
Business Administrator for
The United Methodist Church****A. General Requirements**

1. The applicant shall be a committed Christian who practices the basic principles of Christian stewardship and demonstrates competence and leadership ability in church finance and administration.
2. The applicant must have a minimum educational requirement, which is a high school diploma.
3. All applicants are required to complete the National Certification Program in Church Finance and Administration at Candler School of Theology, Emory University. (See "Checklist for a complete file," item d. above)
4. The applicant must be a member of the United Methodist Association of Church Business Administrators.
5. The applicant must function in appropriate areas in Church Finance and Administration.

B. Academic Requirements

Certification as a United Methodist Church business administrator requires the candidate to complete within four years the required academic courses approved by the Executive Committee and the General Council on Finance and Administration.

The approved program for certification is the National Institute in Church Finance and Administration at Candler School of Theology, Emory University, Atlanta, Georgia. It is cooperatively sponsored by Candler School of Theology, the General Council on Finance and Administration of The United Methodist Church, and the United Methodist Association of Church Business Administrators.

This program fully satisfies all academic requirements for certification and includes three major components:

1. Spring Seminar - Planning for Mission in the Local Church
2. Church Finance and Administration Project
3. Summer Seminar - Church Administration, Leadership and Stewardship Development

Those interested in graduate credit hours must contact the Director of the Emory Certification Program.

C. Certifying Agency

The General Council on Finance and Administration is the sole certifying agency for United Methodist Church business administrators. In this process, the Council works closely with and receives recommendations for certification from the Executive Committee of the United Methodist Association of Church Business Administrators.

When certification has been granted each United Methodist Church business administrator will receive a certificate to that effect. The General Council on Finance & Administration will advise the pastor and/or officer of the institution and the Annual Conference Board of Ordained Ministry.

The certification process will be subject to review and confirmation, from time to time, as determined by the Executive Committee of The United Methodist Church Business Administrators in consultation with the General Council on Finance and Administration.

Since the pursuit of certification by interested and capable persons is to their advantage and that of the Church, the staff of the General Council on Finance and Administration encourages and is pleased to work with those desiring certification.

II. Certification as a Church Business Administrator for Non-United Methodists

Requirements

1. The applicant shall be a committed Christian who practices the basic principles of Christian stewardship and demonstrates competence and leadership ability in church finance and administration.
2. The applicant has completed the National Institute in Church Finance and Administration at Candler School of Theology, Emory University.
3. The applicant must have a minimum educational requirement, which is a high school diploma.
4. The applicant is a member in good standing of the United Methodist Association of Church Business Administrators.
5. The applicant must function in appropriate areas in Church Finance and Administration.

III. Recertification

Recertification as a United Methodist Church business administrator is required every four (4) years. Each person must fulfill two of the four requirements within each recertification time period, unless you have attended two full sessions of an annual meeting of the UMACBA:

1. Attending a full session of an annual meeting of the United Methodist Association of Church Business Administrators once every four (4) years

And fulfill one of the following:

2. Attending the full session of an annual meeting of any Chapter, in good standing, of the United Methodist Association of Church Business Administrators. Note: the Executive Committee of the UMACBA will approve the program and academic requirements of Chapters of the UMACBA for an annual meeting prior to the distribution of any publicity.
or
3. Attending the Convocation on Development sponsored by the General Board of Discipleship.
or
4. Attending the Leadership Institute offered by Church of the Resurrection UMC, Leawood, Kansas
or

5. Earning one Continuing Education Unit in the four-year period related to Church Finance and Administration with prior approval of the Executive Committee of the UMACBA. Request for approval must be submitted with documentation that effectively demonstrates appropriate administration content and amount of contact hours to the Executive Committee at least 30 days prior to the event. All requests should be addressed to the Chairperson of the Executive Committee c/o General Council on Finance and Administration of The United Methodist Church, P.O. Box 340029, Nashville, TN 37203-0029

A certificate of earned CEU must be submitted before recertification will be granted.

Recognition of recertification will be done by notification to the person's conference, district and local church. It is highly desirable to have a digital photo e-mailed.

IV Recertification of Emeritus Members

For those certified members who have been granted retirement from their place of employment, and upon written request for emeritus membership (at least six months prior to the Annual Meeting) submitted to the UMACBA Board, such request will then be taken to the Annual Meeting for final approval at a business session of the entire membership. A retired member may request emeritus status, exempt from dues, but with all the rights of an active member.

Those certified members who have been granted retirement from their place of employment and have received emeritus status from the United Methodist Association of Church Business Administrators may apply to the Executive Committee for recommendation to the General Council on Finance and Administration for Lifetime Certification.

V The Order of Deacons

To pursue ordination in the new order of Deacons as established by the 1996 General Conference, the candidate must contact their Annual Conference Board of Ordained Ministry for information. (See *the current Book of Discipline of The United Methodist Church.*)

VI Lapsed Certification

Requirements to reinstate lapsed certification will be to complete one (1) CEU.

