



National Association of Church Business Administration

PROFESSIONAL TRAINING AND STANDARDS

CERTIFICATION PROJECT GUIDELINES

PROVIDED BY:

NACBA PROFESSIONAL TRAINING AND STANDARDS COMMITTEE
CERTIFICATION CENTER DIRECTOR

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Dear Certification Candidate,

This notebook has been designed to provide guidance in selecting, planning, implementing and evaluating a project you can do in your ministry setting. However, as you read the materials, you may still have questions and need to call your Certification Center Director for additional help.

The goal of the Professional Training and Standards Committee of the NACBA is to have project reports submitted that require the same guidelines and criteria that is used by all Certification Centers. Each of the Centers may have different requirements related to submitting hard copies for binding. However, the NACBA office requires that every candidate submit an electronic copy to them before you receive your certification. This is the responsibility of the student.

It is important that you contact NACBA to receive a packet of materials that include all of the requirements for certification. You can contact them at 800-898-8085 or email either

Rose Ella: rose.ella@nacba.net or Phill: phill@nacba.net

In addition, you will want to contact your denominational leaders to inquire about their program of certification. There is a list of these organizations on the nacba.net website.

May God bless you in your journey of training. Your commitment to be a continual learner is to be commended and sets a great example for those who follow behind you.

EDUCATING TO EXCEL....TRAINING TO SERVE



TABLE OF CONTENTS

INTRODUCTION.....4
 Value of the Project
 Overview of the Project Report

PROJECT SELECTION CRITERIA.....5
 Project Topics

PROJECT PROPOSAL.....6
 Faculty Approval Process
 Project Proposal Form

MENTOR ROLE.....8

FACULTY SUPERVISION8
 Submitting Written Project Report
 Check List for Final Project Report

EVALUATION..... 11
 Supervisor’s Forms
 Collaborator’s Forms
 Candidate’s Forms

PROJECT ASSESSMENT BY THE CENTER DIRECTOR..... 18

NACBA CERTIFICATION INFORMATION 19

SAMPLE TITLE PAGE 20

SAMPLE TABLE OF CONTENTS 21

GUIDELINES FOR WRITING PROJECT REPORT 22



National Association of Church Business Administration

NACBA CERTIFICATION PROGRAM IN CHURCH BUSINESS ADMINISTRATION

PROJECT GUIDELINES

INTRODUCTION

The Certification Program in Church Business Administration includes the design and completion of an action-based project that significantly addresses one of the key areas of church administration. It can be undertaken any time after the completion of two weeks of course-work at any one of the training centers, but within five years after the first seminar. As a certification applicant, you are expected to take the full initiative for planning, seeking approval, and implementing the project proposal.

While the training centers provide the seminar training, supervise and approve the projects, NACBA and the denominational certifying bodies provide the certification. It is your responsibility to obtain all certification requirements and meet all deadlines of the organization(s) through which you seek certification. To receive information from NACBA, contact Rose Ella McCleary at 800.898.8085 or rose.ella@nacba.net. A list of denominational certifying organizations is available on the NACBA web site: www.nacba.net.

Value of the Project

The action-based project should make a significant administrative contribution to your church and to the field of church business administration. The project should be intentional in its focus upon the theological framework within which administration is done in the church. It is intended to provide a context wherein the church administrator can reflect upon a specific task while integrating theology and practice.

Overview of the Project Report

- The project submission report should include:
 1. A purpose statement
 2. Theological Rationale
 3. Practical Rationale
 4. Detail of the process the CBA followed to complete the project
 5. Description of the team collaboration and participation of others
 6. Statements to indicate how the project contributes to the practice of church administration
 7. Suggestions for further implementation
 8. Project document
 9. Endnotes (if footnotes are not used)
 10. A bibliography
- The report should be designed so that it can be submitted in an electronic format. Copyright of completed project submitted to NACBA remains with the author. In submitting the project for certification, the author licenses NACBA to use the project as a benefit of membership and to sell copies to non-members.
- Center directors will help CBAs understand what should be included in their report. (See the Checklist for Final Project Report, page 10).
- The final published report must include the following statement at the bottom of the title page:

NACBA and the Training Center do not endorse or attest to the legality of the statements or materials included in the report and project

PROJECT SELECTION CRITERIA

In light of the purpose of a CBA project, your project should:

- ✦ Be relevant and of practical use to you in your employment context.
- ✦ Strengthen or add to your knowledge and skills as a church administrator.
- ✦ Contribute to the field of church business administration.

