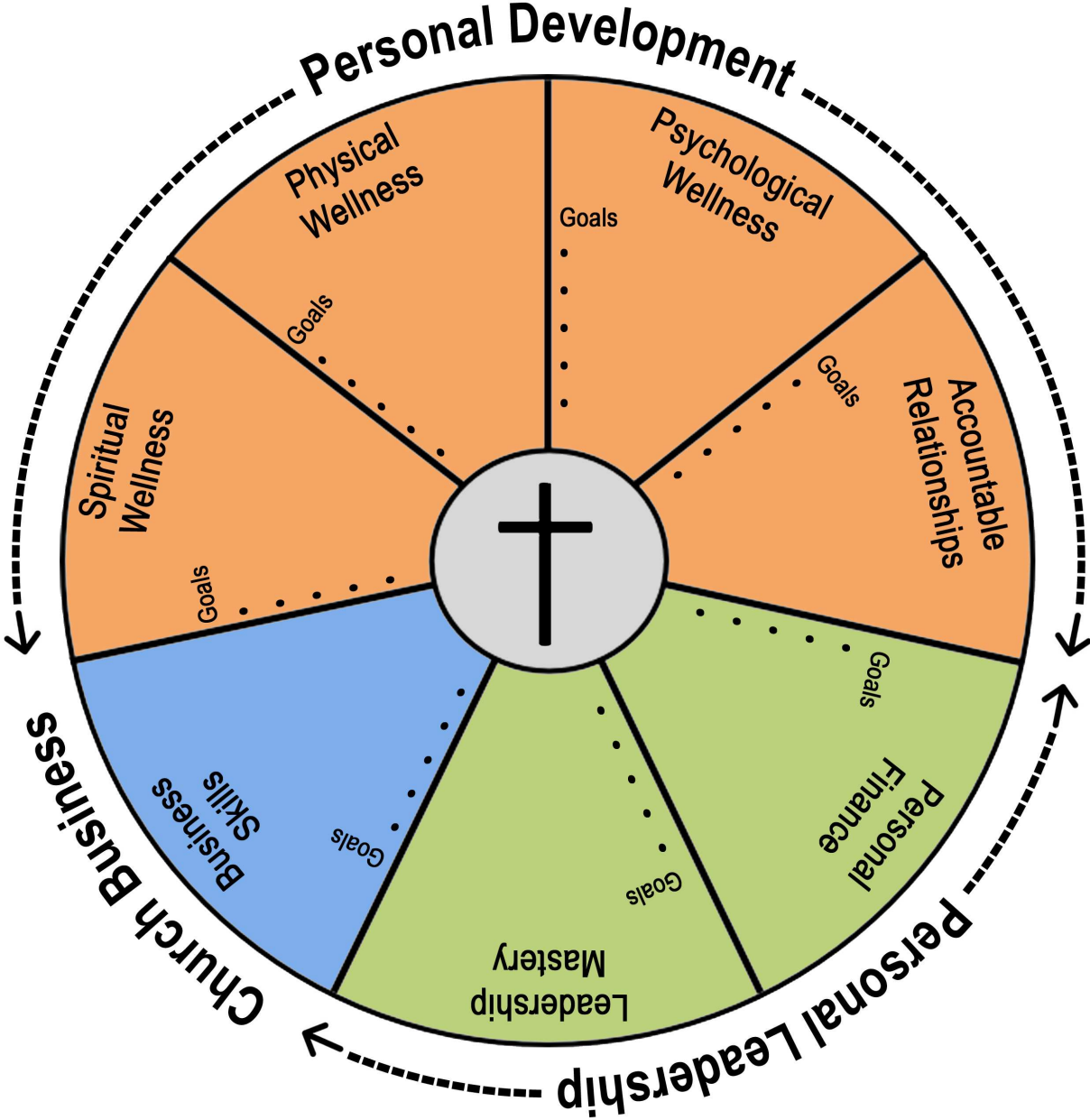


# Personal Development Plan



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# Establishing Smart Goals

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The following SMART goal worksheets provide space for you to list goals you establish in each of the areas covered during this event. A SMART goal answers each of the following questions:

**S**pecific: *What exactly will you accomplish?*

**M**easurable: *By what measurement will you know you have reached this goal?*

**A**chievable: *Is achieving this goal realistic with effort and commitment? Do you have the resources you need to achieve this goal? If not, how will you get them?*

**R**elevant: *How is this goal relevant to your life or ministry?*

**T**ime-Specific: *What is the timeframe for achieving this goal?*

---

# Business Skills

Date Established	SMART Goal	Date Completed



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## *Sessions*

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# Event Schedule

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## Wednesday

- 5:45 PM Cohort Leaders and Leadership meet in Maria Stein Lobby for Dinner.
- 6:00 Dinner and Conversation
- 8:00 Prayer

## Thursday

- 8:15 AM Morning Prayer (Cohort Leaders & Leadership Team)
- 8:30 Breakfast
- 10:30 Registration begins
- 12:00 PM Lunch
- 12:45 Worship
- 1:15 Session 1 - Strategic Planning (Rev. Randy Shrauner)**
- 3:45 Session 2 - Being Followable: Using Social Media in Ministry (Rev. Dan Metzger)**
- 5:30 Dinner
- 7:00 Evening Worship

## Friday

- 8:00 AM Morning Prayer
- 8:30 Breakfast
- 9:00 Session 3 - Human Resources (Rev. Randy Shrauner)**
- 12:00 PM Lunch
- 1:00 Session 4 - Finance Part 1 (Rev. Randy Shrauner)**
- 2:30 Break
- 3:30 Session 5 - Finance Part 2 (Rev. Randy Shrauner)**
- 5:30 Dinner
- 6:30 Session 6 - Organizational Structure (Rev. Randy Shrauner)**
- 8:30 Evening Worship

## **Saturday**

8:00 AM Morning Prayer

8:30 Breakfast

**9:00 Session 7 - Growing Generous Givers (Rev. George Cooper)**

11:45 Closing Prayer

12:00 PM Lunch / Depart

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# For Your Information

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## Hospitality Items

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Forgot your toothbrush? Need a Band-Aid? Out of shampoo? See Amy Aspey. We can help with a supply of emergency health & beauty aids and can answer your questions or find the answer for you.

## Cell Phones

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As an act of courtesy to the presenters and others, please turn your cell phone off or to vibrate while in the conference area. If you must take a call, please leave the conference area and move away from the doors.

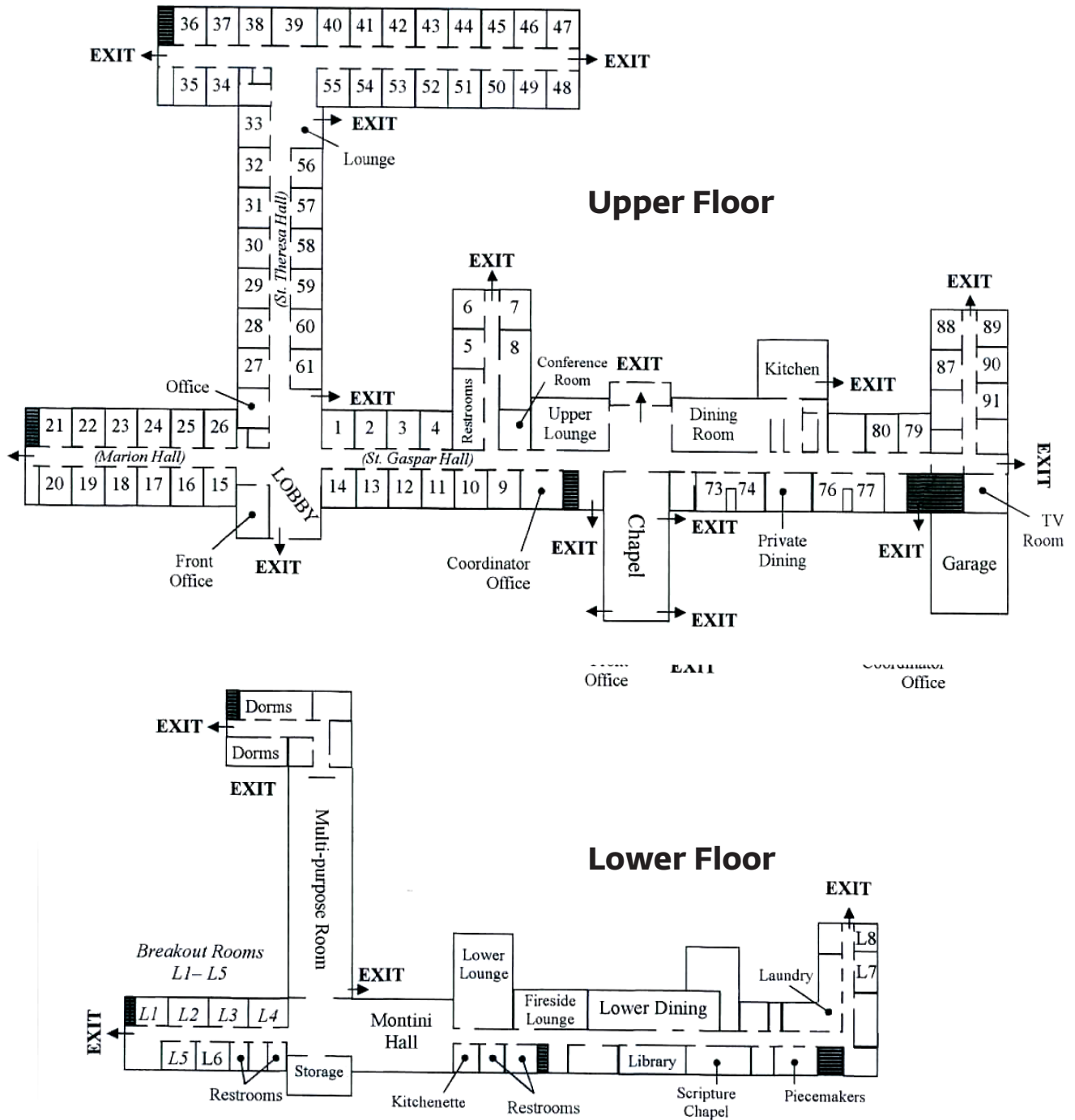
## Retreat Center Contact Information

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*Spiritual Center of Maria Stein*  
2365 St. John's Road  
Maria Stein, OH  
(419) 925-7625



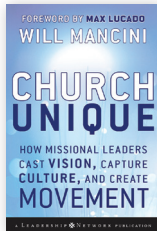
# Retreat Center Floor Plan



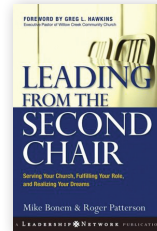
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# Recommended Reading For Continued Growth

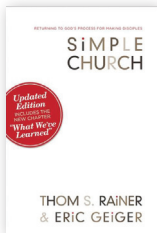
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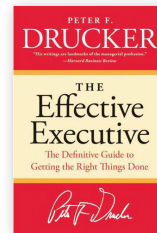
**Church Unique:**  
How Missional Leaders Cast  
Vision, Capture Culture &  
Create Movement  
*Will Mancini*



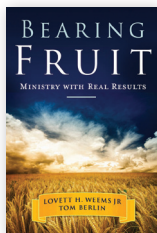
**Leading from the Second  
Chair: Serving Your Church,  
Fulfilling Your Role and  
Realizing Your Dreams**  
*Mike Bonem  
& Roger Patterson*



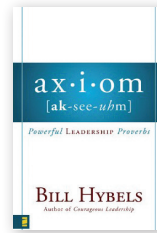
**Simple Church:**  
Returning to God's Process for  
Making Disciples  
*Thom Rainer & Eric Geiger*



