

# Learn Effective Administration of any Church and/or Non-Profit Organization October - November 2007

*"Study to show thyself approved of the Lord, a workman that need not be ashamed..."*  
II Tim. 2:15a



**Church Administration Institute**  
in association with  
James Chestnut & Associates, Inc.



Texas Southern University  
Student Life Center

**ENROLL TODAY!**

[WWW.JAMESCHESTNUT.COM/CAI](http://WWW.JAMESCHESTNUT.COM/CAI)

Church  
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Low Income Housing  
Housing for the Aged  
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Job Training  
Vocational Counseling  
Thrift Shop

## CHURCH BUSINESS ADMINISTRATION IS AN ABSOLUTE NECESSITY!

### WELCOME

Church administration is an exciting field, a very special kind of ministry. However, it is also complex, complicated, unique, and demands special training. Many of us received our church administration training on the job in the “School of Hard Knocks”. That worked, after a fashion, but there must be — and now is — a better way!

The professional training for church leaders, staff, and volunteers is increasingly needed in the local Church, in order to fulfill its mission, and to enhance its growth. In today’s world of ever-changing laws, court decisions and reporting requirements, the Church – like commercial business, regardless of size and type – must be informed and trained on a continuous basis.

**Church Administration Institute** offers a better way to meet your administrative training needs. Such training is helpful, not only for current Church staff members, but also for those new to Church administration work and those who want to prepare themselves for such employment.

**Church Administration Institute** offers many years of collective experience in Church administration and training.

**Church Administration Institute** is an affordable, specialized, training program that is tailored to meet your needs. It can be basic or advanced; for an individual, small group or large group. Although primarily oriented toward church personnel, such training is worthwhile for virtually any type of not-for-profit organization.

### SERVICES OFFERED

**Church Administration Institute, Inc. and James Chestnut & Associates, Inc.** provide general information with regard to management and administration of nonprofit organizations consistent with our background, training and qualifications. Information is disseminated in recognition of the need for clarification of taxes and other topics of interest to churches, clergy and nonprofit organizations. Every effort has been made to publish timely, accurate, and informative information.

### COURSES OFFERED

#### **Grant Writing**

Understanding Verbage  
Proposal Preparation  
proposal Writing  
Grant Budgeting

#### **Tax Laws/Obligations**

Payroll Tax Reporting  
Proper Payroll Tax Record-keeping

#### **Church & Non-Profit Accounting**

Basic Accounting Principles  
Income and Expense Tracking  
Payroll Set-up  
Financial Statements  
Budgeting

#### **Church Organization**

Becoming Incorporated  
Developing a Constitution  
Developing Bylaws  
Obtaining a 501(c)(3)

**COURSE DESCRIPTIONS FOR ALL COURSES**

**CHURCH & NON-PROFIT ACCOUNTING I & II:**

Basic accounting principles; Handling contributions; Income and expense tracking. Payroll accounting process; Calculating payroll taxes; Keeping a payroll record book; Monthly and quarterly tax deposits; 941 Quarterly Tax Reports; Annual tax processing (W-2's, W-3's, 1099's, etc.).

**CHURCH ORGANIZATION I & II:**

Organizing or reorganizing a Church? Information and benefits of being a 501(c)(3) entity; How to form a non-profit organization; State Charter and Certificate of Incorporation; What are Articles of incorporation, Bylaws, and Constitution? Is a Church required to be a 501(c)(3) organization? What are the requirements for becoming a 501(c)(3)?; Types of 501(c)(3) organizations; How to report unrelated business income?

**TAX LAWS AND OBLIGATIONS I & II:**

I.R.S. recognition that the Church or other not-for-profit organization is exempt from the payment of taxes; Why contact the I.R.S. for a recognition letter; What does tax exempt status mean; What is not permitted? Employee or self employed taxes; Love offerings and honorariums; Social Security for Clergy; Circular E, Employers Tax Guide.



## COURSE DESCRIPTIONS FOR GRANT WRITING

### GRANT WRITING I, II, III:

History of Grants; Government Grants; Finding Private Money; Understanding Requests for Proposals (RFPs); Writing Grant Proposals; Creating a Budget.

### GRANT WRITING I: UNDERSTANDING GRANT WRITING VERBAGE

#### **History of Grants:**

Benefits and restrictions  
Advantages and disadvantages

#### **Government Grants:**

Sources of government assistance  
State government grants

#### **Private Money: Foundations, Corporations, and Individuals:**

Community, family, and corporate foundations  
National general purpose and special purpose foundations  
Individual sources

### GRANT WRITING II: PREPARING AND WRITING A PROPOSAL

#### **Locating and Connecting with Funding Sources:**

A method for searching for materials  
Forms of published materials  
Techniques for networking

#### **Dissecting the Request for Proposal:**

Elements of a typical request for proposal  
Samples of and RFP  
Innovative and traditional RFPs

#### **Writing the Grant:**

Basic grant and proposal elements  
Elements of the grant action file  
How to write a proposal letter

#### **Collaborating: Writing with Others:**

The first steps in writing a grant  
Foundation or cooperative ventures  
Structures for cooperative ventures  
Brainstorming: jointly developing and evaluating ideas

### GRANT WRITING III: THE BUDGET

#### **Overview of Budgeting:**

Personnel and non-personnel  
One page budget summary  
The pre-submission self review

#### **Proposal: Review Selection, Award and Monitoring:**

Analysis of failed proposals  
Evaluation

### GRANT WRITING DISCOUNT

Each Grant Writing course consists of three (3) classes and the course is \$150.00 with prepaid registration or \$180.00 at the door. Individual classes are \$50.00 each with prepaid registration or \$60.00 each at the door.