1) Select a project task or event that will not only interest you and your congregation, but also one that other people may benefit from reading and implementing. You may want to share with others through a presentation at a NACBA chapter meeting or other setting, what you have learned.

- ✦ Evaluate your project topic by answering “yourself” the following questions:

1) Do I believe that I can accomplish the project task or event in order to meet the intended purpose of the church or organization?

2) Is there sufficient theological and practical rationale for doing the project task or event?

3) Are there enough resources available to contribute to the project task or event?

You can integrate your own church administration practices, resources from the certification seminars and NACBA conferences, research and resources (books, articles, documents) directly related to your project, and your theology of administration as ministry.

4) Do I anticipate learning new things in planning and implementing the project task or event as I engage in this activity?

5) How will I use my leadership skills to involve others in the planning and implementation of the project task or event?

Project Topics

Considerable latitude is permitted in the selection of a project task or event provided it is chosen from one of the following certification fields of study:

- ◆ 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 & Tax Matters
- ◆ Christian Perspectives & Theology of Church
- ◆ Theology and Ethics of Church Administration

PROJECT PROPOSAL

As you select a project task or event and begin to define your idea, you might ask yourself the following questions:

- 1) Can I fully develop the task or event in the time/space available?
- 2) What obstacles might I encounter in planning and implementing the project task or event?
- 3) How will my church benefit?
- 4) Do I have adequate resources available?
- 5) Am I too invested in this idea to study it carefully and objectively?

When you have settled on your project task or event, confer with the director of the training center at which you plan to submit your proposal to make sure you are on the right track. If acceptable, a proposal is prepared containing these elements:

- ✦ Title of the project task or event
- ✦ NACBA certification field of study to which this project relates
- ✦ Purpose of the project task or event and why it is important in your ministry
- ✦ Theological rationale
- ✦ Practical rationale
- ✦ Brief description of your project task or event
- ✦ Resources (written, material, or human) to be used
- ✦ Project completion date

This information should be submitted on the project proposal form (page 8) provided by each training center and mailed/e-mailed to the center director. When received, the director will review the proposal, and if approved, sign and return a hard copy to you for your files.

Project Approval

Make an appointment with the center director to discuss your proposed project in detail. The meeting may be in person, on the phone, or through e-mail. You are responsible for recording in writing the essence of this conversation so nothing will be left to chance or be misunderstood. It is recommended that you provide an outline of your project for this meeting.

Following the project proposal approval, you will need to:

Register for certification with NACBA and/or your denominational certification chair by their respective deadlines. The NACBA deadline is June 1 for the year in which you want to be certified.



National Association of Church Business Administration

CERTIFICATION CENTER PROJECT PROPOSAL

TITLE OF PROJECT _____

AREA (one of the approved areas of study) _____

ANTICIPATED DATE OF COMPLETION _____

DESCRIPTION _____

PURPOSE _____

THEOLOGICAL RATIONALE _____

PRACTICAL RATIONALE _____

TEAM/COLLABORATORS WHO WILL BE INVOLVED _____

RESOURCES YOU PLAN TO USE _____

SEMINAR I-A COMPLETED (DATE) _____ AT _____ CENTER

SEMINAR I-B COMPLETED (DATE) _____ AT _____ CENTER

SEMINAR II-A COMPLETED (DATE) _____ AT _____ CENTER

SEMINAR II-B COMPLETED (DATE) _____ AT _____ CENTER

NAME _____

COMPLETE ADDRESS _____

TELEPHONE (OFFICE) (_____)
Street City State Zip
(HOME) (_____)

APPROVAL: DIRECTOR _____ DATE: _____

MENTOR ROLE

You are encouraged to find a mentor in your area who is knowledgeable about the project task or event that has been approved by your Center Director. The reason for suggesting a mentor is that it is not possible for the center directors/designates to be an expert in all the areas that people select for their projects. Select your mentor carefully. Choose someone who knows the subject area you will be researching who has the time to assist you along the way and help you evaluate the results of your project.