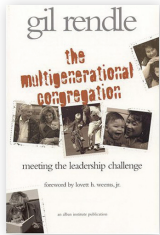
**The Effective Executive:**  
The Definitive Guide to  
Getting the Right Things  
Done  
*Peter F. Drucker*



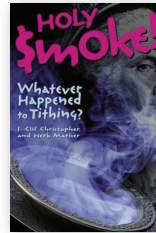
**Bearing Fruit:**  
Ministry with Real Results  
*Lovett H. Weems Jr.  
& Tom Berlin*



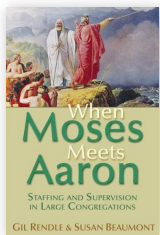
**Axiom:**  
Powerful Leadership  
Proverbs  
*Bill Hybels*



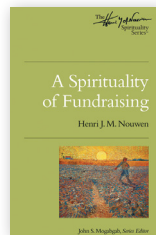
**The Multigenerational  
Congregation:  
Meeting the Leadership  
Challenge**  
*Gil Rendle*



**Holy Smoke! Whatever  
Happened to Tithing**  
*J. Cliff Christopher  
& Herb Mather*



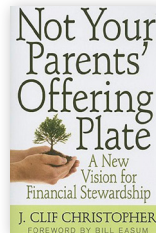
**When Moses Meets Aaron:  
Staffing & Supervision in Large  
Congregations**  
*Gil Rendle & Susan Beaumont*



**The Spirituality of  
Fundraising**  
*Henri J. M. Nouwen*



**New Consecration Sunday**  
*Herb Miller*



**Not Your Parent's  
Offering Plate**  
*J. Cliff Christopher*

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## Featured Speakers

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**Rev. Randy Shrauner** is an ordained elder in The United Methodist Church and the Executive Minister at Church of the Servant in Oklahoma City. Born and raised on his family's farm in Southwest Kansas, Randy invested twenty years following graduation from Oklahoma State University directing the family ranching operation. He left the ranch behind and entered Asbury Theological Seminary in the fall of 2001 and earned a Master of Divinity in 2005. Randy is married and the Shrauners have four grown children.



**Rev. George D. Cooper** is an ordained elder in The United Methodist Church serving as the Executive Director of the Council on Development for the West Ohio Conference. Prior to his current position, he worked with Resources Services Incorporated (RSI), providing consulting and coaching for seminaries, Christian schools, camps, and regional denominational offices in the areas of planning, major gift campaigns and strategic visioning. As a pastor, Rev. Cooper also served in the East Ohio Conference, where he led churches to which he was appointed toward an understanding and implementation of a theology of stewardship as a key factor in their successful growth and health. Rev. Cooper holds a Masters of Divinity from Ashland Theological Seminary. He and his wife, Rosemary (Dolly) have two grown sons, and two grandchildren.



**Dan Metzger** is the Lead Pastor at Lewis Center United Methodist Church. He previously served as a West Ohio Conference Resident filling the role of Pastor of Young Adults at Anderson Hills United Methodist Church in the Ohio River Valley District. Dan obtained his Master of Divinity degree from Asbury Theological Seminary.

Dan has a passion for reaching people at church, in coffee shops, on Facebook, and wherever you find those who need to know the saving grace of Jesus Christ. He and his wife, Holly, have three daughters - Adelyn, Renee, and Emilia.

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# Session 1: Strategic Planning

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**Presenter:** Randy Shrauner

**Description:**

Strategic planning as practice requires that we have an in-depth understanding of our ministry setting's current reality: this being the sum total of the experiences, both positive and negative, that have shaped the community as well as any external and internal forces at play. Thus equipped with a clearly defined sense of identity, a sense of purpose and the establishment and execution of "SMART" goals, our ministries can move to fill the gap between where we are today and God's desired future.

**Expected Outcomes:**

As a result of participating in this session, participants will:

- Understand their ministry setting
- Identify a focused sense of purpose for the ministry
- Establish "SMART" Goals for their ministry
- Evaluate progress toward the achievement of those goals





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# Table Time

---

## Understanding your Ministry Setting

- Who are you?
  
- What is your Discipleship Process?
  
- What do you want to look like?
  
- What do you value?

## Bonus Question: Name three potential “next steps” to move your ministry forward:

1.

2.

3.



---

## Session 2: Being Followable—Using Social Media in Ministry

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**Presenter:** Dan Metzger

**Description:**

Social media can be one of your greatest tools for evangelism, sharing God stories, and marketing. Discover how you can best use Facebook, Twitter, and other social media tools to engage your community in your ministry setting.

**Expected Outcomes:**

As a result of participating in this session, participants will be equipped to:

- Approach social media not just as a tool for ministry but as a mission field
- Use social media as an effective place for ministry
- Know and implement the next steps to engage their congregation and community with Facebook, Twitter, and other social media applications
- Create videos and blogs to reach out to their congregations and communities in new and dynamic ways





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# Table Time

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**As you reflect on your ministry setting, what "key piece" is missing?**

- What three significant things stood out to you?
  
  
  
  
  
  
  
  
  
  
- Why were they significant to you?
  
  
  
  
  
  
  
  
  
  
- How do you believe they can benefit your ministry?

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# Session 3: Human Resources

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**Presenter:** Randy Shrauner

**Description:**

Human resources within a ministry setting is the sacred task of helping individuals live into their calling as disciples of Jesus Christ, either in a vocational sense or as an un-paid volunteer in ministry.

**Expected Outcomes:**

As a result of participating in this session, participants will:

- Identify specific strategic needs within the ministry
- Define the parameters of the task at hand through the use of job descriptions and well defined volunteer expectations
- Locate, identify, interview and secure the right employee/volunteer for the task
- Support, develop and manage individuals in their ministry
- Know when, and how, to end the employee/volunteer relationship







**United Methodist Church of the Servant  
Job Description**

<b>Job Title:</b> Coordinator of Mid-High Ministries	<b>FLSA Status:</b>
<b>Reports to:</b> Director of Student Ministries	<b>Work Schedule:</b> Full Time
<b>Program/Department:</b> Program Staff (Student Ministries)	<b>Job Level:</b>
<b>Approved by:</b>	<b>Date Approved:</b>

**SUMMARY**

The Coordinator of Mid-High Ministries is responsible for the execution of all Student Ministries within the Mid-High age level within the life of congregation.

All employees and volunteers are expected to reflect Church of the Servant’s core values, to perform at Church of the Servant’s standards of excellence and live within the congregation’s Staff Covenant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Support in the development and the direct execution of discipleship programming specific to Mid-High Students:
  - Including large group worship and teaching activities, as well as small groups intended for accountability, relationship support and mentoring
  - Retreats, Mission Trips, Team Building activities
- The promotion of evangelistic outreach and membership development of students and their families.
- Support in the development and the direct execution of the student Confirmation process within Church of the Servant.
- The identification, recruitment, development and support of the large number of volunteers necessary within the program
- Administrative responsibilities associated with Mid-High Ministries under the supervision of the Director of Student Ministries
- Participation on the “Lead Team” of the Church of the Servant
- Other duties as assigned and necessary

**SUPERVISORY RESPONSIBILITIES**

**EDUCATION AND/OR EXPERIENCE**

Undergraduate degree (preferably in a related field)  
Two or more years in direct Student Ministry

**ADDITIONAL JOB REQUIREMENTS**

**SKILLS AND ABILITIES REQUIRED**

- Must possess excellent oral and written communication skills
- Must possess excellent interpersonal skills, the ability to collaborate and work effectively with groups and individuals and to manage conflict





- Must possess the ability to plan, develop, implement, and evaluate programs and ministries
- Must possess the ability to build and maintain strong teams of volunteers through participatory management
- Must possess the ability to manage a dynamic and fluid work environment featuring multiple projects
- Must possess the ability to identify the actions necessary to complete tasks and obtain results
- Must serve as a positive Christian role model

**COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS**

- Experience in the use of standard office equipment and technology

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Oklahoma Drivers License

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee must be able to move freely in and out of different group settings (homes, the church facilities, hospitals, businesses). Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Must have excellent command of English language and grammar, both verbal and written. Must be able to manually operate and use a computer and other standard office equipment. Must be able to clearly hear and understand telephone conversations.

**WORK ENVIRONMENT**

The employee will work both in an office environment as well as public and private venues beyond the church setting.

**The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.**

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

I acknowledge that I have read and understand this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

***Mission Statement:  
Church of the Servant: Ordinary People with an Extraordinary Mission.***



**United Methodist Church of the Servant  
Job Description**

<b>Job Title:</b> Executive Minister	<b>FLSA Status:</b>
<b>Reports to:</b> Senior Minister	<b>Work Schedule:</b> Full Time
<b>Program/Department:</b> Administration	<b>Job Level:</b>
<b>Approved by:</b>	<b>Date Approved:</b>

**SUMMARY**

The Executive Minister will assist the Senior Minister in providing leadership for the development of the ministries of our church so that it fulfills its defined mission and reflects our core values. Subject to the Senior Minister’s approval the Executive Minister has the leadership and supervisory authority over all church ministries, clergy, program support, and volunteer staff.

All employees and volunteers are expected to reflect Church of the Servant’s core values, to perform at Church of the Servant’s standards of excellence and live within the congregation’s Staff Covenant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Direct and oversee the human resource needs of the congregation including, but not limited to:
  - the continual monitoring of ministry performance through both quantitative and qualitative assessment
  - the maintenance of effective working relationships with the staff ensuring a high level of teamwork between clergy, program staff, support staff, lay leadership and church members
  - the recruitment and retention of highly qualified individuals to serve on staff
  - the direction of the formal procedures in the dismissal or repositioning of all staff
- Direct and oversee the financial operations of the congregation including, but not limited to:
  - the development and control of annual budgets
  - the operation and supervision of the finance office
  - the development and administration of the Servant Foundation
  - the maintenance of relationships with the congregation’s vendors and lenders
- Direct and oversee the care and maintenance of the congregation’s building and grounds
- Direct and oversee the ongoing operations of the congregation’s support services including, but not limited to, communications and overall policies and personnel issues
- Assist the Administrative Council and leadership committees (PPRC, Finance, Trustees, LLDC, Mission Council, Servant Foundation and others as necessary) in developing and implementing plans, goals and vision consistent with the stated mission of the congregation
- Pastoral responsibilities and duties fitting with the role of an Elder in the United Methodist Church including, but not limited to, preaching, teaching, weddings, funerals, baptisms and confirmation
- Participation on the “Coordinating Team” of Church of the Servant
- Other duties as assigned by the Senior Minister

**SUPERVISORY RESPONSIBILITIES**

All program and ministry staff, all support staff and volunteers



**EDUCATION AND/OR EXPERIENCE**

Master’s degree or equivalent (preferably M.Div. or MBA)  
Demonstrated leadership at an executive level.

**SKILLS AND ABILITIES REQUIRED**

- Must possess excellent interpersonal skills, the ability to collaborate and work effectively with groups and individuals and to manage conflict
- Must possess a comprehensive knowledge of administration, supervision, management principles and practices, including organization, decision making, and management controls
- Must possess the ability to exercise judgment and discretion in human resource matters and the application and interpretation of church policies
- Must possess the ability to plan, develop, implement, and evaluate programs and ministries
- Must possess the ability to build and maintain a strong team through participatory management
- Must possess the ability to establish and maintain effective internal control and working relationships
- Must possess the ability to manage a dynamic and fluid work environment featuring multiple projects
- Must serve as a positive Christian role model

**COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS**

- Experience in the use of standard office equipment and technology

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Ordination as an Elder in the United Methodist Church
- Valid Oklahoma Drivers License

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee must be able to move freely in and out of different group settings (homes, the church facilities, hospitals, businesses). Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Must have excellent command of English language and grammar, both verbal and written. Must be able to manually operate and use a computer and other standard office equipment. Must be able to clearly hear and understand telephone conversations.