Pre-registration is required for all classes. PAYMENT MUST BE RECEIVED PRIOR TO ATTENDING THE CLASS.

## OCTOBER 2007

SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4 <b>Grant Writing I</b> 6:30pm	5	6
7	8	9	10	11 <b>Grant Writing II</b> 6:30pm	12	13
14	15	16	17	18 <b>Grant Writing III</b> 6:30pm	19	20
21	22	23	24	25	26	27
28	29	30	31			

## NOVEMBER 2007

SUN	MON	TUES	WED	THURS	FRI	SAT
				1 <b>Church Organization I &amp; II</b> 6:30pm	2	3
4	5	6	7	8 <b>Tax Laws &amp; Obligations I &amp; II</b> 6:30pm	9	10
11	12	13	14	15 <b>Church &amp; Non-Profit Accounting I &amp; II</b> 6:30pm	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**FEE SCHEDULE CANCELLATION POLICY/ REFUND POLICY FOR ALL COURSES**

**COURSE FEES/COSTS**

All classes are \$50.00 each with PREPAID REGISTRATION or \$60.00 at the door. The spouse of a paid registrant may attend, free of charge. **(The accompanying spouse must take the same class on the same date.)**

**PRE-REGISTRATION DISCOUNT**

Pre-registration is required for all classes. **Payment must be received 48 hours prior to the class date.**

**ONLINE REGISTRATION (credit card):**

1. Go to <http://www.JamesChestnut.com/CAI>
2. Select your desired courses
3. Payment can be made with MasterCard/Visa, American Express, or Discover Card.

**MAIL YOUR REGISTRATION TO:**

Church Administration Institute  
PO Box 2514  
Humble, Texas 77347-2514

You may also fax your registration to: **(281) 441-4927**  
**(no discount unless payment is received by 5:00pm on the Tuesday prior to the class).**

For more information, call: **(281) 441-1438**

**CANCELLATION POLICY**

Cancellation must be received in writing **48 hours** prior to the course. A credit voucher valid for one year, or a refund of the cost (less a \$10.00 processing fee) can be issued. **NO VOUCHERS OR REFUNDS ARE ISSUED FOR CANCELLATIONS LESS THAN 48 HOURS IN ADVANCE.** The Church Administration Institute reserves the right to cancel any class. Students will have the option to enroll in another offering of the course or receive a full refund.

**LOCATION INFORMATION**

All classes will be held at Texas Southern University in the Student Life Center. Use the Blodgett Street entrance, and park in the parking lot in front of the tennis courts. CAI is not affiliated in any way with Texas Southern University (TSU), and is only being used as a convenient location for our students.

**COMPLETION CERTIFICATES**

All students will receive a certificate for each class completed.

**PRINTABLE REGISTRATION FORM**

Please complete the information, identifying the class and date. Fill out one form per person.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Contact Email \_\_\_\_\_  
(this will be used for important news or class changes)

Organization Name \_\_\_\_\_  
(if applicable)

Please check all courses desired:

Course	10/4	10/11	10/18	11/1	11/8	11/15	Price	Total
Grant Writing I	<input type="checkbox"/>						\$50/ea	\$
Grant Writing II		<input type="checkbox"/>					\$50/ea	\$
Grant Writing III			<input type="checkbox"/>				\$50/ea	\$
Church Organization I & II				<input type="checkbox"/>			\$50/ea	\$
Tax Laws & Obligations I & II					<input type="checkbox"/>		\$50/ea	\$
Church & Non-Profit Accounting						<input type="checkbox"/>	\$50/ea	\$

\*\$60.00 price applies at the door

Course(s) Total: \_\_\_\_\_

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USE OUR ONLINE REGISTRATION FORM TO REGISTER  
SECURELY, QUICKLY, AND RECEIVE INSTANT CONFIRMATION!

**<http://www.JamesChestnut.com/CAI>**

Please Make Checks Payable To:  
CHURCH ADMINISTRATION INSTITUTE

\*\*Please photocopy this form for additional persons.\*\*



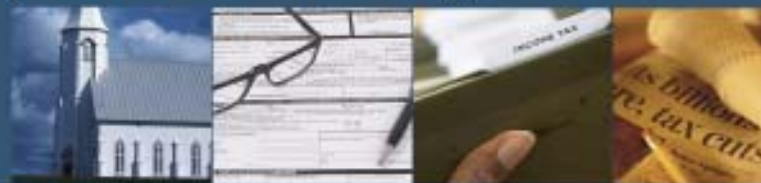
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Humble, Texas 77347-2514

Nonprofit Organization  
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**These information rich workshops will teach you valuable skills. Great for beginners and those presently working with churches and/or non-profit organizations.**

- Pastors
- Associate Pastors
- Deacons
- Trustees
- Adminsitrators
- Office Staff
- Grant Seekers
- Church Treasurers
- Board Members

Learn Effective Administration of any  
**Church and/or Non-Profit Organization**



October - November 2007

**THIS IS THE SEMINAR YOU  
HAVE BEEN WAITING FOR!**

Are you adminstering your church with a degree from the school of HARD KNOCKS?

Church Administration Institute  
is here to help you!

**SIGN UP TODAY TO ATTEND!**  
Classes forming NOW!

**EMPLOYMENT OPPORTUNITY**

Do you love to help others? Become a productive, indispensable resource person for churches, other non-profit organizations, or small businesses.

Fax or e-mail your resume to:  
James Chestnut & Associates, Inc.  
Fax: 281-441-4927 | Email: [cai@jameschestnut.com](mailto:cai@jameschestnut.com)  
Tell us about your skill or training that may benefit others in a classroom setting.