

**1. Registration Information**

Name \_\_\_\_\_ ID# \_\_\_\_\_ Phone \_\_\_\_\_

Name as you want it on name tag \_\_\_\_\_ Are you an FCBA? Yes  No  Emeritus? Yes  No

Church/Organization \_\_\_\_\_ Denomination/Faith Group \_\_\_\_\_

Mailing Address \_\_\_\_\_ FAX: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Web Site \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_

Are you a NACBA national member? Yes  No  How many NACBA conferences have you attended **PRIOR** to 2003? \_\_\_\_\_

Spouse/Guest name for badge \_\_\_\_\_ Children coming with you? Yes  No  Number \_\_\_\_\_

**To Register**

Register online at [www.nacba.net](http://www.nacba.net)  
or  
Fax your completed form with credit card information to 972-699-7617  
or  
Mail your completed form with payment to:  
**NACBA**  
**100 N Central Expy Ste 914**  
**Richardson TX 75080-5326**

**2. Fee Section for Yourself only**

Registration includes the six meals marked by \* in Section 3.  
(Complete Section 3 for spouses & guests.)  
(Emeritus Members, skip to Section 3.)

Post- marked by	Post- marked by	Post- marked after	Fill in \$ amounts for choices
April 15	June 2	June 2	

**NACBA Conference only**

(Friday - Tuesday, does not include denominational only meals or special events)

<input type="checkbox"/> NACBA Member	\$425	\$525	\$575
<input type="checkbox"/> Non-NACBA Member	\$583	\$683	\$733

**Combined NACBA and United Methodist Assn of Church Business Administrators**

(Fri. - Tues., includes meals marked by \* plus UMACBA meals)

<input type="checkbox"/> NACBA Member	\$590	\$690	\$740
<input type="checkbox"/> Non-NACBA Member	\$748	\$848	\$898

**Combined NACBA and Presbyterian Church Business Administrators Association**

(Fri. - Tues., includes meals marked by \* plus PCBAA meals)

<input type="checkbox"/> NACBA Member	\$600	\$700	\$750
<input type="checkbox"/> Non-NACBA Member	\$758	\$858	\$908

**United Methodist Association of Church Business Administrators only**

(Fri. - Sun. only)

<input type="checkbox"/> UMACBA Member	\$255	\$305	\$355
<input type="checkbox"/> Non-UMACBA Member	\$310	\$360	\$410

**Presbyterian Church Business Administrators Association only**

(Fri. - Sun. only)

<input type="checkbox"/> PCBAA Member	\$265	\$315	\$365
<input type="checkbox"/> Non-PCBAA Member (includes dues)	\$350	\$400	\$450

- Assembly of God (AOGCAA) denominational meeting** (Friday) with Lunch \$30 \$ \_\_\_\_\_
- Southern Baptist Church Business Admin. Assn. (SBCBAA) Banquet**
- |  |      |          |
|--|------|----------|
| <input type="checkbox"/> SBCBAA Member     | \$40 | \$ _____ |
| <input type="checkbox"/> Non-SBCBAA Member | \$50 | \$ _____ |
- One-day registration** (workshops only; meals not included) Which day(s)? \_\_\_\_\_ \$165 \$ \_\_\_\_\_
- Golf Tournament** on Friday, July 11 \$80 \$ \_\_\_\_\_

**3. Fee Section for Spouses, Guests, & Emeriti**

Exhibitors receive one set of meal tickets per booth.  
Use this section to purchase extra tickets.

**Extra Meals & Events for Purchase:**

Event	Price	Quantity	Total
<b>Spouse Attending Workshops</b>	\$50	_____	\$ _____
<b>Friday, July 11</b>			
Golf Tournament	\$80	_____	\$ _____
AOGCAA meeting with Lunch	\$30	_____	\$ _____
* Opening Dessert Party	\$15	_____	\$ _____
<b>Saturday, July 12</b>			
UMACBA Breakfast	\$25	_____	\$ _____
PCBAA Breakfast	\$25	_____	\$ _____
* Lunch	\$24	_____	\$ _____
UMACBA Fellowship	\$21	_____	\$ _____
PCBAA Dinner	\$60	_____	\$ _____
SBCBAA Member Guest	\$40	_____	\$ _____
SBCBAA Non-Member Guest	\$50	_____	\$ _____
<b>Sunday, July 13</b>			
* Breakfast/Brunch	\$24	_____	\$ _____
UMACBA Dinner	\$70	_____	\$ _____
PCBAA Dinner Cruise	\$70	_____	\$ _____
<b>Monday, July 14</b>			
* Lunch	\$30	_____	\$ _____
<b>Tuesday, July 15</b>			
* Lunch	\$28	_____	\$ _____
* Closing Dinner/Party	\$60	_____	\$ _____
Closing Dinner-ages 4-12	\$25	_____	\$ _____
<b>Grand Total of Sections 2 &amp; 3 \$ _____</b>			

**4. Arrival Information:** I will be  flying  driving and I expect to arrive at the Boca Resort on (date) \_\_\_\_\_ by \_\_\_\_\_ AM PM.