**WORK ENVIRONMENT**

The employee will work both in an office environment as well as public and private venues beyond the church setting.

**The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.**

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

I acknowledge that I have read and understand this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Mission Statement:*  
**Church of the Servant: Ordinary People with an Extraordinary Mission.**

# Staff Expectations and Covenant

United Methodist Church of the Servant

Our staff, along with our lay leaders, fulfills the biblical roles of elders and deacons, shepherds and teachers. Throughout the New Testament, leaders are called to be examples to the rest of the church and are held to higher standards. Paul sets forth lists of attributes of elders and deacons; leaders should be “above reproach” and “not be puffed up with conceit.” Peter, likewise, challenges leaders to be “examples to the flock” and exercise leadership with a willing heart. Because leaders are held to a higher standard, James says, “not many of you should become teachers, because you know that we who teach will be judged more strictly.”

We model the Christian faith and the Christian life. As staff, we set the tone and pace and have a significant role in shaping the heart and character of the entire congregation. It is vital that we walk the Christian walk. Spiritually healthy leaders will produce a spiritually healthy church.

With this in mind, the following expectations and covenant were developed to guide our life together as a staff team. We use these standards to hold ourselves accountable to pursuing the Christian life. And we do so with gentleness and respect- recognizing that it is God’s grace that calls forth our faithful response, and it is God’s grace that brings such transformation in our lives.

## I. The Goal of the Christian Life: Sanctification

Jesus summarized the goal of the Christian life with two commandments: love the Lord our God with all your heart, soul, mind and strength; and love your neighbor as yourselves. John Wesley spoke of this goal as sanctification, Christian perfection, or holiness. In our Methodist tradition, three General Rules were designed to help Christians pursue this goal. As a Christian leadership team, we commit to:

**Avoid things that are inconsistent with the life of faith, separate us from God, and bring harm to others, such as:**

- Self-destructive behavior (addictive behavior, workaholism, poor self-care)
- Moral compromise (sexual misconduct, greed, dishonesty)
- Self-centeredness and pride
- Malice (harboring resentment, acting in anger, backbiting)
- Wasting of resources (the church’s, your personal resources of time, talent, finance)

**Do good of every possible sort and practice our faith, such as:**

- Live a life of love
- Share our faith inside and outside of Church of the Servant
- Care for our families
- Build others up
- Be engaged with those in need, both inside the church and out

**Pursue growth in our spiritual lives, such as:**

- Attend worship each weekend, except when sick or out of town
- Participate in a small group for accountability and spiritual growth
- Serve God with our time and talents outside of our ministry area
- Give in proportion to our income, with the tithe being the goal
- Spend time in prayer and personal study of the scriptures
- Shares the story of their personal faith journey with others

## II. Attributes of a Staff Member

The following attributes and values describe essential aspects of how the staff team goes about our work. While not exhaustive, the list outlines important characteristics of our working culture. Because constructive feedback is so highly valued, we use this list as a consistent guide for professional development and employee evaluation.

### A Servant:

Worships Weekly  
Prays Daily  
Gives Faithfully  
Loves God’s Word  
Embodies God’s Love Through Small Group Relationships  
Shares Their Faith With Others

### Our Values Include:

**Everyone Matters:** People matter to God, so they matter to us

**Deliberate Discipleship:** Growing in faith is not an accident: people are transformed by following God

**Selfless Compassion:** We believe God’s grace turns out hearts outward to others

### III. The Faith and Character of a United Methodist

Church of the Servant is a United Methodist Church. We expect our leaders to honor our denominational heritage and to pursue ministry in keeping with our tradition.

United Methodists are people who seek to love and serve God with our head, our heart and our hands. They are orthodox in faith, liberal in spirit, passionate and deeply devoted to Christ, and desire to be wholly surrendered to God. They bring together both the evangelical and social gospel – inviting people to a life-transforming relationship with Jesus Christ, and then equipping and challenging them to live their faith in the public sphere, being engaged in the issues of our time and seeking to shape a world that looks more like the Kingdom of God. Methodists have been known as “reasonable enthusiasts” – valuing both a personal, passionate faith and one that is intellectually informed. Methodists are constantly looking to connect our faith to the world in meaningful, relevant ways. Methodists value spiritual disciplines and a “methodical” approach to growing in the faith. They strive for both personal holiness and social holiness.

United Methodists are not afraid to ask difficult questions, to take on tough subjects, and to admit that they do not always understand the answers. They are “people of the Book” - holding the Bible to be the inspired Word from God and encouraging people to read, study and live by its words. “While we acknowledge the primacy of Scripture in theological reflection, our attempts to grasp its meaning always involve experience, tradition and reason. Like Scripture, these become creative vehicles of the Holy Spirit as they function within the church.”<sup>1</sup> Methodists also believe the Bible came to us through people who heard God’s Word in the light of their own cultural and historical circumstances. And hence, they study the scriptures carefully, making use of scholarship and asking critical questions. And, as Methodists encounter theological differences amongst Christians, they bear in mind John Wesley’s approach, “in essentials, unity; in nonessentials, liberty; in all things, charity.”

Methodists are people who love God with all their heart, soul, mind and strength and love their neighbors. They pursue acts of piety toward God and acts of mercy toward others. They value passionate worship, relevant preaching, small groups to hold Christians accountable to one another, the need to address the social issues of our time and the need to be people whose faith is firmly rooted in and built upon the scriptures. Methodists value the full participation of women and men, people of all races, classes and backgrounds in all facets of fellowship and leadership within the church and society.

This is our heritage, and it continues to shape Church of the Servant in every area of our ministry.

### IV. Denominational Standards of Practice

All staff members are encouraged to strive, with God’s help, toward the highest standards of self-discipline and both personal and social holiness. For our ordained clergy, the denomination has specified certain standards of faith and practice. At the Church of the Servant, since clergy and lay staff share leadership somewhat fluidly, our church also calls upon lay staff members to strive toward these same personal standards. Additionally, commitment to uphold these standards is a position *requirement* for Executive Director, Ministry Director and Program Director roles. Our denominational standards include the following\*:

For the sake of the mission of Jesus Christ in the world and the most effective witness to the Christian gospel, and in consideration of the influence of an ordained minister on the lives of other persons both within and outside the Church, the Church expects those who seek ordination to make a complete dedication of themselves to the highest ideals of the Christian life. To this end, they agree to exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, integrity in all personal relations, fidelity in marriage and celibacy in singleness, social responsibility, and growth in grace and in the knowledge and love of God.<sup>2</sup>

\* Additional information regarding the moral commitments of persons seeking ordination may be found in *The Book of Discipline of the United Methodist Church*, paragraphs 304 and 310.

---

#### Staff Expectations and Covenant

I am committed to living my life and pursuing ministry consistent with these expectations, and desire to do so at United Methodist Church of the Servant. I understand this is not a contract and my status remains as an employee-at-will.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

<sup>1</sup> 2008 *Book of Discipline of the United Methodist Church*, ¶ 104

<sup>2</sup> *ibid*, ¶ 304.2.

Updated December 2011

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# Table Time

---

**As you reflect on your ministry setting, what "key piece" is missing?**

- Describe the parameters of the task
  
  
  
  
  
  
  
  
  
  
- How does the fulfilment of the task link to the broader goals?

---

# Session 4: Finance Part I

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**Presenter:** Randy Shrauner

**Description:** The management of financial resources within a ministry setting is an area often ignored within formal theological training. This vacuum leaves those ultimately responsible for financial oversight ill prepared for the task at hand with potential for deep harm. Equipped with a basic understanding of financial reports, practical policies and operating procedures and an understanding of the annual budgetary cycle, this void can be filled.

**Expected Outcomes:**

As a result of participating in this session, participants will:

- Understand the form and function of three primary financial reports: the balance sheet, the income statement and the cash flow report.
- Be aware of some simple procedures for the handling of money within a ministry setting including spending authority, cash and checks for deposits and the need for independent outside oversight.
- Modes of EFT (Electronic Funds Transfer)
- How to develop and control an annual operating budget
- How to talk about "Money" with both the leadership and the primary constituents of the ministry.







**CHURCH OF THE SERVANT**  
**Unaudited Consolidated Statement of Financial Position**  
**For the Period Ending: December 21 20XX**

	Total	General Fund	Designated Fund	13.2	Starbright	Warm World Preschool	Earthglow
<b>Assets</b>							
Cash in Bank	\$ 235,196	\$ 50,158	\$ 149,217	\$ -	\$ -	\$ -	\$ 35,821
Petty Cash	1,130	500	-	250	150	50	180
Money Market Funds and CD's	632,406	-	632,406	-	-	-	-
Short Term Investments	13,994	13,994	-	-	-	-	-
Accounts Receivable	41,711	41,711	-	-	-	-	-
Merchandise Inventory	16,096	-	-	5,693	-	-	10,403
Due from Other Funds	-	(128,489)	-	(6,769)	75,317	59,941	-
Deposits and Prepaid Expenses	11,018	11,018	-	-	-	-	-
Property and Equipment, net of depreciation	14,872,190	14,866,629	-	-	894	4,667	-
<b>Total Assets</b>	<b>\$ 15,823,741</b>	<b>\$ 14,855,521</b>	<b>\$ 781,623</b>	<b>\$ (826)</b>	<b>\$ 76,361</b>	<b>\$ 64,658</b>	<b>\$ 46,404</b>
<b>Liabilities</b>							
Accounts Payable and Accrued Expenses	\$ 80,542	\$ 43,426	\$ -	\$ 1,040	\$ -	\$ -	\$ 36,076
Notes Payable - Note # 100	290,739	290,739	-	-	-	-	-
Notes Payable - Note # 102	4,320,894	4,320,894	-	-	-	-	-
<b>Total Liabilities</b>	<b>4,692,175</b>	<b>4,655,059</b>	<b>-</b>	<b>1,040</b>	<b>-</b>	<b>-</b>	<b>36,076</b>
<b>Deferred Credits</b>							
Prepaid Pledges and Fees	142,222	78,060	-	-	8,704	55,458	-
Other Deferred Credits	14,872	10,000	-	-	1,824	2,738	310
<b>Total Deferred Credits</b>	<b>157,094</b>	<b>88,060</b>	<b>-</b>	<b>-</b>	<b>10,528</b>	<b>58,196</b>	<b>310</b>
<b>Net Assets</b>							
Unrestricted: Undesignated	10,611,564	10,112,402	418,715	(1,866)	65,833	6,462	10,018
Temporarily Restricted	362,908	-	362,908	-	-	-	-
<b>Total Net Assets</b>	<b>10,974,472</b>	<b>10,112,402</b>	<b>781,623</b>	<b>(1,866)</b>	<b>65,833</b>	<b>6,462</b>	<b>10,018</b>
<b>Total Liabilities, Deferred Credits and Net Assets</b>	<b>\$ 15,823,741</b>	<b>\$ 14,855,521</b>	<b>\$ 781,623</b>	<b>\$ (826)</b>	<b>\$ 76,361</b>	<b>\$ 64,658</b>	<b>\$ 46,404</b>

