

# The Friday Epistle

A project of the North Central Chapter of NACBA, the National Association of Church Business Administration

**Friday, March 5, 2010**

**[fridayepistle@nacbancc.org](mailto:fridayepistle@nacbancc.org)**

**[www.nacbancc.org](http://www.nacbancc.org)**

**The North Central Chapter of NACBA  
The National Association of Church Business Administration**

**Our Mission: To empower Christian ministry through support of church administration.**

**Our Vision: To equip and reach out to people in church administration through education, connection, and communication.**

**The 2009-2010 meeting schedule is on line at <http://www.nacbancc.org/mschedule.asp>.**

## Minnesota Association of Church Facility Managers

MACFM ([www.macfm.org](http://www.macfm.org)) was established to promote fellowship, networking and educational opportunities for Christian Facilities Professionals (managers, maintenance, custodians), through the form of monthly meetings, discussion groups, and professional training. *Come check us out!*

*For more information contact:*

*President, Jeff Johnson, [Jeffj@hosannalc.org](mailto:Jeffj@hosannalc.org) or call #952-898-9128.*

## CBA Education Section

### Certification Program in Church Business Administration

#### Get the tools you need to be an informed or certified CBA

The next certification class is scheduled for June 7-18, 2010 at The Saint Paul Seminary School of Divinity, University of Saint Thomas, in Saint Paul, Minnesota. View and print the on-line Brochure at [http://www.stthomas.edu/spssod/nacba/nacbapdf/NACBA\\_2010-11Brochur.pdf](http://www.stthomas.edu/spssod/nacba/nacbapdf/NACBA_2010-11Brochur.pdf) (pdf format) or visit the website for more information at

<http://courseweb.stthomas.edu/lmcarrillo/NACBA/program.htm> . We are now accepting registration for 1 week at a time. Get your registration in early.

**Scholarships:** For NACBA National and North Central Chapter members:

- If your church does not pay 100% of your training fees and you are a member of both the local chapter and the national office you can apply for a scholarship through the local chapter of up to \$500!

For more details visit the national website at [www.nacba.net](http://www.nacba.net); scholarship application at [http://www.nacba.net/PDF\\_FILES/Endowment%20Fund%20Scholarship-App.pdf](http://www.nacba.net/PDF_FILES/Endowment%20Fund%20Scholarship-App.pdf) or the local chapter website at <http://www.nacbancc.org>

**Linda Carrillo, NACBA Coordinator**  
*The Saint Paul Seminary School of Divinity*  
*University of St. Thomas*  
2260 Summit Ave.  
Saint Paul, MN 55105  
(651) 962-5050  
[lmcarrillo@stthomas.edu](mailto:lmcarrillo@stthomas.edu)  
[www.stthomas.edu/spssod/nacba/default.html](http://www.stthomas.edu/spssod/nacba/default.html)

# Share the Knowledge Section

## Daylight Savings Time Begins March 14!

Be sure to remind your parishioners that Daylight Savings Time (spring ahead) begins Sunday, March 14!

## Web Help Needed

We're looking for a WYSIWYG service or software to edit an existing cold fusion web page, or to transfer our domain and to give us the tools to edit in-house - easily. Do you have any suggestions, or others you recommend I ask? Thank You!

### **Cindy Pearson**

Trinity Lutheran in Long Lake  
2060 6th Avenue North  
Long Lake, Minnesota 55356-9564  
952-473-8577  
[cindyp@trinitylonglake.org](mailto:cindyp@trinitylonglake.org)

## COBRA Question

What is your church's policy on COBRA? Do you self-administer or does your health provider do the paperwork? Do you have a website where you can find (easily) updates and changes to the COBRA laws (such as the Federal and state Premium Reduction changes?). Do you know of any seminars on this kind of HR issues? Any help would be appreciated. Thanks!

### **Linda Kelley**

Plymouth Congregational Church  
1900 Nicollet Ave  
Minneapolis, MN 55403-3746  
612-977-1262  
[lindak@plymouth.org](mailto:lindak@plymouth.org)

## Rental Space Charges

I am looking for information on what other churches charge for rental space; what gets included in the rental cost, utilities, use of meeting space, etc. Below are the details of what we plan on offering. We also have smaller office spaces that may come up for rent in the future.

We have a 600 sq. ft. three connected offices space to rent. We are including utilities, including garbage pick up, on site custodian, use of kitchen facility, private meeting space. Phones and internet hook ups, while accessible, are not included. We have off street parking as well.

I am grateful for any information you can provide, please email or phone me:

### **Ela Georg**

Minnehaha Communion Lutheran Church  
4101 37th Ave S  
Minneapolis, MN 55406-3425  
612-722-9527  
[bkuhlman@chrcom.com](mailto:bkuhlman@chrcom.com)

### **Church Bulletin Vendors**

We've had a longstanding contract with a church bulletin vendor that is up for renewal. We'd like to know what options are available. Do you use a vendor for your church bulletin? Would you be willing to share your experience about what you like, don't like about your vendor?

**Terri Ashmore**

The Basilica of Saint Mary  
PO Box 50010  
Minneapolis, MN 55405-0010  
(612) 317-3471  
[thashmore@mary.org](mailto:thashmore@mary.org)

### **Privacy Issues**

Do you have any guidelines for volunteers working with youth insofar as how privacy and contacts are to be respected? We are trying to develop some policies on these issues and would appreciate any input you can give from your experience. Thank you and best regards,

**Larry M. Smith**

2080 Mary Hills Drive  
Golden Valley, MN 55422-4222

Sorry, but I cannot pick up attachments on my "beast" here so regular mail would be appreciated.

## **Beg, Buy, Sell, or Give-Away Section**

### **WANTED by inner city church!**

We are looking for a new or gently used portable 4' x 6' white board/dry erase board .... and a gently used ping pong table. Ours collapsed – literally – and both our youth program and our Community Dinner participants miss it. Free would be good ... low cost maybe. Our resources are limited! You can reach us via any of the following:

**Zion Evangelical Lutheran Church**

128 West 33rd Street  
Minneapolis, MN 55408  
(612) 824-1017  
Fax (612) 822-2510  
[parishadmin@zionchurchmpls.org](mailto:parishadmin@zionchurchmpls.org)

### **Forty Days of Community**

If you are thinking of using this program by Saddleback/Rick Warren in your church, we have all the materials you need - brand new! We have Youth Devotionals, Adult Devotionals and Study Guides, 2 posters, 7 yard signs and 22 DVDs of the lessons for your small groups. We would like to recoup some of our cost but are willing to deal!

**Kathy Arveson**

Saint Mark's Lutheran Church  
2499 North Helen St  
North Saint Paul, MN 55109-2447  
(651) 777-7451  
[kathya@stmarks-nsp.org](mailto:kathya@stmarks-nsp.org)

## **Job Line**

Find the Job Line at [www.nacbancc.org/images/JobLine.pdf](http://www.nacbancc.org/images/JobLine.pdf).

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## **Meeting Schedule**

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Our chapter's meeting schedule, complete with maps and hyperlinks, is on our web site at <http://www.nacbancc.org/mschedule.asp>. Check it out!

### **About Us**

The Friday Epistle, a project of the North Central Chapter of NACBA, the National Association of Church Business Administration, is a free e-mail service for church administrators available to anyone who wants it. *Feel free to pass this document to anyone who may be interested!* To subscribe, please send your e-mail address to

Craig M. Wiester

(612) 986-8790 cell

[fridayepistle@nacbancc.org](mailto:fridayepistle@nacbancc.org)