



Fall ACTS class: AdMinistry!

**An in-depth training course on making
administration into a
vital ministry that serves God.**

Sometimes it can feel like a real struggle to do finances and board meetings and bylaws well. Or maybe we do them well but they don't feel like spiritually fulfilling processes. Whatever the issue related to staffing, numbers, or managing the systems and structures in our congregation, the AdMinistry course provided by the

ACTS program of the CCNC-N can help your congregation deepen its relationship with God through its relationship to administration!

Course Outline:

Week One: adMinistry: The theology of adMinistry: Where is God in the midst of church administration?

Week Two: Healthy systems and structures: How do you create bylaws that honor God as well as the state of California?

Week Three: Healthy conversations and healthy staffing: How do you have a board meeting that's useful, spiritual, AND loving? How do we understand the church administrator's role as part of the work of Christ, and how do we create healthy systems for volunteer leadership in the church?

Week Four: Healthy numbers: Making finances makes sense, and making finances make ministry

Week Five: Healthy Process: Doing Good Well. When taking on a project that affects the community, what process makes sure that you do this in ways that follow city guidelines, involve community input, and hopefully strengthen relationships through good process? Also, reflecting on the course and planning for the future.

Presenters: Natalie Chamberlain, Robert Shively, Bill Garrett, Paula Pociecha, Heather Hennessy, Russ Peterman, Steve Moore, Dana Bainbridge and Ben Bohren.

Course structure and cost:

While AdMinistry was designed as a weekly course during the fall, it can certainly be done monthly either in the fall or winter.

This course is designed to be used by your congregation in one of the following ways:

- ◆ A study guide that your whole Board goes through together as an intensive course
- ◆ A congregation-wide study (with special recruitment of board members)

If enough congregations from your geographic area participate in the study and conclude at around the same time, we will also coordinate a geographic area gathering to share information and spiritual learnings to broaden the impact of the course!

The AdMinistry course costs \$75 per congregation, which includes a copy of the detailed facilitator's guide, a copy of the materials packet for all participants, and a copy of the video (there are video segments to accompany each lesson).



2011 FALL COURSE REGISTRATION FORM

adMinistry: Spiritual Growth and Healthy Structure

Congregation Name: _____

Address: _____

Phone _____

E-mail _____

Name of person submitting registration form _____

Simply for our information, please let us know when you're offering the course, who will be facilitating, and who will be participating:

WHEN

This Fall

This Winter

Other: _____

Frequency

Weekly

Monthly

Other: _____

Target Audience

Our board will participate

Our whole congregation

Other: _____

Registration & Payment Information

Cost per Course - \$75 (**please note: payment and this completed form are REQUIRED for registration**)

Check One Payment Method: All registrations must include full payment. (*Refund Policy: No refunds 2 weeks prior to the event*)

Total Amount Due \$ _____

I am enclosing a check in the amount of \$ _____

OR debit my credit card for the amount of \$ _____

Check or Money Order *Credit Card – VISA or MasterCard only*

Name as it appears on card (please print)

Credit Card # _____ - _____ - _____ - _____

Exp. Date _____

Billing address _____

Signature _____ Date _____

Mail or fax your registration with credit card information clearly written with signature (or enclose check).

SEND FORM WITH PAYMENT MADE OUT TO: CCNC-N

9260 ALCOSTA BLVD, SUITE C-18 · SAN RAMON CA 94583 · FAX: 925-556-9904

Please contact the Regional Office at 925-556-9900 or info@ccncn.org/act.htm with questions or concerns.

For office use only

Date Received: _____

Amount Received: _____

Balance due: \$ _____

Rec'd by: _____