**SUMMARY OF RESTRICTED ACCOUNTS**  
**For the Period Ending December 31, 20XX**

	Begin Balance	MTD Revenues	MTD Expenses	YTD Revenues	YTD Expenses	End Balance
<b>TEMPORARILY RESTRICTED</b>						
1 Undesignated Memorial Funds	\$ 13,177	\$ 3,050	\$ -	\$ 3,945	\$ -	\$ 17,122
2 Building & Grounds Improvements	529,971	3,000	15	389,906	771,506	148,371
3 Chapel Service Fund	1,994			-	1,994	-
4 Children's Ministry	14,712			2,116	16,828	-
5 Fish Contributions	-	1,766		32,683	101	32,582
6 Hymnals and Pew Bibles	4,857			-	-	4,857
7 Missions - Special Projects	1,148			-	1,148	-
8 Missions - Prior Years' Fish Cont.	43,772			571	25,788	18,555
9 Missions - Hannah's Promise	24,977	180	533	4,760	10,784	18,953
10 Empower Eisenhower	10,077			-	380	9,697
11 Missions - Hannah's House	12,500			-	-	12,500
12 Missions Ministry	41,530	11,210	10,302	126,584	130,632	37,482
13 Missions Ministry Gifts	37,628			-	3,600	34,028
14 Music Ministry	19,122			9,554	28,676	-
15 Music Sunshine Fund	1,059			-	1,059	-
16 Other Assistance Funds	3,599			-	-	3,599
17 Pat King Library Fund	1,216			-	-	1,216
18 Women's Ministry	18,746			2,531	21,277	-
19 Woodcrafters Ministry	1,384			470	-	1,854
20 Young Adults Ministry	2,683			100	2,783	-
21 Youth Camp Scholarships	7,692			300	-	7,992
22 Youth Confirmation Class	480			-	480	-
23 TV Ministries	470			-	470	-
24 Columbarium Fund	10,485			10,550	21,035	-
25 Columbarium Application	46,000			14,000	60,000	-
26 Servant Foundation	6,131			9,415	15,546	-
27 Capital Campaign	-	146,148	132,871	1,475,551	1,461,451	14,100
	<u>855,410</u>	<u>165,354</u>	<u>143,721</u>	<u>2,083,036</u>	<u>2,575,538</u>	<u>362,908</u>
<b>OPERATING PROGRAMS</b>						
1 Children's Ministry	-	701	330	19,543	4,559	14,984
2 Music Ministry	-	7,050	8,060	22,123	10,446	11,677
3 Women's Ministry	-		527	22,488	1,607	20,881
4 Young Adults Ministry	-			2,783	-	2,783
5 Adult Education/Disciple Ministry	18,211	-	545	5,396	4,942	18,665
6 Care Ministry	11,523	535		7,965	395	19,093
7 Sermon Subscriptions	2,859			-	-	2,859
8 TV/Video Ministry	3,380	265	935	1,750	935	4,195
9 Wedding Fund	15,875	100		9,725	23,620	1,980
10 Youth Ministry	68,229	1,715	3,113	10,319	17,183	61,365
11 College Ministry	4,874		1,500	1,875	3,833	2,916
12 Belonging Ministry	-	-	-	1,000	95	905
	<u>124,951</u>	<u>10,366</u>	<u>15,010</u>	<u>104,967</u>	<u>67,615</u>	<u>162,303</u>
<b>MINISTRY ACCOUNTS</b>						
1 Kitchen Ministry	-			2,119	1,330	789
2 Elisha Fund	100	261	517	2,333	2,433	-
3 Prime Time Fund	2,523	2,033	1,014	7,390	7,525	2,388
4 Singles Options Fund	221			790	965	46
5 Senior Minister Discretionary Fund	58,478	7,500	482	34,935	31,721	61,692
6 Seminary Scholarship Fund	2,150		250	-	500	1,650
7 Servant Hands	186			-	67	119
8 Executive Minister Discretionary Fund	200,800	63,600	6,019	184,145	202,318	182,627
	<u>264,458</u>	<u>73,394</u>	<u>8,282</u>	<u>231,712</u>	<u>246,859</u>	<u>249,311</u>
<b>TOTAL PROGRAM AND MINISTRY</b>	<u>1,244,819</u>	<u>249,114</u>	<u>167,013</u>	<u>2,419,715</u>	<u>2,890,012</u>	<u>774,522</u>
<b>ACCOUNTS PAYABLE</b>						
1 Boy Scouts Fund	3,737			-	872	2,865
3 Classics Sunday School Class	317	226		2,356	2,029	644
4 Sunday School Coffee	827			2,042	2,869	-
5 Journey of Faith Sunday School	243	112		1,000	500	743
6 The Path Class	456	216	535	1,227	1,579	104
7 Friends in Faith Sunday School Class	134			98	189	43
8 Transition Sunday School	461	235	150	1,381	1,294	548
9 LINC Sunday School	396			-	396	-
10 Serenity Class	79			624	590	113
11 Cross Training Class	706			600	528	778
12 Treasures Sunday School Class	18			-	-	18
2 COS Scouts Checking Account	996	38		63	786	273
13 New Beginning Sunday School Class	191			347	200	338
14 Family Ties Sunday School Class	504	21	600	495	750	249
15 SOLO - Single Ministry	86			229	119	196
16 Monache Sunday School	50			-	31	19
17 Women of the Word Bible Study	-	-	-	170	-	170
	<u>9,201</u>	<u>848</u>	<u>1,285</u>	<u>10,632</u>	<u>12,732</u>	<u>7,101</u>
<b>TOTAL RESTRICTED</b>	<u>\$ 1,254,020</u>	<u>\$ 249,962</u>	<u>\$ 168,298</u>	<u>\$ 2,430,347</u>	<u>\$ 2,902,744</u>	<u>\$ 781,623</u>

**CHURCH OF THE SERVANT GENERAL FUND**  
**Hybrid Income Statement**  
For the Period Ended December 31, 20XX

	Current Month			Year To Date				
	Current	Budget	Favorable / (Unfavorable)	Current	Budget	Favorable / (Unfavorable)	Last Year	Favorable / (Unfavorable)
<b>Revenues</b>								
Pledged Tithes and Offerings	\$ 439,460	\$ 418,489	\$ 20,971	\$ 3,593,861	\$ 3,677,675	\$ (83,814)	\$ 3,375,604	\$ 218,257
Non-Cash Contributions	17,330	17,330	-	110,414	110,414	-	134,032	(23,618)
Plate Offerings	88,698	67,747	20,951	404,907	401,411	3,496	432,642	(27,735)
Total Tithes and Offerings	545,488	503,566	41,922	4,109,182	4,189,500	(80,318)	3,942,278	166,904
Other Contributions	1,959	537	1,422	102,822	101,400	1,422	49,500	53,322
Missions and Outreach Contributions	65,751	-	65,751	106,113	-	106,113	93,337	12,776
Church Use Fees	1,240	1,200	40	18,268	14,400	3,868	15,008	3,260
Total Revenues	614,438	505,303	109,135	4,336,385	4,305,300	31,085	4,100,123	236,262
<b>Expenditures</b>								
Missions and Outreach								
Annual Conf Missions - Apportioned	245,161	251,027	5,866	695,372	695,372	-	685,894	(9,478)
Annual Conf Missions - Non-Appointone	941	-	(941)	6,375	-	(6,375)	6,947	572
Annual Conf Missions - Other	200	-	(200)	37,736	-	(37,736)	56,087	18,351
Local Church Mission	65,930	-	(65,930)	58,504	-	(58,504)	24,200	(34,304)
Media Ministry	347	2,160	1,813	8,721	24,822	16,101	14,797	6,076
Total	312,579	253,187	(59,392)	806,708	720,194	(86,514)	787,925	(18,783)
Congregational Ministries								
Salaries and Related Costs	176,035	181,691	5,656	2,120,682	2,180,292	59,610	2,046,174	(74,508)
Administration and Finance	11,908	10,226	(1,682)	210,818	223,358	12,540	122,982	(87,836)
Adult / Family Ministries	225	764	539	3,979	8,793	4,814	5,100	1,121
Adult / Senior Ministries	137	100	(37)	2,775	3,620	845	2,780	5
Belonging Ministries	118	276	158	6,590	7,840	1,250	5,671	(919)
Care Ministries	29,131	24,475	(4,656)	334,968	327,685	(7,283)	299,872	(5,096)
Building & Facilities	1,677	1,113	(564)	13,568	16,295	2,727	14,670	1,102
Children's Ministries	1,569	1,950	381	36,943	39,215	2,272	35,491	(1,452)
Communication / IT	16,522	16,194	(328)	167,812	197,177	29,365	145,150	(22,662)
Discipleship Ministries	233	565	332	2,846	4,360	1,514	2,790	(56)
Music Ministries	(2,103)	4,949	7,052	48,332	48,375	43	31,498	(16,834)
Nursery	209	377	168	2,648	3,294	646	2,983	335
Student Ministries / College	226	380	154	3,059	5,560	2,501	2,728	(331)
Student Ministries / Mid-High	1,772	500	(1,272)	13,862	15,150	1,288	13,338	(524)
Student Ministries / Senior-High	5,949	500	(5,449)	15,661	16,200	539	12,642	(3,019)
Women's Ministries	459	80	(379)	2,345	2,930	585	1,872	(473)
Worship Ministries	96	385	289	5,037	4,820	(217)	4,947	(90)
Total	244,163	244,525	362	2,991,925	3,104,964	113,039	2,750,688	(241,237)
Debt Service	172,872	40,001	(132,871)	1,940,634	480,000	(1,460,634)	580,000	(1,360,634)
Total Expenditures	729,614	537,713	(191,901)	5,739,267	4,305,158	(1,434,109)	4,118,613	(1,620,654)
Other Income/(Expense)	73,909	-	73,909	1,403,058	-	1,403,058	121,680	1,281,378
Cash Provided from Operations	(41,267)	(32,410)	(8,857)	176	142	34	103,190	(103,014)