FACULTY SUPERVISION AND SUBMISSION OF COMPLETED PROJECT AND EVALUATION FORMS

The training center directors or their designates will serve as the faculty supervisors for the CBA projects, providing advice to the student regarding the project.

SUBMITTING THE WRITTEN PROJECT REPORT:

Use the check list on pages 10-11 to evaluate if you have met all the criteria that should be included in the report. When you feel it is acceptable, send a written copy of your project report to the center director for evaluation and/or approval. Each center may have a different deadline for submission, so check with the center director to determine the submission date for your project report and evaluations. Also check on whether they prefer a hard copy or an emailed copy.



Checklist for Final Project Report

Criteria for Completed Final Project Report	CBA Check List
A. Purpose Statement (2-3 pages)	
1. Does my title accurately describe my project?	
2. Does my project clearly focus on one of the 14 certification areas of training?	
3. Do I describe the context for the project; (i.e. ministry setting, history of congregation related to project topic, time line, my position in my church setting (title, how long employed, relationship to other staff and pastor; brief role description, etc.)	
B. Theological Rationale for Project (3-4 pages)	
4. Do I provide a significant and reflective theological rationale for the project (appropriate to my education and experience) grounded in the Scriptures and consistent with the tradition of the church?	
C. Practical Rationale for Project (2-3 pages)	
5. Do I identify what need of the church I intended to address through my project?	
6. Did I define measurable outcomes for the project? What did I intend to accomplish by initiating this project? With what criteria did I assess the accomplishment of those outcomes?	
7. Do I describe how the church will benefit from my project? How do I think the project is relevant, informative and useful to the life of the church?	
D. Project Description (10-12 pages)	
8. Do I provide sufficient data so that the reader can understand the steps or stages of how the project was developed and implemented? Have I invited an objective party to read my final report for understandability?	
9. Do I include a chronological summary of the main tasks of the project?	
10. Do I explain with whom I collaborated in the work of the project, why I chose to collaborate with them, and how that collaboration made a difference in the quality of my project?	
11. Do I describe the role that my direct supervisor played in the development of and completion of the project?	
12. Did I make any significant changes from original proposal intent or outcomes? If so, have I explained the rationale for the changes?	
E. Team/Group Involvement (3-4 pages)	
13. Did I describe the supervisor's involvement and support of the project	
14. Did I describe how I enlisted team members to work with me to develop & complete the project?	
15. How were the team members involved?	
16. What was the greatest contribution the members of the team made to the project?	
17. What was the most challenging situation working with a team?	

F. Integration of Training and Resources Used (included in the first 4 sections)	
18. Do I describe and make proper citations for the resources that were beneficial to the success of the project? (People, Training Center notes, readings, other projects, instructors, etc.)	
19. Do I properly credit the contributors and copyrighted materials used to complete my project according to the writing guidelines of the center that will approve my project?	
G. Overall Contribution of the Project to Other Church Administrators (1-2 pages)	
20. How will other church administrators and/or churches benefit from reading my project?	
21. Can this project be adapted in a similar setting?	
H. Suggestions for Further Implementation (1-2 pages)	
22. How can the project be used in future situations?	
23. What changes would be helpful if you were to do the project over?	
24. How often will the results of the project be evaluated? Revised? Or Changed?	
I. Bibliography	
25. Do I include a complete and correctly formatted bibliography with my report that includes all the resources I used to inform my project?	
J. Endnotes	
26. If I did not use footnotes, did I provide a page of endnotes that correctly document the sources quoted or referred to?	



