

Who Is the Presenter?

Rev. Robert Cox is in his 20th year of service in the South Carolina Annual Conference. Prior to feeling his call to ministry, he earned his Bachelors Degree in Business Administration and Masters of Accounting from the University of South Carolina.

He worked in public accounting for two years and then was the Corporate Controller for South Carolina's largest moving and storage company.

He brings years of training and practical experience that can help churches of any size understand and keep the various records that are required by the United Methodist Church and governmental agencies.



How Do I Register?

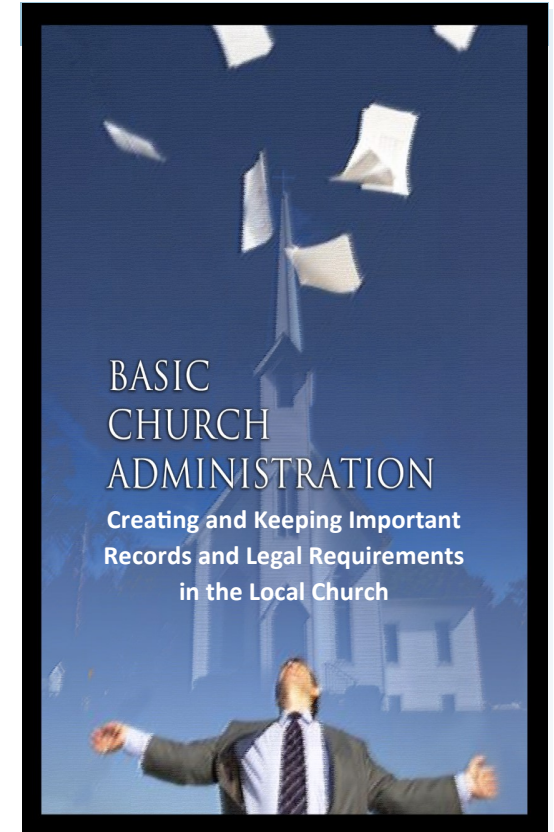
Go to the Greenville District website <http://greenville.umcsc.org> and register online, or fill out the form below and return to the address at the bottom, or email the same information to rlcox@umcsc.org.

Name _____
Church _____
Email _____
Phone _____
Food preference:
 Chicken or
 Ham
Food allergies? _____

Basic Church Administration

627 Taylor Road
Greer, SC 29651

Phone: 864-554-2008
E-mail: rlcox@umcsc.org



Saturday
May 16, 2015
9:30 am to 3:30 pm
Northside United
Methodist Church

435 Summit Dr.
Greenville, South Carolina 29609
Phone: 864-233-8359



What's It About?

This seminar is designed to provide church officers, pastors, and business administrators the information they need to keep proper records for the administration of the church in accordance with the *Discipline* and Federal and State laws.

Much of this material is NOT taught in seminary or Lay Job Function Workshops.

What Gets Covered?

Membership Records

- Chronological rolls
- Baptism, Preparatory rolls
- Family information
- New Requirements from General conference

Giving Records

- IRS requirements
- UMC requirements
 - Separation of Duties
 - Counters and requirements
- Reporting to contributors, boards and councils

Financial Records

- Custody of cash and documentation
- Reporting to Church Councils and boards
- Separation of duties
- Multiple signatures
- Banking Issues

Personnel Requirements

- Government requirements = IRS, INS
 - Who qualifies as an employee?
 - As a contractor?
- Records required to be kept –
 - Government - W2, W4, 1099, I-9
 - Personnel files for S/PPRC
- Record keeping for church requirements
- Background checks
- Safe Sanctuaries

Legal Requirements

- Trustees, Trust Clauses, Church Incorporation
- Insurance requirements, making sure property is protected
- Liability
- Property
- Safe Sanctuary and misconduct
- Director's Insurance

Who Should Attend?

- Senior Pastors
- Chairs and members of Board of Trustees
- Chairs and members of Staff/Pastor Parish Relations Committees
- Membership Secretaries
- Financial Secretaries
- Treasurers
- Church Business Administrators

What Does It Cost?

The cost is \$25.00, payable at the seminar.

The cost includes refreshments, lunch, and all materials.

Please make checks payable to:
Basic Church Administration



Keeping Track of Information is "Vitaly" Important