**Church of the Servant 2011 Cash Flow Statement  
For Period Ending 1/31/2011**

Year to Date	Budget	Variance	February	March	April	May	June	July	August	September	October	November	December	Estimated YTD	Budget	Variance
<b>Revenues</b>																
Pledged Tithes and Offerings	427,696	-	273,410	307,906	292,101	291,600	276,655	305,989	274,505	264,354	336,242	301,612	435,619	3,786,089	3,786,089	-
Non-Cash Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Plate Offerings	33,952	-	29,970	33,947	31,141	29,203	27,696	24,205	28,460	29,889	-	35,103	67,747	401,411	401,411	-
Total Tithes and Offerings	461,648	-	303,380	341,853	323,242	320,803	304,351	330,194	302,965	294,243	367,050	336,715	503,366	4,188,500	4,188,500	-
Other Contributions	533	-	533	533	533	533	533	533	90,530	533	533	533	537	101,400	101,400	-
Church Use Fees	2,276	1,076	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	15,476	14,400	1,076	
Total Revenues	464,457	1,076	304,113	343,586	324,975	327,536	306,374	331,927	394,698	296,076	365,783	338,448	505,303	4,305,300	4,305,300	1,076
<b>Expenditures</b>																
Missions and Outreach	40,395	-	40,395	40,395	40,395	40,395	40,395	40,395	40,395	40,395	40,395	40,395	40,395	695,372	695,372	-
Annual Contributions - Apportioned	(691)	(2,991)	1,810	1,690	2,440	1,690	2,169	2,910	1,810	1,690	2,440	2,342	2,169	21,851	24,922	(2,991)
Media Ministry	39,714	42,705	42,205	42,075	42,835	42,075	42,555	42,705	42,205	42,075	42,835	42,737	253,187	711,203	720,184	(2,991)
<b>Congregational Ministries</b>																
Salaries and Related Costs	174,573	(7,116)	181,691	181,691	181,691	181,691	181,691	181,691	181,691	181,691	181,691	181,691	181,691	2,173,174	2,180,292	(7,116)
Administration and Finance	12,354	(6,943)	16,406	16,215	34,482	10,311	9,844	11,554	59,350	9,339	9,334	10,280	10,226	214,415	223,358	(6,943)
Adult/Youth Ministries	(130)	(914)	764	484	484	484	484	484	639	639	639	639	639	7879	8,733	(914)
Children's Ministries	1,836	(7)	692	692	692	692	692	692	2,521	2,521	2,521	2,521	2,521	7,843	7,843	-
Building Ministries	24,822	(4,249)	28,590	28,264	27,160	22,586	25,955	29,098	28,281	33,268	27,315	23,203	24,725	323,436	327,685	(4,249)
Care Ministries	889	(2,295)	1,382	1,382	1,382	1,245	1,132	1,130	1,130	1,462	1,322	1,307	1,113	14,889	16,295	(1,406)
Children's Ministries	2,421	(1,299)	3,890	1,350	5,005	8,160	1,335	1,485	3,810	4,000	2,350	3,420	1,950	39,096	39,215	(129)
Communication	14,021	(1,568)	15,369	15,369	15,989	12,744	20,164	13,739	11,798	23,964	15,189	20,049	16,104	195,609	197,177	(1,568)
Discipleship Ministries	132	(331)	563	263	263	263	263	263	263	563	263	265	565	4,229	4,360	(131)
Nursery Ministries	8,231	7,514	2,820	2,700	4,600	1,960	2,825	4,645	7,320	3,024	3,119	2,899	4,849	49,092	48,775	717
Student Ministries / College	292	247	357	177	377	247	327	227	327	227	227	177	377	3,339	3,294	45
Student Ministries / Mid-High	154	330	330	330	330	330	330	330	330	330	330	330	330	5,394	5,560	(176)
Student Ministries / Senior-High	333	1,900	2,400	650	650	4,400	750	1,750	850	600	450	450	500	13,583	15,150	(1,567)
Women's Ministries	242	400	900	1,150	400	2,400	900	5,250	800	600	450	2,450	500	16,042	16,200	(158)
Worship Ministries	126	675	155	180	80	305	80	180	805	205	80	105	80	2,381	2,530	(149)
Total	241,015	(25,988)	260,004	254,647	274,456	248,313	247,462	253,170	301,921	260,883	244,230	248,350	244,525	3,079,976	3,104,964	(25,988)
Debt Service	40,000	-	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	480,000	480,000	-
Total Expenditures	320,729	349,708	342,209	336,722	357,291	330,388	330,017	335,875	384,126	342,859	327,065	331,087	537,712	4,276,179	4,395,156	(28,976)
Cash Provided from Operations	\$ 143,728	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 30,197	\$ 142	\$ 30,055
Increase/(Decrease) in Cash for Period	\$ 143,728	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 30,197	\$ 142	\$ 30,055
Increase/(Decrease) in Cash Cumulative	\$ 143,728	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 113,673	\$ 30,197	\$ 142	\$ 30,055

**Church of the Servant Cash Flow Statement  
For Period Ending 12/31/20XX**

	Year to Date	Budget	Variance	Estimated YTD	Budget	Variance
<b>Revenues</b>						
Pledged Tithes and Offerings	3,593,861	3,677,675	(83,814)	3,593,861	3,677,675	(83,814)
Non-Cash Contributions	110,414	110,414	-	110,414	110,414	-
Plate Offerings	404,907	401,411	3,496	404,907	401,411	3,496
<b>Total Tithes and Offerings</b>	<b>4,109,182</b>	<b>4,189,500</b>	<b>(80,318)</b>	<b>4,109,182</b>	<b>4,189,500</b>	<b>(80,318)</b>
<b>Other Contributions</b>	102,822	101,400	1,422	102,822	101,400	1,422
Church Use Fees	18,268	14,400	3,868	18,268	14,400	3,868
<b>Total Revenues</b>	<b>4,230,272</b>	<b>4,305,300</b>	<b>(75,028)</b>	<b>4,230,272</b>	<b>4,305,300</b>	<b>(75,028)</b>
<b>Expenditures</b>						
<b>Missions and Outreach</b>						
Annual Conf Missions - Apportioned	695,372	695,372	-	695,372	695,372	-
Media Ministry	8,721	24,822	(16,101)	8,721	24,822	(16,101)
<b>Total</b>	<b>704,093</b>	<b>720,194</b>	<b>(16,101)</b>	<b>704,093</b>	<b>720,194</b>	<b>(16,101)</b>
<b>Congregational Ministries</b>						
Salaries and Related Costs	2,120,682	2,180,292	(59,610)	2,120,682	2,180,292	(59,610)
Administration and Finance	210,818	223,358	(12,540)	210,818	223,358	(12,540)
Adult/Family Ministries	3,979	8,793	(4,814)	3,979	8,793	(4,814)
Adult/Senior Ministries	2,775	3,620	(845)	2,775	3,620	(845)
Belonging Ministries	6,590	7,840	(1,250)	6,590	7,840	(1,250)
Building & Facilities	334,968	327,685	7,283	334,968	327,685	7,283
Care Ministries	13,568	16,295	(2,727)	13,568	16,295	(2,727)
Children's Ministries	36,943	39,215	(2,272)	36,943	39,215	(2,272)
Communication/IT	167,812	197,177	(29,365)	167,812	197,177	(29,365)
Discipleship Ministries	2,846	4,360	(1,514)	2,846	4,360	(1,514)
Music Ministries	48,332	48,375	(43)	48,332	48,375	(43)
Nursery Ministries	2,648	3,294	(646)	2,648	3,294	(646)
Student Ministries / College	3,059	5,560	(2,501)	3,059	5,560	(2,501)
Student Ministries / Mid-High	13,862	15,150	(1,288)	13,862	15,150	(1,288)
Student Ministries / Senior-High	15,661	16,200	(539)	15,661	16,200	(539)
Women's Ministries	2,345	2,930	(585)	2,345	2,930	(585)
Worship Ministries	5,037	4,820	217	5,037	4,820	217
<b>Total</b>	<b>2,991,925</b>	<b>3,104,964</b>	<b>(113,039)</b>	<b>2,991,925</b>	<b>3,104,964</b>	<b>(113,039)</b>
Debt Service	480,000	480,000	0	480,000	480,000	0
<b>Total Expenditures</b>	<b>4,176,018</b>	<b>4,305,158</b>	<b>(129,140)</b>	<b>4,176,018</b>	<b>4,305,158</b>	<b>(129,140)</b>
Cash Provided from Operations	\$ 54,254	\$ 142	\$ 54,112	\$ 54,254	\$ 142	\$ 54,112
Increase(Decrease) in Cash for Period	\$ 54,254	\$ 142	\$ 54,112	\$ 54,254	\$ 142	\$ 54,112
Increase(Decrease) in Cash Cumulative	\$ 54,254	\$ 142	\$ 54,112	\$ 54,254	\$ 142	\$ 54,112

**Church of the Servant  
General Fund Revenue Analysis  
December 20XX**

Weekly Schedule:	12/04/20XX	12/11/20XX	12/18/20XX	12/25/20XX	12/31/20XX	Total	Budget	Wkly Avg.	Variance
<b>GENERAL FUND CONTRIBUTIONS:</b>									
8:15 Worship Service	3,815.00	2,576.00	2,685.00			\$ 9,076.00			
Sunday Contributions: 1st Service	22,069.00	22,296.00	40,088.00	11,963.00		96,421.00			
9:23 Servant Worship Service	3,355.00	1,130.00	3,185.00			7,680.00			
Sunday Contributions: 2nd Service	28,693.00	18,126.50	20,902.65			67,722.15			
Sunday Contributions: Split		1,925.00	1,945.00	1,655.00		5,425.00			
Plate Offerings (Cash)	734.89	678.41	1,482.81	969.95		3,866.06			
ACH (3rd & 20th)	95.00	8,044.33	95.00	11,283.66	25.00	19,552.99			
VISA (15th)	650.00	3,350.00	38,710.33	3,125.00	29,525.00	75,360.33			
Mail	1,920.00	48,128.00	36,326.00	21,515.00	91,550.00	199,439.00			
Payroll Pledge			532.92		532.92	1,065.84			
Christmas Eve Offering				24,036.12		24,036.12			
Prepaid Pledge									
Christmas Day Offering									
Pledge Statement Correction			(3,617.00)	(65.00)	(380.00)	(4,062.00)			
Pledge Statement Correction									
Previous Year Pledge									
Non-Cash Contributions (Stock)	3,336.40				13,993.87	17,330.27			
<b>Total General Funds Contributions</b>	<b>64,668.29</b>	<b>106,254.24</b>	<b>142,350.71</b>	<b>74,492.73</b>	<b>135,246.79</b>	<b>523,012.76</b>	<b>503,566.00</b>	<b>125,891.50</b>	<b>19,446.76</b>
<b>OTHER FUNDS CONTRIBUTIONS:</b>									
Mission Discretionary Fund									
Ukraine Building Ministry									
Bolivia/S. Africa									
Earthglow									
Skyline					265.00	265.00			
Ukraine Soup Kitchen									
Palliative Care									
Mission Project	29,831.12	205.00	75.00	10.00	265.00	30,386.12			30,486.12
Souper Bowl of Caring									
UMCOR	29,831.12	205.00	100.00			100.00			
<b>Total Other Funds Contributions</b>	<b>29,831.12</b>	<b>205.00</b>	<b>175.00</b>	<b>10.00</b>	<b>530.00</b>	<b>30,751.12</b>			<b>30,486.12</b>
<b>Total Revenue</b>	<b>\$ 94,499.41</b>	<b>\$ 106,459.24</b>	<b>\$ 142,525.71</b>	<b>\$ 74,502.73</b>	<b>\$ 135,776.79</b>	<b>\$ 553,763.88</b>	<b>\$ 503,566.00</b>	<b>\$ 125,891.50</b>	<b>\$ 48,932.88</b>
<b>Fish Offerings</b>		<b>\$ 676.65</b>	<b>\$ 628.84</b>	<b>\$ 461.58</b>		<b>\$ 1,767.07</b>			
<b>Weekly Schedule:</b>									
<b>GENERAL FUND CONTRIBUTIONS:</b>									
8:15 Worship Service									
Sunday Contributions: 1st Service	34,091.00	21,965.00	41,820.00	20,082.00		117,958.00			
9:23 Servant Worship Service									
Sunday Contributions: 2nd Service	23,708.00	14,901.33	24,790.00	30,442.00		93,841.33			
Sunday Contributions: Split									
Plate Offerings (Cash)	671.09	913.38	1,531.34	436.01		3,551.82			
ACH (3rd & 20th)	8,232.00	230.00		9,322.00	355.00	18,139.00			
VISA (15th)	850.00	38,786.66	6,300.00	6,300.00	26,026.00	71,962.66			
Mail	7,895.00	19,836.00	8,818.00	19,336.86	88,080.29	143,967.15			
Payroll Pledge			345.42		345.42	690.84			
Christmas Eve Offering									
Prepaid Pledge									
Christmas Day Offering									
Pledge Statement Correction									
Pledge Statement Correction									
Previous Year Pledge									
Non-Cash Contributions (Stock)	9,942.75	2,172.71			(75.00)	15,855.46			
<b>Total General Funds Contributions</b>	<b>85,090.84</b>	<b>60,018.42</b>	<b>116,091.42</b>	<b>85,918.87</b>	<b>118,546.71</b>	<b>465,666.26</b>			
<b>OTHER FUNDS CONTRIBUTIONS:</b>									
Mission Discretionary Fund									
Ukraine Building Ministry									

