

NICFA Application

Please complete front and back of this application and return with non-refundable \$100 deposit to the address below.

Name: _____

E-mail: _____

Preferred Name: _____

Church/Institution _____

Job Title _____

Address: _____

Church Affiliation _____

Home Phone _____

Office Phone _____

Cell Phone _____

Signature of Applicant _____

Please check any of the following if applicable:

_____ 3 semester hours of academic credit at Candler School of Theology *(Please inquire with the admissions office — candleradmission@emory.edu— for more information; additional tuition & assignments required.)*

_____ CEU credit offered by Emory University

Mail Application and Deposit to:

NICFA Registration
Office of Lifelong Learning
Candler School of Theology
1531 Dickey Drive, Room 416
Emory University
Atlanta, GA 30322

For more information: Contact the Office of Lifelong Learning at 404.727.1276 or bob.winstead@emory.edu

A non-refundable registration fee of \$100 (payable to Emory University) must be remitted with this application by May 1, 2009. The balance is due one week prior to the beginning of the session. Housing costs are additional.



EMORY
CANDLER
SCHOOL OF
THEOLOGY

Office of Lifelong Learning
Candler School of Theology
1531 Dickey Drive, Room 416
Emory University
Atlanta, GA 30322

National Institute in Church Finance and Administration



EMORY

CANDLER
SCHOOL OF
THEOLOGY

**Atlanta, Georgia
2009**

**SEMINAR I
Session A June 1—5
Session B June 8—12**

**SEMINAR II
Session A June 15—19
Session B June 22—26**

NICFA Certification

The National Institute in Church Finance and Administration (NICFA) fulfills the curriculum requirement for professional certification in church business administration by the National Association of Church Business Administration (NACBA) and by the United Methodist Association of Church Business Administrators (UMACBA) in partnership with the General Council on Finance and Administration (GCFA) of the United Methodist Church. NICFA seminars are ecumenical in course content, teaching approach and enrollment. Persons from all denominations are welcome and cordially invited to attend. Professional training standards for the National Institute in Church Finance and Administration are established in cooperation with:

The National Association of Church Business Administration[®] NACBA[®] is an interdenominational, professional, Christian organization which exists to promote the highest level of professional competence to individuals serving Christ through administration in local churches.

The United Methodist Association of Church Business Administrators UMACBA supports the ministry of Christ and the Christian Church by providing leadership, training, and encouragement in the areas of church business administration for individuals, congregations and organizations of The United Methodist Church.

The complete NICFA program consists of four weeks of on-campus seminars and one individual project. Satisfactory completion of the various educational components allows participants to apply for certification as a Church Business Administrator (CBA).

Campus Food and Housing

Weekly meal allowances and a closing banquet are included in the seminar costs. University housing is available upon request; pricing information will be available in March 2009. Emory internet service is available upon request. Commuters are welcome but are responsible for daily parking fees on the campus.

Certification Continuing Education

Upon completion of the three components of the Institute program (Seminar I, Seminar II, and Individual Project), graduates may apply for certification through NACBA and/or other denominational associations. Denominational certification guidelines and applications should be obtained from those organizations.

NICFA Seminars are open to certified CBAs to fulfill educational requirements for continuing education and re-certification. Participation is available at a daily rate. Inquiries for attending the seminars on a daily basis can be made to Bob Winstead, Director of Lifelong Learning, at 404-727-3842 or bob.winstead@emory.edu

Helpful Websites:

www.nacba.net

www.gcfa.org

www.umacba.org

www.emory.edu

candler.emory.edu

NICFA Application

Please indicate seminar(s) you would like to attend in 2009.

- **___ Seminar IA, June 1-5, 2009**
 - Property Management**
 - Theology of Stewardship**
 - Information Management**
 - Communication and Marketing**
 - UM Polity and Issues of Diversity**
(requirement for certification by UMACBA)
- **___ Seminar IB, June 8-12, 2009**
 - Personnel/Human Resource Management**
 - Office Management**
 - Staff Development**
 - Congregational Leadership**
- **___ Seminar IIA, June 15-19, 2009**
 - Legal and Tax Matters**
 - Theology & Ethics of Church Administration**
 - Christian Perspective & Theology of Church**
- **___ Seminar IIB, June 22-26, 2009**
 - Teamwork and Staff Leadership**
 - Strategic Planning**
 - Financial Management**
 - Stewardship of Self**

Seminar cost is \$350 per individual week or \$650 for two consecutive weeks. Stipends for United Methodist participants are available; please call 404-727-1276. A *non-refundable* registration fee of \$100 (made payable to Emory University) must be remitted with this application by May 1, 2009. Remaining balance is due no later than one week prior to the beginning of the seminar session. Housing costs are additional.