*Definition of Continuing Education Unit (CEU)

One CEU is defined as:

Ten contact hours of participation...in an organized continuing education experience...under responsible sponsorship... capable direction...and qualified instruction.

By-Laws of The United Methodist Association of Church Business Administrators

Section I Name and Relationship

- 1.1 The official name of the Association shall be the United Methodist Association of Church Business Administrators.
- 1.2 The Association shall be related to the General Council on Finance and Administration of The United Methodist Church as provided in the current Book of Discipline of the United Methodist Church.
- 1.3 The staff representative from the General Council on Finance and Administration shall be a member of the UMACBA and a member of the Executive Committee with all rights except vote. This person will function as staff for UMACBA.
- 1.4 The Director of the Certification Program at Emory University shall be a member of the United Methodist Association of Church Business Administrators Executive Committee with all rights except vote.

Section II Purpose

Seeking to Serve Christ, UMACBA Affirms, Enhances, and Supports the Ministry of Church Administration by providing leadership, training and encouragement in the areas of church business administration for individuals and organizations of The United Methodist Church.

In achieving this purpose the Association shall:

- 2.1 Develop and promote high professional and ethical standards by Association members.
- 2.2 Promote and encourage the training and hiring of church business administrators.
- 2.3 Relate the United Methodist Association of Church Business Administrators to the programs, emphases, and structure of The United Methodist Church and coordinate activities between the Association, the annual conferences and the General Council on Finance and Administration.
- 2.4 Serve as an advocate for those issues, programs and legislative matters which positively impact the work of the church business administrators.
- 2.5 Foster spiritual growth in its members so that the members become more effective Christian witnesses through their work.
- 2.6 Advise the General Council on Finance and Administration in all matters pertaining to United Methodist Church Business Administrators.
- 2.7 Provide resource services in the field of church business administration through the various channels of the Church.
- 2.8 Encourage and assist in the establishment of chapters of Church Business Administrators, within or across jurisdictional boundaries, and to unify and coordinate the program and work of these chapters.
- 2.9 Foster cooperation and good relationships with the National Association of Church Business Administration and other ecumenical organizations

**Section III
Membership**

- 3.1 An active member of the United Methodist Association of Church Business Administrators shall be active in an area of church administration by the United Methodist Church and/or its related agencies, shall have paid membership dues for the current year, and shall be entitled to voting privileges and to hold office and to serve on the Executive Committee.
- 3.2 For a member to be in good standing, their dues must be paid for the current calendar year.
- 3.3 An associate member is a person active in an area of administration by a church other than United Methodist or by a para church organization, education institution or community service agency approved by the Executive Committee. Said person shall have paid dues for the current year and shall be entitled to voting privileges and to hold office and serve on the Executive Committee.
- 3.4 An active or associate member upon retirement may request emeritus status. This request should be sent to GCFA six (6) months prior to the Annual Meeting of the Association. Approval of an emeritus status request by the Executive Committee shall be reported at the next Annual Meeting of the Association. An emeritus member shall be exempt from dues but will have all other rights of an active and associate member.
- 3.5 The Executive Committee may confer honorary membership upon an individual who has made a significant contribution to the area of church administration. Said person may not hold office or be required to pay dues but shall have all other rights of an active or associate member.
- 3.6 The Executive Committee may grant a leave of absence to an active Associate member for a period up to five years. A membership maintenance fee will be due for each year the member is on leave of absence.
- 3.7 Persons may be removed from the membership for cause. Any member of the Association may recommend that the Executive Committee consider removal of a member. The intention of the Executive Committee to recommend removal shall be made by written notice to the membership at least thirty (30) days prior to the meeting. Removal will be by two-thirds (2/3) vote of the members present and voting at the annual meeting of the association. The person whose removal is being recommended shall have the opportunity to appear at the annual meeting before the vote.

**Section IV
Officers**

- 4.1 The officers of the United Methodist Association of Church Business Administrators shall be president, vice president, secretary, treasurer, and communications director.
- 4.2 All officers of the Association must be members in good standing. The president and vice-president shall be certified United Methodist Church Business Administrators; the remaining officers shall be certified United Methodist Church Business Administrators or in the process of certification. The officers will be adequately bonded.

**Section V
Executive Committee**

- 5.1 There shall be an Executive Committee of the Association composed of the officers of the Association and three (3) additional members at large. The staff member of the General Council on Finance and Administration and the Director of the Certification Program at Emory University shall be members with voice but without vote.
- 5.2 The Executive Committee shall have interim powers to act for the Association during the period between the Association's Annual Meetings, but shall report its action to the full body. If items are referred to the Executive Committee by the body, the items shall be reported following the Executive Committee meeting.

5.3 Members of the Executive Committee may be removed from office for Non-performance of duties by two-thirds (2/3) vote of the Executive Committee on a motion brought by a member of the Executive Committee. The person whose removal is being recommended shall have the opportunity to appear before the Executive Committee prior to the vote.

