

# **Congregational Leadership Training**

## **Management and Finance**

These four learning events will help pastors and lay leaders improve their administrative and management skills. Each session is on a Saturday morning from 9:00-12:00. There is no fee, but we ask that attendees notify the synod office of their intent to come so we can plan for sufficient handouts and seating. Please call 212 665-0732 x235 (Branden Dicks) to leave word if you plan to attend. All events will be held at St. Peter's Lutheran Church, 11 Ogden Court, Huntington Station, NY..

Introduction to Congregational Finance - October 8, 2011

A basic overview on the principles and practice of congregational finances, including non-profit style books and records, managing restricted (or designated) giving and gifts, proper organization of the Treasury and Financial Secretary offices, and a synopsis of tax reports and audits for congregations. Particularly suitable for new congregation officers and council members.

Congregations and the Government - November 5, 2011

An introduction to the congregation's responsibilities to the government, including payroll and tax issues and a review of the obligations of the Board of Directors (congregation council) under the state non-profit law. The session will provide guidance for property and capital issues such as management, maintenance, insurance, risk management, and capital improvements. Particularly suitable for congregational officers.

Planning, Budgeting and Managing - February 4, 2012

An introduction to the planning and budgeting process for congregations, including setting a vision, planning for people, space and financial resources, and constructing and using strategic and tactical budgets. A critical resource for a congregation is people, so we will also discuss designing an organization for the available skills, staffing a congregation, training of volunteers and lay leaders and related issues. Particularly suitable for congregational leadership.

Congregational Audit - March 10, 2012

Congregation constitutions require an annual audit, but many don't do them because they think they are too expensive. This session will review the nature and intent of a spectrum of audits, from the formal CPA audit, through an audit procedure that can be done by volunteers in the church. Sample audit guidelines will be provided. Other types of periodic audits for buildings, insurance, risk, etc will be discussed. Attendees should have a basic familiarity with congregational accounting.