**5. Payment Processing**

Check Enclosed  American Express  Visa  MasterCard  Discover Amount \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Exact Name on Card \_\_\_\_\_ Card Billing Address \_\_\_\_\_

Signature \_\_\_\_\_ Card Billing Address Zip Code \_\_\_\_\_

NACBA memberships are individual. If you are not a member please pay the non-member rate.  
Payment must be made in U.S. dollars drawn on a U.S. bank.

**Boca Raton Resort & Club**

For hotel reservations call 1-888-503-BOCA  
Various types of resort rooms and prices available.  
NACBA pricing cut-off date **June 10, 2003**  
Hotel info available at [www.nacba.net](http://www.nacba.net).

**Cancellation Policy:** Before May 15, \$50.00 administrative fee. May 15 - June 15, \$100.00 fee. After June 15, NO REFUND. Notice must be received in writing.

**Special Needs**



Check here if you have a disability or a dietary need which may require an accommodation and send a written description of your needs by May 1, 2003.

## Boca Raton 2003 Workshop Registration Form

Please Print Name \_\_\_\_\_

Please indicate the workshops you plan to attend in order to assist the hotel in determining the appropriate size meeting room for each workshop. We understand you may change your mind once you receive your conference notebook. If your spouse is registered to attend workshops, please copy this form for his/her use. Return this form to NACBA with your conference registration. Session -1 for each workshop is a vendor workshop and will include marketing of products and services.

### Workshops A – Saturday, July 12 1:00 P.M.–2:45 P.M.

- A-1 (VENDOR: BANK OF THE WEST) Finance and Cash Management for Churches ..... Dan Mikes
- A-2 Cultivating Margin: Practical Prescriptions for Making It Happen ..... Richard Swenson, M.D.
- A-3 Faith in the Workplace ..... David Myers
- A-4 Risk Management for the Church ..... Mike Richey
- A-5 That All May Worship: Facility Master-Planning and People with Disabilities ..... Bob Anderson
- A-6 Church Foundations 101 ..... Steve Law, FCBA
- A-7 Culture and Giving in the Local Church (United Methodists hosted) ..... Warren Lathem
- A-8 Food Service ..... Eddy Espinosa
- A-9 Lessons Learned from 50 Years of Ministry (for administrators in their 1<sup>st</sup> two years) ..... Marvin Myers, FCBA
- A10 How to Keep Your Church Out of Court ..... Frank Sommerville

### Workshops B – Saturday, July 12 3:45 P.M.–5:30 P.M.

- B-1 (VENDOR: SHELBY SYSTEMS) The “Fun” of Fund Accounting ..... Frank Canady
- B-2 Cultivating Margin: Practical Prescriptions for Making It Happen (Repeat) ..... Richard Swenson, M.D.
- B-3 Faith in the Workplace (Repeat) ..... David Myers
- B-4 Risk Management for the Church (Repeat) ..... Mike Richey
- B-5 Accessibility and the Americans with Disabilities Act: Implications for Church Administrators ..... Bob Anderson
- B-6 Church Foundations 101 (Repeat) ..... Steve Law, FCBA
- B-7 Faith and Money: Understanding Annual Giving in the Church (United Methodists hosted) ..... Michael Reeves, Ph.D.
- B-8 Why Administrators Fail ..... Dan Pryor, Ed.D.
- B-9 Coping with Stress and Burnout ..... Marvin Myers, FCBA
- B10 How to Keep Your Church Out of Court (Repeat) ..... Frank Sommerville

### Workshops C – Sunday, July 13 1:00 P.M.–2:45 P.M. DENOMINATIONAL WORKSHOPS

- C-1 (VENDOR: RSI) Your Campaign: Difference Between Ordinary & Extraordinary ..... Doug Turner
- C-2 Living Healthfully, Living Hopefully ..... John Claypool, Th.D.
- C-3 Tax Update (Baptist hosted) ..... Gene Hill, CPA
- C-4 Christian Dispute Resolution: When an Eye for an Eye Won't Do ..... Russell Silverglate
- C-5 Business Plan of the Holy Spirit: Renewal through Structure (Assemblies of God hosted) ..... Rev. Terry Raburn
- C-6 How to be an Emotionally Intelligent Leader (United Methodist hosted) ..... Sandy Lackore
- C-7 Walking the Journey with Optimal Health (Presbyterian hosted) ..... Bernellyn M. Carey
- C-8 Characteristics of A Stewardship Church (Catholic Hosted) ..... Edward Laughlin
- C-9 So You Want to be an FCBA? ..... Phill Martin, FCBA

