



Church Administration

For the **NEW** Administrator

What They Did Not Tell You in Seminary!!!

- You have to be a mechanic – knowledge to fix everything.
- You have to be an expert with HVAC systems.
- You have to know all building codes – local and state.
- You have to know how to squeeze a nickel to make a dime.
- You have to know ALL aspects of accounting.
- You have to know ALL personnel laws in a moments notice.
- You have to know how to draft and review legal documents.
- You have to know how to prepare a meal to feed 5,000 on a budget that feeds 5.
- You have to have a Pastor's heart but tell everyone NO.

What They Did Not Tell You in Seminary!!!!

- To Summarize....
 - You need a degree in
**Accounting, Business
Management, Human Resources,
Engineering, Legal, Restaurant
Management, Counseling,
Theology, etc, etc, etc...**

The Various Functions

- Facilities
 - Maintenance
 - Operational (HVAC, Security, Electrical, etc.)
 - Equipment
 - Set-ups
 - Insurance

The Various Functions

- Food Services
 - Planning
 - Preparation
 - Presentation

The Various Functions

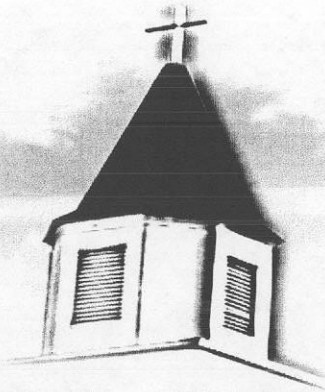
- Financial
 - Budgets
 - Accounts Payable
 - Accounts Receivable
 - Monthly Reports
 - Procedures
 - Audits

The Various Functions

- Legal Counsel
 - Deeds
 - Wills & Estates
 - Church Law

The Various Functions

- Personnel
 - Policies
 - Employing
 - Terminating
 - Employment Laws
 - Holidays
 - Vacations
 - Discrimination
 - Insurance



CHURCH
ADMINISTRATION
CONFERENCE