

# The Administrator

The Newsletter of the PCBAA

Volume 2 Issue 1

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## PCBAA President's Update - Board Notes

Christopher Y. Nicholas FPCBA President PCBAA

The administrative assistance to PCBAA hitherto provided by the PC (USA) Mission Support Services, ceased as agreed at end July 2007. Among others, we are grateful to Didi Emerson and later Diane Dulaney, who provided primary assistance to the organization. We are also thankful to Steve Sexton for his leadership in this regard. A sub committee consisting of Carol Barnett, Bob Clark, Bobbi Griffis and I have been meeting from time to time trying to find suitable replacement for the administrative services. Since our conference last July, we were sorry to lose our Nominations Chair Dianne Giroir, to a Lutheran Church. Dianne was a committed member of the board, and made a very pleasant presence in PCBAA. We are happy to announce that the board nominated

Bonnie Blackman, FPCBA from First Presbyterian Church, Greenville, South Carolina to be the new Nominations Chair. Our treasurer Ron Reeves reported that the financial position was good with about \$41,000 in the checking and \$12,000 in investments with the Presbyterian Investments and Loan Program. The board expressed words of appreciation to Ron Reeves for his good work as well as to our new Communications chair, Bob Clark for the good work on the Quarterly Newsletter. We discussed the following proposals:

- Create a PCBAA Administrator of the Year Award
- Offer web conferences pertinent to PC (USA) Administrators
- Profile a PCBAA

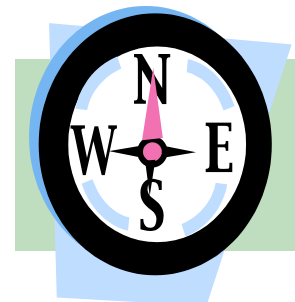


Gaylord Nashville  
Nashville, Tennessee

administrator in each issue of the newsletter.

The conference co-chairs Carol Barnett and Ron Nelson shared some of the exciting plans for our next conference in July 2008, in Opryland, Tennessee.

We look forward to seeing you in Nashville.



### Inside this issue:

- An update from President Nicholas ...
- Membership and You...  
Bobbi Griffis FCBA,PCBA
- Why be a certified Church Business Administrator?...  
Phil Boggs FCBA,FPCBA
- From the Chair...

## PCBAA Membership and You...

The purpose statement of our organization, stated in the PCBAA By-laws: **“The purpose of the Association shall be to promote the extension of God’s kingdom through**

**annual meetings of the membership in a program of continuing education, service, and fellowship designed to deepen and strengthen our lives, spiritually and professionally, and**

By Bobbi Griffis FCBA,PCBA

**encourage members to work for the betterment of the Christian church throughout the world”.**

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## Why would YOU want to become certified as a Church Business Administrator?

By Phil Boggs

Don't read this article if you are a "casual" church administrator; if your current job is something that you're doing between "real" jobs. You should not read this. You do not care about knowing the latest information on church tax issues. Your pastor, your boss, can take care of himself/herself when it comes to dealing with the IRS. He/she needs to worry about his/her own tax situation. You do not care about the latest changes in the 403(b) rules. After all, you're just passing through. Who cares if you got a good deal on your HVAC contracts or if that new roof you bought leaks when the "guarantee" is up in 10 years? You're just temporary.

On the other hand, maybe you do care. Maybe you should read this. Maybe it's your church we're talking about neglecting. Or maybe you're not in the habit of being a casual employee. Maybe, if you were once employed outside the church, you took those jobs very seriously and gave your employer your very best. And you're going to give your best to your church employer. Perhaps you were the consummate professional in a former life. Church work requires an extraordinary level of dedication and commitment, otherwise (I predict) you aren't going to make it.

So what do you do? How do you become a professional in this profession? I offer three things to help you in your quest.

First, attend the conferences of the National Association of Business Administration AND attend the meetings of the PCBAA which overlap the NACBA conference. At these conferences you'll attend seminars which will keep you on the cutting edge of your profession. Seminars in tax law, employment law, legal issues, church safety, human relationships, maintenance, insurance, etc. The list does go on and on.

Second, attend the four weeks of seminars that are offered as part of the certification as a Fellow of Church Business Administration (FCBA) process. If the seminars at the national conferences get you to the cutting edge of what's happening, the certification seminars will give you a basic grounding so that you can progress to the leading edge. Tell me now, do you really know everything there is to know about church insurance? Church tax law? HVAC systems? Staff motivation? Church office organization? Get the basics at the certification seminars; get the latest update at the conference seminars.

Third, are you really going to be a professional Church Business

*"So what do you do? How do you become a professional in this profession? I offer three things to help you in your quest."*

Administrator? Do you really have a passion for this work? Did God call YOU to it? I pray so. THEN take the next step after the certification seminars: do a project for your church. Do something that will help your church and contribute to the literature in the knowledge base of church administration. Do something that will help you to be a better administrator. Do something that I can read to help me be a better administrator! Then, fill out the applications, pay a little money and become certified as a FCBA. AND if you serve a Presbyterian church or governing body, take a polity course and be certified as a Fellow in Presbyterian Church Business Administrator (FPCBA). Network with Presbyterian Church Business Administrators and show your church and yourself that you are the consummate professional and that you are well equipped to serve your church and your Lord.

Phillip S. Boggs – FCBA, FPCBA

## Membership and You... Continued

This statement really resonates with me and here are some of the reasons I value my PCBAA membership:

- In PCBAA, I am with a group of people who understand the workings and foibles of the Presbyterian Church. Other church administrators at the local or national level who are not PCBAs cannot provide the empathy and help that come from this understanding.
- The polity course helped me understand the Book of Order and how the PCUSA works; this was especially helpful because I am not Presbyterian. It helped me to understand the role and function of the Session, the local church, Presbytery, Synod and how each relates to the General Assembly.
- The Presbyterian sponsored workshops at national have helped me gain insight to things that I need to know as administrator at a Presbyterian Church. For example, the Succession Planning Workshop was particularly useful to me
- because I had not thought about our Pastor leaving and what would be the ensuing consequences for me, the staff, and congregation as a whole and what I could do to make that transition better.
- My certification as a Presbyterian Administrator is highly valued by our pastor and the congregation. It has greatly enhanced my credibility. When I received my national certification, no one seemed to notice. However, when I got my certification through PCBAA, the personnel committee and session made a really big deal out of it.
- The scholarships I have received from PCBAA have been quite literally a godsend for me. My congregation does not have the professional development funds for me to attend the conference, and I could not afford to pay for the expense out of my own pocket.
- And finally, the camaraderie, support and fellowship that I

receive from each of you are, to quote a familiar commercial –“priceless”.

As we begin a new year, I invite you to reflect on our purpose statement, renew your membership, tell other Presbyterian Church Administrators about the organization, and let the board know how we can better serve you.

Blessings!  
Bobbi Griffis, FCBA, FPCBA  
By-Laws Chair

*“...the camaraderie support and fellowship that I receive from each of you are, to quote a familiar commercial — “priceless”.*

### Save these dates

**July 12-14, 2008, PCBAA Conference, concurrently with NACBA (July 12-16, 2008) at the Gaylord Opryland Resort and Convention Center, Nashville, Tennessee. Early registration by May 15, 2008, secures the best rates for registration and lodging.**