### Workshops D – Sunday, July 13 3:45 P.M.–5:30 P.M. DENOMINATIONAL WORKSHOPS

- D-1 (VENDOR: MEMBERS TO ACTION) Building the Equipping Church ..... Katherine Wendt
- D-2 Living Healthfully, Living Hopefully (Repeat) ..... John Claypool, Th.D.
- D-3 Tax Update (Repeat) (Baptist hosted) ..... Gene Hill, CPA
- D-4 Christian Dispute Resolution: When an Eye for an Eye Won't Do (Repeat) ..... Russell Silverglate
- D-5 Business Plan of the Holy Spirit: Renewal through Structure (Repeat) (Assemblies of God hosted) ..... Rev. Terry Raburn
- D-6 Ad-ministering the Gifts of God (United Methodist hosted) ..... Dan Dick
- D-7 Walking the Journey with Optimal Health (Repeat)(Presbyterian hosted) ..... Bernellyn M. Carey
- D-8 Why Administrators Fail (repeat of Saturday workshop) ..... Dan Pryor, Ed.D.
- D-9 Planning the Future: Planned Giving, Endowments, Foundations & Creative Contribution ..... Michael Batts, CPA

### Workshops E – Monday, July 14 10:30 A.M.–12:15 P.M.

- E-1 (VENDOR: AGORA) The Stewardship Case for Electronic Payment Resources ..... Dan Bishop
- E-2 Taming the Paper Tiger ..... Barbara Hemphill
- E-3 This Old Network: High Tech, Low Budget ..... Steve Bauserman
- E-4 Effective Financial Reporting & Internal Controls ..... Michael Batts, CPA
- E-5 Personnel Issues: Happy Healthy Employees ..... Jim Swedenburg
- E-6 Spirituality and Administration: Can This Oxymoron Be Saved? ..... Gary Furr, Ph.D.
- E-7 Metro CBA (Part 1) ..... Bill Gruenewald and Greg Welsh
- E-8 Strategic Leadership ..... Larry Wynn, D.Min.
- E-9 Area VPs/Regional Directors/Chapter Presidents Training ..... Merwin Pickney, FCBA

### Workshops F – Monday, July 14 2:30 P.M.–4:15 P.M.

- F-1 (VENDOR: PICKENS SNODGRASS KOCH & CO.) Telling the Financial Story of Your Ministry ..... Tami Dickerson
- F-2 Employment Law Update ..... Richard Hammar
- F-3 This Old Network: High Tech, Low Budget (Repeat) ..... Steve Bauserman
- F-4 Effective Financial Reporting & Internal Controls ( Repeat) ..... Michael Batts, CPA
- F-5 Personnel Issues: Happy Healthy Employees(Repeat) ..... Jim Swedenburg
- F-6 Spirituality and Administration: Can This Oxymoron Be Saved? (Repeat) ..... Gary Furr, Ph.D.
- F-7 Metro CBA (Part 2) ..... Bill Gruenewald and Greg Welsh
- F-8 Leadership - Inner and Outer Journey ..... Larry Wynn, D.Min.
- F-9 When Crises Come to Church ..... Karen Hartz & Libby Kidd, FCBA
- F10 Chapter Web Development/Communities Training ..... Jack Taylor, FCBA & Phill Martin, FCBA

### Workshops G – Tuesday, July 15 10:30 A.M.–12:15 P.M.

- G-1 (VENDOR: KINTERA) Making Your Website User-Friendly: Getting Started ..... Ephraim Feigh, Ph.D.
- G-2 Tax & Legal Update ..... Richard Hammar
- G-3 Personal Stewardship ..... Bob Baker
- G-4 The Internet and Beyond: Sexual Ethics for Protecting Clergy, Staff, and Those They Serve ..... Brent Gray, Ph.D.
- G-5 Ministry-Driven Desktop Publishing ..... Yvon Prehn
- G-6 Church Security Issues ..... Jeff Hanna

### Workshops H – July 15 1:45 P.M.—3:30 P.M.

- H-1 (VENDOR: ROWLAND COMPANIES & CORNERSTONE CONFERENCE GROUP) The Hidden Cost of Construction ..... Ken Dean
- H-2 Dialogue Questions/Answers ..... Richard Hammar
- H-3 Personal Stewardship (Repeat) ..... Bob Baker
- H-4 The Internet and Beyond: Sexual Ethics for Protecting Clergy, Staff, and Those They Serve (Repeat) ..... Brent Gray, Ph.D.
- H-5 Strategic Church Marketing and Publications ..... Yvon Prehn
- H-6 Church Security Issues (Repeat) ..... Jeff Hanna