

Course Dates and Locations

Date	Location
Sept. 23, 2017	District Office, Senatobia District
Oct. 14, 2017	West Point First UMC, Starkville District
Nov. 18, 2017	District Office - Meridian District
Dec. 9, 2017	Williamsburg UMC - Collins, Hattiesburg District

Registration Form

Or Register Online at www.mississippi-umc.org

Attendee Name(s): _____

Address: _____

District: _____ Church Name: _____

Email Address: _____ Phone: _____

Registration	Cost	Enclosed
Attendee	\$60	\$ _____
Each Additional	\$10	\$ _____
	Total:	\$ _____

I (We) will attend: Sept. 23, 2017 Oct. 14, 2017 Nov. 18, 2017 Dec. 9, 2017

You may contact David Stotts at **769-243-7020**, if you have any questions concerning registration or program.

Mail to: Mississippi Conference UMC-Administry Training, 320-A Briarwood Dr., Jackson, MS 39206 or register at www.mississippi-umc.org.

2017 Local Church Administry Training

Sponsored by the Treasurer and Council on Finance and Administration of the Mississippi Conference of The United Methodist Church



This financial leadership training provides counsel and guidance to strengthen the administrative and financial abilities of the local church treasurer, financial secretary, finance committee members and church business administrators.

Course Descriptions

- A. Human Resources:** This session will deal with the difference in employees and sub-contractors. The tax handling aspects of each are quite different. There is also a major difference in lay and clergy compensation. We will have hands on training in preparing 1099 forms, 941 forms, and W-2 forms.
- B. Treasurer and Pastor Parish Issues:** The 2018 Clergy Budget Compensation form will be discussed. We will spend time talking about salary reductions for benefits and housing. A full explanation of the Clergy Benefits invoice will be done. There will also be explanations of the rules surrounding business reimbursement accounts.
- C. Statistical Reporting:** Every 4 years the General Conference changes the reporting of the stat tables. The newest tables come into effect in 2018 for the 2017 year. While this report is the senior pastor's responsibility, the treasurer and financial secretary among many others must assist the pastor in the proper preparation of the numbers for the report. We will review the new report and give helpful hints on the completion of the stat forms.
- D. Connectional Giving:** We will explore how the apportioned mission shares are determined for each church. Then we will review the 2018 mission share budget and give helpful hints on how to increase your giving to your apportioned amounts.
- E. Finance Committee:** We will look at the responsibility of the committee in *The Discipline*. We will offer a year round time table that should be very helpful in the task of leading finance in the local church. We will look at the charge conference responsibilities of the Finance Committee
- F. Budget Preparation:** Every Church should have a budget. That allows for good stewardship of the gifts of the members while making sure all areas of ministry and operation of the local church is funded. We will explore the various methods of budgeting and look at a time table to get the work done. We will discuss a narrative budget and suggest easy ways to prepare it as well as ways to encourage stewardship of it.
- G. Financial Secretary:** We will look at the duties of the financial secretary and give you helpful hints on how to do this task. We will also review the legal requirement of the process.
- H. Treasurer:** We will review the responsibilities of the treasurer and the reporting process. We will have helpful hints on reporting both for the budget and, financial statements.

- I. Internal Controls:** This session will review your Disciplinary requirement for internal controls. We will look at the reasons for having them and how to develop a set of controls tailored to your church.
- J. Auditing:** *The Discipline* requires every church to have an annual audit. We will explore the who, what, when, why, and where of the process and help you make plans to get started in January.
- K. Trustees:** *The Discipline* has the responsibilities of the local church trustees detailed in a very good way. We will spend time understanding the responsibilities of the legal body as well as the required work of it. We will also look at incorporation of the trustees. Adequate insurance and risk management is a duty of the trustees and we will spend time in reviewing those responsibilities. We will look at the charge conference responsibilities of the Trustees.

Agenda:

8:30 - 9:00 a.m.	Registration/Gathering
9:00 a.m. - Noon	Course Work
Noon - 12:30 p.m.	Lunch
12:30 - 4:00 p.m.	Course Work
4:00 - 4:30 p.m.	Wrap-up

Cost:

Training cost covers meals, snacks and resources for the complete day. The cost is \$60 for the first person from a church and \$10 for each additional person from the same church.