



Presents.

Institute for African American Church

▶ Growth

Session I:

Human Resources and Staff Development



October 25, 2008

8:00—3:00 p.m.

Church of the Disciple

220 S. Cockrell Hill Road
DeSoto, TX 75115
972-230-5538

Tentative Schedule

Saturday, October 25

8:00 a.m. Registration

8:30 a.m. Devotion

9:00 a.m. Workshops:

1. Developing a Staff/Team
2. Funding for Staff

10:30 Break

10:45 a.m. Workshops Repeat

12:30 p.m. Lunch

1:15 p.m. Plenary "Stewardship of Staff"

(e.g. Accountability for Payroll, IRS, WorkersCompensation, Audits)

2:45-3:00 p.m. Sending Forth

What is the Institute?

After a year of assessment and one-on-one interviews with African-American clergy, the Five Year Plan for African American Churches Task Force has decided to develop an Institute for African American Church Growth.

The Institute engages clergy and lay in ongoing full-day seminars focusing on topics related to the identified needs compiled from the one-on-one interviews. These include Human Resources/Staff, Evangelism, Economic Development, Community Development, Stewardship and Strategic Plan Implementation.

Focus will also be on the three strategies of the 5-Year Plan: 1) New Church Development; 2) African American Clergy Development; 3) Assessment and Strategic Planning.

Based on the priorities, the Institute begins with **SESSION I "Human Resources and Staff Development."** This session provides discussion and training on assessing staff needs, building a team (staff and volunteers), developing job descriptions, getting through the hiring/employment process, training, evaluating and terminating staff and volunteers, funding staff and accountability in bookkeeping..



Institute for African American Church Growth

SESSION I: “Human Resources and Staff Development”

You know you need help but you do not know who or what kind of help you most need.....this event is for you.

You are ready to hire a secretary part-time but you do not know how to: write the job description, ask the right questions during the interview, train or evaluate the person once hired.....this event is for you.

Your church has to depend on volunteers to fill staff roles but you do not know how to recruit, train and support volunteers.....this event is for you.

You have staff but need tips on improving your relationship with them or maybe you need to terminate someone.....this event is for you.

You need to add staff support but have no idea how to fund the position (s)this event is for you.

If you need practical tools for developing an effective team of people committed to supporting your church and its mission....THIS EVENT IS FOR YOU.

Who Should Attend?

While the specific focus is on African American Churches, anyone can attend. SESSION I is designed for participation from clergy and lay. Specifically, each church is encouraged to bring a team, including at minimum, the pastor and two representatives from the Pastor (Staff) Parish Committee.

Registration

Complete the registration form on the adjacent page and submit by the **deadline, October 10, 2008**. Each person attending needs to complete the registration form.

For more information contact:
Sally Vonner
972-526-5000 or 800-969-8201
vonner@ntcumc.org

Registration Fee: \$ 25/team or \$10/individual. If registering a team, please complete form for each person and enclose with check. Make check payable to North Texas Conference—DO NOT SEND CASH. Late/At the Door Registration Fee: \$35/team or \$15/individual.

Please mail check and registration form(s) to: North Texas Conference, ATTN: Sally Vonner, PO Box 866128, Plano, TX 75086.

Registration Form

Please complete this tear off sheet and mail with your check.

Please print:

Name

email

Street Address/Apt

City

Zip Code

Phone

Church/Organization

District

_____ OR

Amt. enclosed

Registration prepaid with:

Name