



Certified United Methodist Church Business Administrator Requirements & Procedures



A. The Certification Program

Certification as a United Methodist Church business administrator signifies recognition by the denomination and peers of the certified person as having a special degree of professional attainment and commitment to the ministry of administration within The United Methodist Church.

The General Council on Finance and Administration is the certifying agency for United Methodist Church business administrators. The Council establishes the professional standards, training, and certification of church business administrators in partnership with the United Methodist Association of Church Business Administrators and the National Association of Church Business Administration.

In the process of certification, the Council receives recommendations for certification and recertification from the Executive Committee of the United Methodist Association of Church Business Administrators. When certification has been granted, each Certified United Methodist Church Business Administrator will receive a certificate to that effect. The General Council on Finance and Administration will advise the senior pastor and / or an officer of the institution and the Council on Finance and Administration of the appropriate annual conference.

B. General Requirements

1. The applicant shall be a committed Christian who practices the basic principles of Christian stewardship and demonstrates competence and leadership ability in church finance and administration.
2. The applicant must meet the minimum educational requirement of a high school diploma.
3. The applicant must have completed the academic requirements through one of the approved certification centers.
4. The applicant must be a professing member of The United Methodist Church or serving as a church business administrator in a United Methodist Church.
5. In the year of certification, the applicant must be a member in good standing of the United Methodist Association of Church Business Administrators or any of its approved chapters.
6. The applicant must have primary responsibility in at least one of the key areas in church finance and administration, such as: personnel / human resource management, staff development, congregational leadership, theology of stewardship, office management, information management, property management, communication and marketing, strategic planning, financial management, stewardship of self, legal and tax matters.

C. Academic Requirements

Candidates for certification as a United Methodist Church business administrator must complete these educational requirements within five years of the completion of one of the seminar sessions (these are not required to be taken in order):

- Certification Seminar 1 – Session A on property management, theology of stewardship, information management, and communication and marketing.
- Certification Seminar 1 – Session B on personnel / human resource management, office management, staff development, and congregational leadership.
- Certification Seminar 2 – Session A on legal and tax matters, theology and ethics of church administration, and Christian perspectives and theology of church.
- Certification Seminar 2 – Session B on strategic planning, financial management, and stewardship of self.
- United Methodist Polity – Candler Certification Center offers in conjunction with Certification Seminar 1 – Session A and at the UMACBA Annual Meeting.
- Action-based Certification Project in one of the areas of church administration as outlined in the Project Guidelines and administered through the certification center.

D. Certification Center

All of the academic requirements can be fulfilled through the National Institute for Church Finance and Administration (NICFA) offered by the Candler School of Theology, Emory University, Atlanta, Georgia. NICFA is co-sponsored by the Candler School of Theology, the General Council on Finance and Administration, and the United Methodist Association of Church Business Administrators. Graduate credit hours may also be earned by contacting the director of the Candler certification program.

Alternatively, the certification seminars and project can be completed through any of the certification centers recognized by the National Association of Church Business Administration plus completing either:

- A United Methodist polity module offered for church business administrators and church secretaries under the auspices of Candler School of Theology, or
- Seminary course work in United Methodist history, doctrine, and polity that fulfills requirements to be ordained as a deacon or elder, or
- Advanced Course of Study work that includes United Methodist history, doctrine, and polity.

E. Application Process

The completion of the academic requirements does not mean automatic certification. The following materials must be submitted to the General Council on Finance and Administration by August 31 of the year in which you are seeking certification.

1. Satisfactory completion of all academic requirements through a Certification Center
2. Application for Certification
3. Current Job Description demonstrating primary responsibility in appropriate fields
4. Evaluation forms from the immediate supervisor, church council chair, finance committee chair, staff parish relations chair, or appropriate alternatives and from a personal reference or equivalent positions within the candidate's setting.
5. Membership in good standing in UMACBA or any of its approved chapters.

F. Certification Process

All materials are reviewed by the Executive Committee of the United Methodist Association of Church Business Administrators to make recommendations on certification.

The General Council on Finance and Administration certifies those candidates who qualify at its annual meeting in the fall of each year. Candidates will receive their certificate in the mail after the first of the year and be recognized at the annual meeting of the United Methodist Association of Church Business Administrators the following summer.

G. Maintaining Certification

Recertification as a United Methodist Church business administrator is required every four (4) years. See page 4 for the requirements to recertify. Lapsed certifications must be reinstated within one year following the lapse by completing the recertification requirements.

H. Lifetime Certification

Certified United Methodist Church Business Administrators who have been granted retirement from their place of employment may apply to the Executive Committee for recommendation to the General Council on Finance and Administration for Lifetime Certification.

I. For More Information

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J. Web Sites

General Council on Finance and Administration

www.gcfa.org

Candler School of Theology – Office of Church Ministries Education

candler.emory.edu/ACADEMIC/OCME/

United Methodist Association of Church Business Administration

www.umacba.org

National Institute in Church Finance and Administration

www.umacba.org/NICFA/

* CEU – One CEU is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

RECERTIFICATION OF UNITED METHODIST CHURCH BUSINESS ADMINISTRATORS

Recertification as a United Methodist Church business administrator is required every four (4) years. Those seeking recertification as a United Methodist Church Business Administrator demonstrates their commitment to excellence in the ministry of administration within the recertification time-period by:

1. Maintaining continuous membership in the United Methodist Association of Church Business Administrators or any of its approved chapters.
2. Attend one full session of an annual meeting of the United Methodist Association of Church Business Administrators or one full session of an annual meeting of its approved chapters once every four (4) years (See Note 1).
3. And fulfill one of the following:
 - a. Attend a full session of an annual meeting of the United Methodist Association of Church Business Administrators for a second time within the four (4) years.
- or -
 - b. Attend the full session of an annual meeting of any approved chapter of the United Methodist Association of Church Business Administrators for a second time within the four (4) years (See Note 1).
- or -
 - c. Earn one Continuing Education Unit by attending an event related to the topics of church finance and administration and certified for continuous education by a general agency of The United Methodist Church or by the National Association of Church Business Administration.
- or -
 - d. Attend the Leadership Institute offered by Church of the Resurrection UMC, Leawood, Kansas
- or -
 - e. Earn one Continuing Education Unit related to church finance and administration with prior approval of the Executive Committee of the UMACBA (See Note 2).

Notes:

1. The Executive Committee of the UMACBA will approve the program and academic requirements of Chapters of the UMACBA for an annual meeting prior to the distribution of any publicity.
2. Request for approval of continuing education must be submitted with documentation that effectively demonstrates appropriate administration content and amount of contact hours to the Executive Committee at least 30 days prior to the event. All requests should be addressed to the UMACBA Executive Committee Chair, c/o General Council on Finance and Administration of The United Methodist Church, PO Box 340029, Nashville, TN 37203-0029. A certificate of earned CEU must be submitted before recertification will be granted.
3. Recognition of recertification will be done by notification to the person's conference, district, and local church or other ministry location as appropriate.