



**NATIONAL
ASSOCIATION OF
CHURCH
BUSINESS
ADMINISTRATION**

NACBA MEMBERSHIP APPLICATION (please type or print legibly)

Name _____ Birthdate _____ Spouse _____

Employed by _____ No. of years _____

Business **mailing** address _____

City _____ State _____ Zip _____

Business **shipping** address _____

City _____ State _____ Zip _____

Phone (_____) _____ E-mail _____

Home address _____ Phone (_____) _____

City _____ State _____ Zip _____

To which address do you want to receive mailings from NACBA? business home

Denomination/faith of employing institution _____ No. members _____

Title _____ No. of employees _____ Fax (_____) _____

My position is: full time paid part time paid volunteer

Web site address _____ Senior Pastor/Supervisor _____

I was referred to NACBA by _____

My primary management/or supervisory responsibilities are in: (check all that apply)

- Finances and/or fund raising Personnel management Office management
 Facility management Food service management Computer systems management

MUST BE SIGNED FOR CONSIDERATION AS AN ACTIVE OR ASSOCIATE MEMBER OF NACBA

I am employed by a Christian church, institution, or organization, primarily in an administrative capacity and I am a professing and practicing member of the Christian faith, and I subscribe to the NACBA Code of Ethics (on back).

Signature _____ Date _____

From time to time NACBA provides our mailing list to our advertisers, exhibitors, and other organizations related to the field of church business administration. Please check here if you do not wish for your name to be released to these vendors.

MEMBERSHIP CLASSIFICATIONS AND DUES

Please select the proper classification from the descriptions on the back side. The dues structure for each classification is listed below

CLASSIFICATION	DUES	MY MEMBERSHIP CLASSIFICATION IS
Active	\$180.00	_____
Associate	\$180.00	_____
Business	\$275.00	_____
Student	\$ 50.00	I AM ENCLOSING \$ _____
Affiliate	\$180.00	FOR MY MEMBERSHIP DUES.
Additional member from the same organization	\$130.00	

WE ACCEPT AMERICAN EXPRESS, MASTERCARD, VISA, DISCOVER CARD, AND CHECKS FOR PAYMENT.

Please make your check payable to NACBA. Individuals outside the United States must add \$5 US to the amounts shown. Pay in US funds only. NACBA dues are not tax deductible as a charitable contribution for Federal Tax purposes, but may be deductible as a business expense. If paying by credit card, please print or type the following information:

Exact name on card _____ Security Code _____

Card number _____ Exp. Date _____

Credit card billing address and zip _____

100 N. Central Expy
Suite 914
Richardson, TX
75080-5326
(800) 898-8085
(972) 699-7555
(972) 699-7617 Fax
www.nacba.net

NACBA MEMBERSHIP CLASSIFICATIONS

Active (voting) membership may be granted to those who are employed (paid) full-time or part-time on the staff of a Christian church and who serve congregations in church administration in an administrative capacity. This may include denominational members with like responsibilities who serve at other levels of their denominations such as Presbyteries, Synods, Conferences, Dioceses, et cetera; and active duty members of the United States Armed Forces who are assigned duties as Chapel Manager, Chaplain's Assistant, or other Christian business administrative duties in their military service.

Associate (voting) membership may be granted to those engaged in an activity closely related to Christian administration in a Christian institution/foundation or not-for-profit organization (501(c)(3)).

Business (non-voting) membership may be granted to individuals or individuals who represent for-profit companies wishing to join NACBA for commercial purposes and who desire to join in the support of NACBA, its purposes, and its programs. This category includes those individuals or individuals representing organizations that provide consulting services to churches.

Student (non-voting) membership may be granted to individuals who are full-time students in a college or seminary, who are interested in church administration. Student membership is limited to not more than a five-year period. Full time students, if employed part time by a Christian church/organization are eligible for student membership.

Affiliate (non-voting) membership is for individuals who do not meet the definitions for Active, Associate, or Business membership, includes volunteers and those seeking employment.

NACBA MISSION STATEMENT

The National Association of Church Business Administration® (NACBA)® is an interdenominational, professional, Christian organization which exists to serve the church by promoting the highest level of professional competence in individuals serving Christ through administration in local churches.

NACBA CODE OF ETHICS

As a member of the National Association of Church Business Administration (NACBA), I commit myself to Christian, ethical, and lawful, including the proper use of authority and appropriate decorum when acting as a church professional. I will use this Code of Ethics as a guide in performing my duties with trustworthiness and integrity, as a Christian, as a colleague, and as a leader in the congregation where I serve.

As a leader in church administration, I will not attempt to exercise individual authority over the church community except as explicitly set forth in its governing policies.

I will:

- Be committed to the mission of the Church;
- Strongly advocate that business practices are consistent with the authority of Scripture and civil law where there is no conflict;
- Be responsive to my church's or religious institution's authorities, advocating ethical business practices as my standard;
- Perform all duties as outlined in my job description, fulfilling my fiduciary responsibility to the members of the church;
- Be knowledgeable of the documents governing the operations of the church;
- Respect the processes of the church's governing body by not undermining the decisions of that body;
- Remain current with changes or advancements in the area of financial accountability, and human resource management;
- Openly and candidly share individual concerns, information, and knowledge with professional peers and church leadership;
- Bring to the pastor's immediate attention, or to that of the governing board, any condition or action that I believe exceeds a current operating policy or is in non-compliance with any governing document;
- Respect the confidentiality appropriate to issues of a sensitive nature;
- Exercise honesty in all written and interpersonal interaction;
- Show professionalism to all those with whom I make contact on behalf of the church;
- Make every reasonable effort to protect the integrity and promote the positive image of the church and its members;
- Encourage and value involvement by members of the church community;
- Respond in a spiritual manner consistent with my faith when confronted with conflict.

I pledge to:

- Participate with professional colleagues in organized efforts to share new knowledge and development in professional practices;
- Be an advocate for the NACBA and to advance the values and benefits of membership to the ministry leaders whom I support and others with whom I come into contact;
- Strive to be a life-long learner, seeking to attain the highest degree of competency in my field of work.