SUBMIT THREE EVALUATIONS TO YOUR CENTER DIRECTOR

Make copies of the forms on pages 12-17

- A Self Evaluation of your project
Describe changes and/or suggestions that would be helpful if you did this project again.
- Your Supervisor in the church/organization
The one who helped in planning and overseeing the project tasks or event.
- A Collaborator who worked with you in the project
A person with whom you worked in planning and implementing the project or event.

Self-Evaluation

- a) Did I describe how effectively the project addressed my intended outcomes?
- b) Did I describe what I learned (personally, professionally, and spiritually) in planning and implementing my project?
- c) Did I describe how the planning, collaboration and implementation of the project broadened or developed both my knowledge of Church Administration and my competencies for this position?
- d) Did I describe how both my collaborative relational and leadership skills were refined and/or developed through the planning and implementation of my project?
- e) Did I reflect on what, if any, changes in planning and implementing the project, I would make, if I had it to do over again?
- f) Did I describe how planning and implementing my project was a meaningful learning experience for me?

Supervisor's Evaluation

- a) Do I reflect upon the project evaluation provided by my supervisor for this project?
- b) Does s/he perceive that my project made a contribution to or directly addressed a need of my local church?
- c) Did I discuss with my supervisor how his/her evaluation affirms and/or contradicts my self-assessment regarding my competencies in the area of collaborative relational and leadership skills?

Collaborator's Evaluation

- a) Did I reflect upon the project evaluation provided by my collaborators for this project?
- b) Does s/he perceive that my project made a contribution to or directly addressed a need of my local church?
- c) Did I discuss with my collaborator his/her evaluation and how it affirms and/or contradicts my self-assessment regarding my competencies in the area of collaborative relational and leadership skills?



PROJECT ASSESSMENT BY THE CENTER DIRECTOR

Your faculty supervisor will read your project report and three evaluations followed by a discussion of how well you met the purpose of your project.

Criteria for determining if you met the purpose of your project:

- ✦ You identified a specific task or event, including a theological and practical rationale for addressing this particular task or event in your setting of ministry.
- ✦ You gathered adequate resources to broaden your knowledge and skill in managing the task or event.
- ✦ You chose a task or event that will be relevant, informative, and useful in the life of the church. Your report will discuss why your church/organization needed this project and how it has contributed to the goals of the church.
- ✦ The supervisor and collaborator indicated that you had made a contribution to the church and they were involved in the process.



NACBA Certification Information

Upon approval of your written project report and 3 evaluations, the Center Director will notify the NACBA office that you have successfully completed a project and submitted three evaluation forms. However, it will be your responsibility to work with NACBA to meet other requirements of certification. Email: rose.ella@nacba.net or phill@nacba.net

Questions to consider:

1. Have I registered for certification with national office?
2. Do I meet the criteria of the national office for certification?
3. Am I still within five years of having taken my first training seminar?
4. Is my project in a format that I can submit a CD or email to the National office?

**SAMPLE TITLE PAGE FOR
PROJECT REPORT
2" FROM THE TOP
USE ALL CAPS**

THE TITLE OF THE PROJECT IN
DESCENDING ORDER
IF IT REQUIRES
MORE THAN
ONE LINE

space
space
space
space

PRESENTED TO THE CERTIFICATION CENTER DIRECTOR
SOUTHWESTERN BAPTIST CERTIFICATION CENTER
FORT WORTH, TEXAS

space
space
space
space

IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS OF CERTIFICATION
BY THE NACBA AND/OR DENOMINATION

space
space
space
space

BY

JOHN DOE
POSITION
CHURCH NAME
CITY AND STATE

DATE

*NACBA and the Training Center do not endorse or attest to the legality of the
statements or materials included in the report and project*

~ sample copy ~

TABLE OF CONTENTS

- I. Purpose Statement
 Ministry Setting
- II. Theological Rationale
- III. Practical Rationale
- IV. Project Description
 Preparation
 Resources Used
 Description of project events that led to the completion
 Implementation of Project in the church
- V. Personnel Evaluation
 Enlistment of Supervisor
 Enlistment Process of Team Members
 Team Member Involvement
 Team Member Contributions
- VI. Overall Contribution to the Field of Church Administration.....
- VII. Suggestions for Further Implementation
- VIII. Bibliography
- IX. Endnotes
- X. Appendix
 A. Letters, inquiries, other documents that would be useful to the reader
 B. Project Document (if applicable)



GUIDELINES FOR WRITING THE PROJECT REPORT

1. FOOTNOTES OR ENDNOTES: If you use Footnotes, remember the line which divides the footnote is doubled spaced after the text and double spaced before the first footnote. Double space between each footnote.