		Difference	Difference	Difference	Difference	Difference	Total
Bolivia/S. Africa	406006	-	-	-	-	-	-
Earthglow	406008	-	-	-	-	-	-
Skyline	406010	-	-	-	-	-	-
Ukraine Soup Kitchen	406010	-	-	-	-	-	-
Palliative Care	406010	-	-	-	-	-	-
Mission Project	406010	9,709.04	144.00	170.00	170.00	10,023.04	10,023.04
Souper Bowl of Caring	406010	-	-	-	-	-	-
UMCOR	406010	-	-	-	-	-	-
<b>Total Other Funds Contributions</b>		<b>9,709.04</b>	<b>144.00</b>	<b>170.00</b>	<b>170.00</b>	<b>10,023.04</b>	
<b>Total Revenue</b>		<b>\$ 84,799.88</b>	<b>\$ 116,293.42</b>	<b>\$ 85,918.87</b>	<b>\$ 118,716.71</b>	<b>\$ 475,689.30</b>	<b>\$ 2,207.66</b>
<b>Fish Offerings</b>		<b>\$ 597.06</b>	<b>\$ 1,095.08</b>	<b>\$ 514.74</b>	<b>\$ 514.74</b>	<b>\$ 514.74</b>	<b>\$ 514.74</b>
<b>Weekly Schedule:</b>							
<b>GENERAL FUND CONTRIBUTIONS:</b>	<b>Account Nos.</b>						
8:15 Worship Service	402002 & 404002	\$ 3,815.00	\$ 2,685.00	\$ -	\$ -	\$ -	\$ 9,076.00
Sunday Contributions: 1st Service	402002 & 404002	(12,022.00)	(1,727.00)	(8,119.00)	-	-	(21,537.00)
9:23 Servant Worship Service	402002 & 404002	3,355.00	3,195.00	-	-	-	7,680.00
Sunday Contributions: 2nd Service	402002 & 404002	4,985.00	(3,887.35)	(30,442.00)	-	-	(26,119.18)
Sunday Contributions: Split	402002 & 404003	-	1,945.00	1,655.00	-	-	5,525.00
Plate Offerings (Cash)	404002	63.80	(234.97)	533.94	-	-	314.24
AGH (3rd & 20th)	402002 & 404002	(8,137.00)	(88.53)	1,971.66	(330.00)	-	1,413.99
VISA (15th)	402002 & 404002	(200.00)	(76.33)	(3,175.00)	-	-	3,499.00
Mail	402002 & 404002	(5,976.00)	27,508.00	2,178.14	3,469.71	-	55,471.85
Payroll Pledge	402002 & 404002	-	187.50	-	187.50	-	375.00
Christmas Eve Offering	403002 & 404002	-	-	24,036.12	-	-	24,036.12
Prepaid Pledge	402002 & 404002	-	-	-	-	-	-
Christmas Day Offering	402002 & 404002	-	-	-	-	-	-
Pledge Statement Correction	402002	300.00	(3,617.00)	(65.00)	(380.00)	-	(3,762.00)
Pledge Statement Correction	404002	-	-	-	75.00	-	75.00
Previous Year Pledge	402005	-	-	-	(75.00)	-	(75.00)
Non-Cash Contributions (Stock)	402003	(6,606.35)	-	-	10,253.87	-	1,474.81
<b>Total General Funds Contributions</b>		<b>(20,422.55)</b>	<b>26,259.29</b>	<b>(11,426.14)</b>	<b>16,700.08</b>	<b>-</b>	<b>57,346.50</b>
<b>OTHER FUNDS CONTRIBUTIONS:</b>							
Mission Discretionary Fund	406005	-	-	-	-	-	-
Rebuilding Together/Skyline Food Drive	406006	-	-	-	-	-	-
Bolivia/S. Africa	406006	-	-	-	-	-	-
Earthglow	406008	-	-	-	-	-	-
Skyline	406010	-	-	-	265.00	-	265.00
Ukraine Soup Kitchen	406010	-	-	-	-	-	-
Palliative Care	406010	-	-	-	-	-	-
Mission Project	406010	20,122.08	(69.00)	10.00	95.00	-	20,363.08
Souper Bowl of Caring	406010	-	-	-	-	-	-
UMCOR	406010	-	-	-	-	-	-
<b>Total Other Funds Contributions</b>		<b>20,122.08</b>	<b>31.00</b>	<b>10.00</b>	<b>360.00</b>	<b>-</b>	<b>100.00</b>
<b>Total Revenue</b>		<b>\$ (30,417)</b>	<b>\$ 26,290.29</b>	<b>\$ (11,416.14)</b>	<b>\$ 17,060.08</b>	<b>\$ -</b>	<b>\$ 78,074.66</b>
<b>Fish Offerings</b>		<b>\$ 79.59</b>	<b>\$ (467.04)</b>	<b>\$ (53.16)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (440.61)</b>



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## Table Time

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- **Are your financial records structured to give you the information you need?  
Are the reports clear and consistent?**
  
- **Do you have a clear set of procedures in place for control and oversight of your ministry's finances?  
How can your ministry employ an annual audit?**
  
- **How can methods of EFT be put to use in your setting?**



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# Session 5: Finance Part II

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**Presenter:** Randy Shrauner

**Description:**

The management of financial resources within a ministry setting is an area often ignored within formal theological training. This vacuum leaves those ultimately responsible for financial oversight ill prepared for the task at hand with potential for deep harm. Equipped with a basic understanding of financial reports, practical policies and operating procedures and an understanding of the annual budgetary cycle, this void can be filled.

**Expected Outcomes:**

As a result of participating in this session, participants will:

- Understand the form and function of three primary financial reports: the balance sheet, the income statement and the cash flow report.
- Be aware of some simple procedures for the handling of money within a ministry setting including spending authority, cash and checks for deposits and the need for independent outside oversight.
- Modes of EFT (Electronic Funds Transfer)
- How to develop and control an annual operating budget
- How to talk about "Money" with both the leadership and the primary constituents of the ministry.





**CHURCH OF THE SERVANT GENERAL FUND**  
**Unaudited Statement of Activities**  
**20XX Budget**

	20X1 Budget	20X1 Actual	20X2 Budget	20X2 Actual	20X3 Budget	20X4 Actual	20X5 Budget	20X5 YTD Actual	20X6 Budget	20X6 YTD Actual	20XX Budget
<b>Revenues</b>											
Pledged Tithes and Offerings	\$ 3,753,750	\$ 3,812,253	\$ 3,939,840	\$ 3,727,956	\$ 3,539,933	\$ 3,564,863	\$ 3,449,394	\$ 3,375,604	\$ 3,788,089	\$ 3,593,861	\$ 3,702,223
Non-Cash Contributions	400,000	391,893	410,000	378,923	337,136	407,057	375,756	134,032	401,411	110,414	-
Plate Offerings	4,153,750	4,204,146	4,349,840	4,245,583	3,877,069	4,081,512	3,959,182	3,942,278	4,189,500	4,109,182	4,090,436
Total Tithes and Offerings	135,000	123,797	135,000	138,880	118,000	124,612	49,500	93,337	101,400	102,822	79,200
Missions and Outreach Contributions	4,288,750	4,327,943	4,484,840	4,387,563	3,995,069	4,272,293	4,023,082	4,100,123	4,305,300	4,336,385	4,169,636
Church Use Fees											
<b>Expenses</b>											
Missions and Outreach											
Annual Conf Missions - Apportioned	626,163	628,664	650,908	650,908	476,632	676,609	685,894	685,894	695,372	695,372	673,525
Annual Conf Missions - Non-Appointed	-	(36,844)	-	(9,810)	-	500	-	6,947	-	6,375	-
Refund of Excess Health Benefit	60,000	49,477	60,000	62,495	-	75,722	-	56,087	-	37,736	-
Local Church Missions - Other	85,000	80,659	85,000	92,730	-	59,640	-	24,200	-	58,504	-
Media Ministry	66,860	75,272	110,455	91,203	43,462	24,372	27,942	14,797	24,822	8,721	19,222
Total	838,023	797,228	906,363	899,216	520,094	836,843	713,836	787,925	720,194	806,708	692,747
Congregational Ministries											
Salaries and Related Cost	2,180,034	2,157,170	2,253,949	2,248,029	2,081,796	2,116,647	2,045,543	2,046,174	2,180,292	2,120,682	2,113,507
Administration and Finance	169,709	195,385	185,080	215,000	138,436	108,171	130,069	122,982	223,358	210,818	142,230
Adult / Family Ministries	9,360	4,022	10,030	4,806	9,146	4,737	8,889	5,100	8,793	7,979	7,565
Adult / Senior Ministries	-	-	-	-	492	777	3,512	2,780	3,620	2,775	3,620
Belonging Ministries	8,889	5,183	13,725	5,742	11,225	7,990	8,076	5,671	7,840	6,590	9,935
Building & Facilities	483,924	473,592	471,730	469,502	389,540	348,592	329,602	299,872	327,685	334,968	341,480
Care Ministries	20,300	22,902	22,955	16,978	17,843	12,868	14,655	14,670	16,295	13,568	13,875
Children's Ministries	43,264	44,680	43,264	42,835	44,561	38,083	38,540	35,491	39,215	36,943	38,300
Communication / IT	79,706	63,385	85,640	67,386	197,210	156,922	164,239	145,150	197,177	167,812	205,697
Discipleship Ministries	8,040	5,039	7,540	3,889	16,596	3,288	5,296	2,790	4,360	2,846	3,960
Food Services	(20,230)	(5,089)	(20,230)	-	-	-	-	-	-	-	-
Men's Ministries	18,595	19,735	-	-	-	-	-	-	-	-	-
Music Ministries	20,860	16,338	22,189	19,311	31,525	12,587	31,529	31,498	48,375	48,332	54,275
Nursery Ministries	2,800	3,536	4,175	4,615	4,249	2,691	3,294	2,983	3,294	2,648	2,944
Student Ministries / College	6,530	3,756	6,680	2,078	2,040	436	4,720	2,728	5,560	3,059	4,576
Student Ministries / Mid-High	16,478	13,262	15,000	12,329	16,472	18,105	14,830	13,338	15,150	13,862	14,890
Student Ministries / Senior-High	17,888	22,025	19,158	19,657	15,576	12,822	14,830	12,642	16,200	15,661	15,490
Women's Ministries	7,760	9,542	11,000	8,544	10,560	6,173	6,740	4,947	4,820	2,345	2,820
Worship Ministries	-	-	-	-	-	-	-	-	-	-	1,920
Servant 923 Ministry	-	-	-	4,870	-	1,605	-	-	-	-	19,040
Young Adults	-	-	-	-	-	-	-	-	-	-	-
Total	3,073,907	3,054,463	3,151,885	3,145,571	2,994,032	2,853,920	2,826,289	2,750,688	3,104,964	2,991,925	2,996,124
Debt Service	480,000	480,000	480,000	480,000	480,000	480,000	480,000	580,000	480,000	1,940,634	480,000
Total Expenses	4,391,930	4,331,691	4,538,248	4,524,787	3,994,126	4,170,763	4,020,125	4,118,613	4,305,158	5,739,267	4,168,871
Other Income/(Expense)	6,000	20,263	3,600	103,986	-	(98,038)	-	121,680	-	1,403,058	-
Changes in Net Assets	\$ (97,180)	\$ 16,515	\$ (49,806)	\$ (33,236)	\$ 943	\$ 3,492	\$ 2,957	\$ 103,190	\$ 142	\$ 1,476	\$ 765