**Section VI
Elections**

6.1 There shall be a Nominating Committee elected by the Executive Committee. Membership shall consist of a member of the Executive Committee as the chair, a former president of the UMACBA and two members from the general membership who represent different jurisdictions.

6.2 The Nominating Committee shall nominate the candidates for the Executive Committee of the Association. The persons nominated as officers and members at large shall come from the various jurisdictions. The report of the committee shall be mailed to the Association membership at least thirty days prior to the Annual Meeting. Other nominations may be made from the floor, subject to the prior consent of the nominees.

6.3 Officers of the Association and members at large of the Executive Committee shall be elected at the Annual Meeting of the Association. Officers shall be elected for one year and may serve no more than three (3) consecutive years in any given office. Members at large shall serve a term of three (3) years on a rotational system.

6.4 All officers and members at large of the Executive Committee shall assume their duties at the adjournment of the Annual Meeting in which they are elected.

6.5 Any unexpired term of any officer or member at large in the Association shall be filled by the Nominating Committee and confirmed by the Executive Committee for the period from the time of the known vacancy until the next Annual Meeting. The person filling the vacated position may serve for the rest of that term if elected at the Annual Meeting. This person would be eligible for nomination for another full term if elected.

**Section VII
Voting**

7.1 All members as defined in Section III of the By-Laws are eligible to vote on the business of the Association, including the election of officers and members at large of the Executive Committee.

**Section VIII
Dues**

8.1 Annual dues shall be established by the Association at its Annual Meeting to be effective for the following calendar year.

8.2 Any change in the amount of the dues shall be proposed in writing to the membership of the Association at least thirty days prior to the Annual Meeting.

8.3 Membership maintenance fees (same as 1/2 annual dues) shall be kept current while member is on leave of absence.

**Section IX
Meetings**

9.1 There shall be an Annual Meeting of the Association for the purpose of transacting the business of the Association, the sharing of ideas with programs particularly unique to The United Methodist Church and to provide an opportunity for fellowship. The programs and seminars presented during the Annual Meeting shall be of such content and with qualified leadership so as to provide for continuing education credit to meet the established requirements for recertification as Church Business Administrator. It shall be the responsibility of the Executive Committee to direct the planning of the Annual Meeting.

9.2 The Executive Committee shall meet at least once each year following the election of officers at the Annual Meeting.

9.3 Any action that may be taken at a meeting of the Association or Executive Committee may be taken by mail ballot. All members in good standing shall receive a ballot. A two-thirds (2/3) affirmation vote of all valid ballots shall be required to approve the action.

**Section X
Ad Hoc Committees**

10.1 There shall be such task groups or committees as the Association, the Executive Committee or the president shall designate.

**Section XI
Chapters**

11.1 United Methodist Association of Church Business Administrators chapters may be established after consultation with the president, the Executive Committee, and the approval and support of the General Council on Finance and Administration.

**Section XII
Training and Certification**

12.1 The General Council on Finance and Administration in consultation with the Executive Committee of the United Methodist Association of Church Business Administrators and with the Director of the Certification Program at Emory University shall determine and establish training standards and the standards and procedures for certification.

12.2 The General Council on Finance and Administration shall be the sole agency for certifying United Methodist church business administrators, upon the recommendation of the Executive Committee of the UMACBA.

12.3 The Executive Committee of the United Methodist Association of Church Business Administrators shall function as the Professional Training and Standards Committee.

12.4 Certification as a Church Business Administrator may be granted to members who meet all criteria and qualifications, both academic and non-academic, as set forth by the General Council on Finance and Administration and the Executive Committee of the United Methodist Association of Church Business Administrators.

12.5 The General Council on Finance and Administration, in consultation with the Executive Committee, may develop training programs on a regional or jurisdictional basis, for local church business administrators and such other personnel as may require training in the area of Church Finance, Administration and Management. Workshops and training laboratories shall be staffed by certified church business administrators where possible.

12.6 The General Council on Finance and Administration and the Association shall cooperate with other denominations in the structuring of regional meetings, whenever feasible, for cooperative training, study, sharing, and fellowship. Where possible, the cooperative training should lead to qualification of the participants for certification.

**Section XIII
Amendments**

13.1 These By-laws may be amended by the Association at the Annual Meeting by a two-thirds affirmative vote of the membership present and voting, provided a written notice of the proposed amendment has been mailed to the membership at least thirty days prior to the meeting, and provided that such amendment has been submitted to the Executive Committee for its recommendation prior to presenting it to the membership for vote.

13.2 If it becomes necessary to propose an amendment between annual meetings, a mail ballot may be held. All members in good standing shall receive a ballot. A two-thirds affirmative vote of all valid ballots returned shall be required to amend. The General Council on Finance and Administration shall administer the mail ballot. The Executive Committee shall report: 1) the number of ballots mailed, 2) the number of ballots returned, 3) the number of defective ballots, and 4) the number of ballots required for approval.