It is recommended that you use Endnotes in place of Footnotes. This will eliminate the need to allow sufficient space to accommodate all the required Footnote entries at the bottom of the same page where your citations occur. The Endnote page/s will follow the evaluation section.

A quality project will have a minimum of 8-10 references. This indicates that you researched and determined resources that aided in the development of your project.

2. PAGE NUMBERING: All major heading pages will be numbered at the bottom of the page (centered) and all other pages will be numbered at the top of the page (centered).

See sample Table of Contents for list of Major Heading.

3. MARGINS: 1 ¼" from the left margin and 1" from the right margin
2" from the top for Major Headings and 1" from the bottom of the page
1" from the top and bottom of the page for all other pages (no justification)

4. PARAGRAPH INDENTIONS: One half inch (need to adjust computer)
Reminder: 2 sentences or more are required to make a paragraph.
Avoid short paragraphs, this makes the paper appear choppy and usually does not flow well.

5. BLOCKS: Must be 4 lines or more to be a block
Indent one half inch to begin a block (no indention for the paragraph)
Type all the way to the end of the normal right margin
Double space between paragraphs

6. LISTING: Treat the same as a block. Indent one half inch and single space the list

7. MAJOR HEADINGS: Always have a Roman numeral in front of Major Headings.
The TABLE OF CONTENTS AND PREFACE does not have a Roman numeral.

8. BIBLIOGRAPHY: Never use "Selected Resources" Only use the title - Bibliography
If you have excessive journals, periodicals, etc., you may categorize your resources. Otherwise, all resources will be grouped together, alphabetically.

You must get written permission for use of tape recorded interviews (unless it is a purchased tape.) You also need written permission for using class notes, conference notes, anything done verbally. This prevents misunderstanding and protects you from potential law suits of misrepresenting someone. If you receive handouts from the author, you do not need written permission.

Bibliography includes all books/resources used during the project, although they may not be cited. It also includes all Bible translations.

9. CAPITALIZE WORDS:

The word Christian and Biblical are always capitalized. If you refer to the Scripture as the Bible it is capitalized. If you refer to it only as a passage it is not.

Major programs in the church are always capitalized

Only capitalize the word church if it is referring to a specific church.

10. SCRIPTURE:

When using Scripture in the text, do not put a period at the end of the sentence.

Instead put the scripture reference following the sentence in parentheses and put the period following the parentheses.

Footnote or Endnote only the first time it is used.

The remainder of the paper, you will put the scripture in ().

If you change translations, you will need a new footnote or endnote.

11. TITLE PAGE:

Use descending order (if title is more than one line). See sample Title Page.

12. PERCENTAGES:

Use the word percent in text, however if you have a statistical table you would use the % sign.

13. PERIODS AND COMMAS:

Are enclosed in a quotation mark, unless it is a scripture reference, which follows, then the period comes after the scripture reference.

14. APPENDIX:

Pages in the Appendix begin with A and go through Z.

If a sentence contains references to two appendixes, you will use the plural form: (Appendices A and B)

15. TABLES:

Should be centered on text page.

16. ITALICS:

Use italics for all published work, including internet

17. FONT TYPE AND SIZE:

Times New Roman 12 font for text and 10 font for footnotes or endnotes.

18. ATTITUDE:

BE CAREFUL UNOTU TO MENTION A NEGATIVE ATTITUDE OF A CHURCH, ORGANIZATION, OR PERSON. ATTITUDES CAN CHANGE, SO BE CAREFUL WITH THE WAY YOU PRESENT THE INFORMATION.