**CHURCH OF THE SERVANT GENERAL FUND**  
**Unaudited Statement of Activities**  
**20XX Budget**

		20XX Budget	Prior YTD Actual	Prior Year Budget	20XX Budget v. Prior Budget
<b>Revenues</b>					
Pledged Tithes and Offerings		\$ 3,702,223	\$ 3,593,861	\$ 3,788,089	(85,866)
Non-Cash Contributions		-	110,414	-	-
Plate Offerings		388,213	404,907	401,411	(13,198)
Total Tithes and Offerings		4,090,436	4,109,182	4,189,500	(99,064)
Other Contributions		79,200	102,822	101,400	(22,200)
Missions and Outreach Contributions		-	106,113	-	-
Church Use Fees		-	18,268	14,400	(14,400)
Total Revenue		4,169,636	4,336,385	4,305,300	(135,664)
<b>Expenses</b>					
<b>Missions and Outreach</b>					
Annual Conf Missions - Apportioned	16%	673,525	695,372	695,372	(21,847)
Annual Conf Missions - Non-Apportioned	0%	-	6,375	-	-
Refund of Excess Health Benefit	0%	-	-	-	-
Annual Conf Missions - Other	0%	-	37,736	-	-
Local Church Missions and Outreach	0%	-	58,504	-	-
Media Ministry	0%	19,222	8,721	24,822	(5,600)
Total	17%	692,747	806,708	720,194	(27,447)
<b>Congregational Ministries</b>					
0%					
Salaries and Related Cost	51%	2,113,507	2,120,682	2,180,292	(66,785)
Administration and Finance	3%	142,230	210,818	223,358	(81,128)
Adult / Family Ministries	0%	7,565	3,979	8,793	(1,228)
Adult / Senior Ministries	0%	3,620	2,775	3,620	-
Belonging Ministries	0%	9,935	6,590	7,840	2,095
Building & Facilities	8%	341,480	334,968	327,685	13,795
Care Ministries	0%	13,875	13,568	16,295	(2,420)
Children's Ministries	1%	38,300	36,943	39,215	(915)
Communication / IT	5%	205,697	167,812	197,177	8,520
Discipleship Ministries	0%	3,960	2,846	4,360	(400)
Music Ministries	1%	54,275	48,332	48,375	5,900
Nursery Ministries	0%	2,944	2,648	3,294	(350)
Student Ministries / College	0%	4,576	3,059	5,560	(984)
Student Ministries / Mid-High	0%	14,890	13,862	15,150	(260)
Student Ministries / Senior-High	0%	15,490	15,661	16,200	(710)
Women's Ministries	0%	2,820	2,345	2,930	(110)
Worship Ministries	0%	1,920	5,037	4,820	(2,900)
Servant 923 Ministry	0%	19,040	-	-	19,040
Total	72%	2,996,124	2,991,925	3,104,964	(108,840)
Debt Service	12%	480,000	1,940,634	480,000	-
Total Expenses	100%	4,168,871	5,739,267	4,305,158	(136,287)
Other Income(Expense)		-	1,403,058	-	-
Changes in Net Assets		\$ 765	\$ 176	\$ 142	\$ 623





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# Session 6: Organizational Structure

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**Presenter:** Randy Shrauner

**Description:**

The proper organizational structure of a ministry is a prime contributor to its ongoing success. The appropriate structure is heavily dependent upon the current size of the ministry while keeping a close eye on the changes necessary for growth to the next level.

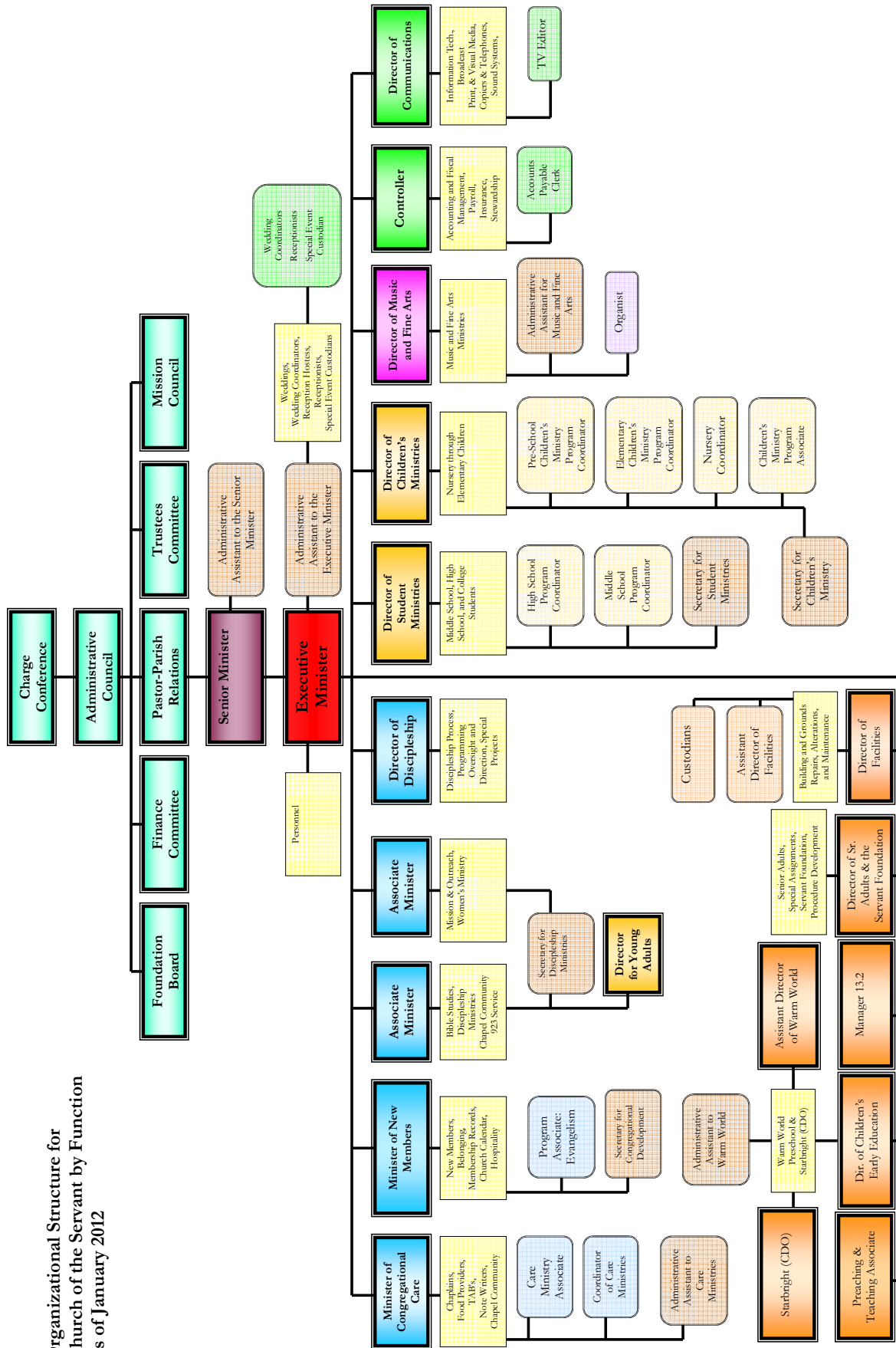
**Expected Outcomes:**

As a result of participating in this session, participants will:

- Understand the sociological forces at play within a ministry of a given size.
- Recognize the operative relationship between lay leaders and staff/clergy within your ministry.
- Develop an organizational chart appropriate for your ministry: one free of the issue of "triangulation" while facilitating clear communication and understanding of responsibilities.
- Know *The Book of Discipline* allows a great degree of structural flexibility within a particular ministry setting.



**Organizational Structure for  
Church of the Servant by Function  
As of January 2012**



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# Table Time

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**Examining your ministry's organizational chart:**

- **Does it accurately reflect the manner in which the ministry operates?**
  
- **Is it clear concerning lines of communication and responsibility?**
  
- **Is it appropriate for your stage of growth?**

**Is your current lay leadership structure a help or a hindrance to mission and ministry?**

**What changes might be appropriate to facilitate growth?**

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# Session 7: Stewardship 101 - Growing Generous Givers

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**Presenter:** Rev. George Cooper

**Description:**

Stewardship is fundamental for a church to have the resources of time, talents and finances to accomplish God's mission and vision for the local church; and every church has an opportunity to grow their members and attendees into generous stewards. However, it takes an intentional plan. In this session we will look at:

- The need for growing generous stewards
- A brief biblical foundation
- An overview of current giving patterns
- Understanding that people want to be generous but need help
- The long view for stewardship
- Forming a local church strategy
- The role of the Finance Committee
- The role of the pastor

**Expected Outcomes:**

As a result of participating in this session, participants will:

- Accept their role as spiritual leader in the life of the church as it relates to stewardship, especially money.
- Explore their personal stewardship from a Biblical perspective
- Seek and enlist a philanthropy coach
- Identify and prepare to enlist a Stewardship Team
- Create a preliminary "year round" stewardship strategy to be fully developed by a Stewardship Team in their local church

## ***Stewardship 101: Growing Generous Givers***

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### **Are We Stuck?**



Pg 2

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### **Barna Research May 10, 2011**

- **Americans affected in a major way**
  - 22% Fall 2008 but 28% April 2011
- **Reduced giving**
  - 20% Nov 2008
  - 30% Jan 2010 & April 2011
- **4% tithe compared to 5-7% over the past decade**
- **47% believe another 2-3 years before economy improves**

Pg 3

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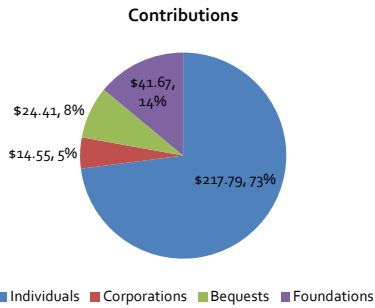
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## 2011 Contributions by Source



Pg 4



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## The Parables of Jesus *by George Buttrick*

- **43 parables of Jesus**
  - 27 or 62% refer to money & possessions
- **1 of 10 verses in Gospels (288 verses) deals with money**
- **Bible includes**
  - 500 verses on prayer
  - 500 on faith
  - 2000 on money & what it buys

Pg 5



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## Table Discussion

- **What is one of your favorite passages about stewardship?**
  
- **What does the Bible say about money & possessions?**

Pg 6



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## Biblical Foundation

- Genesis 14:20, 28:18-22
- Exodus 25:2,35:4-35
- Leviticus 27:30-34
- Numbers 13,14,18:21-32
- Deuteronomy 12:5-19, 14:22-29, 26:1-15
- 1 Samuel 8:15-17
- 1 Kings 8, 17:7-16
- 2 Chronicles 31:4-12
- Nehemiah 10,12,13
- Amos 4:4-5
- Haggai 1
- Malachi 3:6-12
- Matthew 5:23-24,6:2-4, 6:20,6:24-33, 7:7-11, 16:24-27,19, 23:23-24, 25
- Mark 10:17-28, 12:38-44
- Luke 6:27-38, 11:42, 12:13-25, 12:30-34, 14:12-14,15:11-24,16:10-17,16:19-31,18:9-14, 19:1-10, 20:19-26,21:1-4
- Acts 6:1-6, 20:35
- Romans 12:2
- 1 Corinthians 4:1-2, 16:2
- 2 Corinthians 8,9
- 1 Timothy 6:10-11
- Hebrews 7:1-10

Pg 7



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## Growing Generous Giving

- Spiritual issue
- Giving follows vision
- Giving follows passion
- Incremental not overnight
- Assist with money management
- Intentionality to grow generosity

Pg 8



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## Consumer to Mature Disciple Spectrum

- Materialism-Consumer – Buying Services
- Asking-Searcher – Learning Options
- Tentative-Starter (proportional) - Challenge
- Unconditional Disciple – Tithing as a Lifestyle
- Radical-Sacrificial – Spiritual Gift
- Eternal Rewards - Spiritual Maturity

Pg 9



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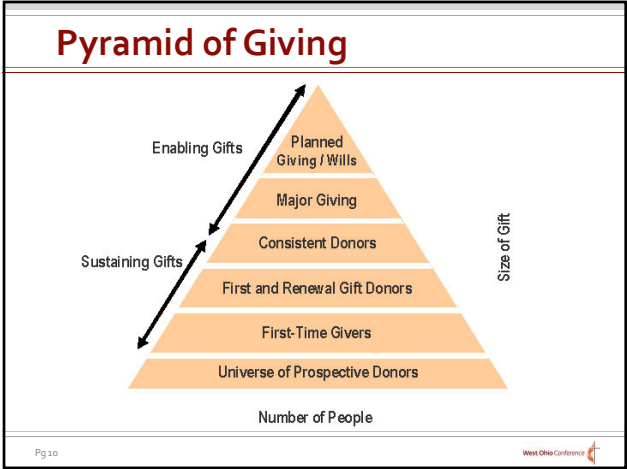
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- ## How Do We Get There?
- **Preparation**
  - **Intentionality**
  - **Implementation**

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- ## Stewardship is a Lifestyle
- **Stewardship: What do most people think about?**
  - **Stewardship synonymous with "manager"**
    - Parable of the Talents
  - **What are we called to Manage?**
    - Time, Talents, Spiritual Gifts, Relationships, Income, Assets
    - What else?

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## Year Round Stewardship Strategy

- **Create a Stewardship Strategy**
  - Utilize a small team or 3-4 people
  - 12 Month plan
  - **DO NOT** incorporate into Finance Committee
  - **Enlistment criteria**
    - Practice what they will plan/teach
    - Respected leaders
    - One with solid organizational skills driven by timelines
    - One who is the face of stewardship & articulate (sales?)
    - Cross generational

Pg 13



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## Year Round Stewardship Strategy

- **Education/Experience prior to Annual Investment for M/V**
  - Small group experiences
  - Monthly Stewardship Moments
  - **DO NOT TALK BUDGETS/Narrative Budget**
  - Tell Stories
  - Involve the kids
  - Ministry Fair and/or Parade
  - Quarterly Statements w/ Story
- **Thank You x10**

Pg 14



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## Year Round Stewardship Strategy

- **Additional aspects of Stewardship, not just Annual Campaign or budget presentation**
  - Time, Passion, Spiritual Gifts
- **Disrupts calendar expectation & reactions w/ annual budget discussion**
- **Integration of stewardship challenge over a longer period**
- **Resources:**
  - Reading list, blog, twitter, Facebook, Website, Others?
    - Apportionments as "Tithe of the church"

Pg 15



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## What do you know?

- 75% households have credit cards
- 43% of credit card using households carry a balance
- Median balance is \$3300
- Households trimmed debt....but primarily foreclosures – Wall Street 6/10/2011

Pg 16



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## What do you know?

- 84% of college undergraduates have a credit card
- Median number of credit cards per student: 4.6
- Average balance among credit card using undergraduates: Nearly \$3200
- 17% of undergraduates pay their balance in full each month

Pg 17



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## Personal Finances

- **Good Sense Ministries**
  - Freed Up Financial Living
  - Freed Up from Debt
  - Freed Up in Later Life [LS2](#)
  - Raising Financially Free-Up Kids
- **Crown Financial Ministries**
- **Financial Peace University**
- **Money Matters by Michael Slaughter**

Pg 18



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## Role of the Pastor

### ▪ Mission & Vision

#### • People give to M&V

- Appeal to 20%, 80% of time, "commitment" versus vision to benefit people

#### • Top 2 Reasons:

- Compassion & Personal Benefit (Reflects people give to people not institutions)

### ▪ Teaching & Preach

- Not just Annual Campaign
- Solid Discipleship initiative

Pg 19




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## Solid Discipleship

### ▪ Course 101: Basic Christianity

### ▪ Course 201: Bible Knowledge

### ▪ Course 301: Spiritual Gifts

### ▪ Course 401: Servant Leadership

*Assumes worship and small group participation*

Pg 20




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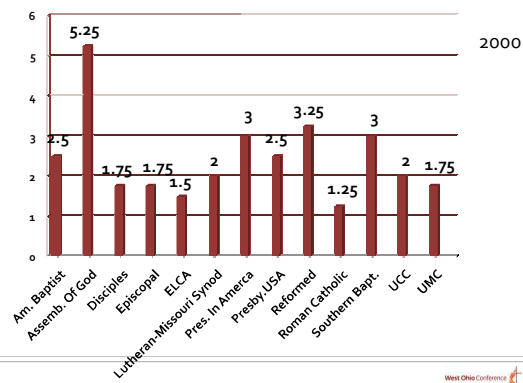
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## [www.generousgiving.org](http://www.generousgiving.org)



Pg 21




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## Role of the Pastor

### ▪ Model Stewardship

- Tithe & tell
- New Members

Pg 22



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## Table Discussion

***▪ Do you tithe and if so, what influenced you to tithe? If you are not tithing yet, what steps can you or are you taking toward tithing?***

Pg 23



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## Role of the Pastor Continued

### ▪ Expectation of Leaders

- To know or not to know giving patterns
- Spiritual Disciplines
- Embrace & Own M&V

### ▪ Retain a Philanthropy Coach

Pg 24



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**Table Discussion**

▪ *How have you experienced philanthropy? Who can you identify and enlist as a philanthropy coach?*

Pg 25 

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**Annual Stewardship Campaign Programs**

- New Consecration Sunday by Herb Miller
- Celebrate the Faith by Leo B. Waynick Jr.
- Celebrate the Gift by Leo B. Waynick Jr.
- Extravagant Generosity by Michael Reeves, Jennifer Tyler & Robert Schnase
- Money Matters by Michael Slaughter
- Special Delivery: Unto Us Is Given by Leo B. Waynick Jr.
- Called to Serve by Leo B. Waynick Jr.
- Called to Care by Leo B. Waynick Jr.
- Giving by Ecumenical Stewardship Center
- Living Stewardship Program

Pg 26 

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**Finance Committee**

- **Stewards of Tithes & Offerings**
  - #3 Reason: Fiscal Integrity
    - 4 out of 5 will not donate if financial reports are not available, 1 out of 10 may request
    - Counting & distribution for “checks & balances”
  - Distinguish “fund-raising” from Stewardship development
- **Mission & Vision Support**
  - Reflected in the budget

Pg 27 

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## Fiscal Integrity

- The importance of fiscal integrity according to Barna research is the Number 3 reason individuals will or will not contribute to a non-profit.
- Essential components for protecting the church's integrity include....

Pg 28



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## Table discussion

- *What are the ways you can improve the fiscal integrity of your church?*

Pg 29



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## Typical Budgeting-Income

- **Budget/52= weekly income needed**
- **Bulletin**
  - List weekly need, last week's income, shortage
  - Assumes seasonal giving is equal
    - What's the message?

Pg 30



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## Alternatives for Reporting

- **Income w/ a ministry story & “thank you”**
  - Finance report available in the office
- **Faith Family Reporting**
  - After Church Semi-Annual/Quarterly Financial Updates w/ Q&A

Pg 31



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## Finance Committee

### Fiscal Tools to Increase Income

- Narrative Budget that tells a story instead of a spreadsheet
- Envelopes: size, frequency, delivery, verse, options for giving
- Statements: Frequency, who receives, who writes & content of letter
- Weekly bulletin giving reports versus historical monthly or quarterly comparisons
- Budget options (Base, Vision, Faith) based on income comparisons

Pg 32



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## Summary

- Teach giving to God not budgets or institutions
- Separate Stewardship into Need to Give, Budget, Time & Talent
- Talk honestly about money...Jesus did
- Faithful stewards as Stewardship Leaders
  - No Exceptions
- Recognize & utilize a variety of motivations for giving

Pg 33



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**It Takes Time & Intentionality!**



Pg 34 West Ohio Conference

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**Next Steps**

- **Enlist a Stewardship Team**
  - Establish a strategy & DO IT!
  - How can stewardship be holistic?
- **Evaluate your Discipleship Path**
  - Is it contributing to Growing Generous Givers?
  - How is the tithe &/or proportional giving taught?

Pg 35 West Ohio Conference

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**Next Steps**

- **Review Financial policies & Practices**
- **What are the short term solutions to assures cut backs do not impair mission & ministry**
  - Small Groups? Individuals?
  - Enlist a philanthropy coach

Pg 36 West Ohio Conference

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**Always, Always..It's About the Mission**



Pg 37

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**Growing Generous Disciples**

- Questions?
  
- Comments?
  
- Thank you!

Pg 38

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# Additional Resources

## *The Spirituality of Fundraising*

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### **Henri Nouwen**

From the perspective of the Gospel, fund-raising is not a response to a crisis. Fundraising is, first and foremost, a form of ministry. It is a way of announcing our vision and inviting other people into our mission. Vision and mission are so central to the life of God's people that without vision we perish and without mission we lose our way, (*Proverbs* 29:18, *2 Kings* 21:7-9). Vision brings together needs and resources to meet those needs, (*Acts* 9:1-19). Vision also shows us new directions and opportunities for our mission (*Acts* 16:9-10). Vision gives us courage to speak when we might want to remain silent, (*Acts* 18:9).

Fundraising is proclaiming what we believe in such a way that we offer other people an opportunity to participate with us in our vision and mission. Fundraising is precisely the opposite of begging. When we seek to raise funds we are not saying, "Please could you help us out because lately it's been hard." Rather, we are declaring, "We have a vision that is amazing and exciting. We are inviting you to invest yourself through the resources that God has given you – your energy, your prayers and your money – in this work to which God has called us." Our invitation is clear and confident.

Fundraising is also always a call to conversion. This call comes to both those who seek funds & those who have funds.

*In fund-raising as ministry, we are inviting people into a new way of relating to their resources. By giving people a spiritual vision, we want them to experience that they will in fact benefit by making their resources available to us.*

In other words, we are calling them to an experience of conversion. "You won't become poorer; you will become richer by giving." We can confidently declare with the Apostle Paul: "You will be enriched in every way for your generosity..." (*2 Corinthians* 9:11)

If this confident approach and invitation are lacking, then we are disconnected from our vision and we have lost the direction of our mission. We also will be cut off from our donors, because we will find ourselves begging for money and they will find themselves merely handing us a check. No real connection has been created because we have not asked them to come and be with us.

Here we see that if fundraising as ministry invites those with money to a new relationship with their wealth, it also calls us to be converted in relation to our needs. If we come back from asking someone for money and we feel exhausted and somehow tainted by unspiritual activity, there is something wrong. As a form of ministry, fund raising is as spiritual as giving a sermon, entering a time of prayer, visiting the sick or feeding the hungry. So fundraising has to help us with our conversion too. Are we willing to be converted from our fear of asking, our anxiety about being rejected or feeling humiliated, our depression when someone says, "No, I'm not going to get involved in your project?" When we have gained the freedom to ask without fear, to love fundraising as a form of ministry, then fund-raising will be good for our spiritual life.

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# Table Time

## *Discussion Questions & Assignments*

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### **Questions:**

- Describe your understanding of stewardship from a Biblical perspective?  
\_\_\_\_\_  
\_\_\_\_\_
- Describe your understanding of your spiritual leadership role in the life of the church as it relates to stewardship, especially money.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Discuss your personal giving to the church.  
Do you tithe? If yes, what motivated you to do so? If not, what prevents you from doing so?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Why would we be asked to seek and enlist a philanthropy coach?  
Who comes to mind for a potential coach?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Identify who you would enlist for a Stewardship Team.  
\_\_\_\_\_
- Outline a preliminary "year round" stewardship strategy and share in your cohort group.  
What is the next step for it to be fully developed by a Stewardship Team and implemented in your local church?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_