



Association of UU Administrators

Church Administration: So How's That Working for You?

Guardianship of Your Churches Assets –
Its Property and Its People
GA 2010 – Minneapolis, Minnesota



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Presenters:

- Deborah Bieber, CPA
 - Vice President, Finance and Administration
Meadville Lombard Theological School
dbieber@meadville.edu

- Mary Ellen Morgan,
 - Business Administrator
Unitarian Universalist Church of Berkeley, CA
businessadmin@uucb.org



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		Family	Plateau Zone	Pastoral	Plateau Zone	Program	Plateau Zone	Corporate
Church Size [UUA]		[Alice Mann]						
Small - Less 150	50	up to 50						
	70		50 to 70					
	100			70 to 150				
	150							
Mid Sized I - 150 to 249	200				150 to 200			
	250							
Mid Sized II - 250 to 349	300					200 to 350		
	350							
Mid Sized III - 350 to 499	400						350 to 400	
	450							Over 400
Large I - 500 to 749	500							
	550							
	600							
	650							
	700							
Large II - Over 750	750							
	800							
	850							
	900							
	950							
	1000							



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Church Safety

- Children and Youth
- Personnel
- Finances
- Legal
- Property
- Transportation
- Emergencies



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Children and Youth

- Nursery
 - Clean and Healthy
 - Safety Issues
 - Toys
 - Play Equipment
 - Day Care Operations
- Children
 - Child Abuse Protection Policies
 - Peer Abuse
 - Check-in and Check-out procedures
 - Discipline
 - Special Programs
 - Summer Camp
 - Outings and Field Trips



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In 2007, the most recent year for which national child abuse statistics are available, the [U.S. Department of Health and Human Services](#) [stated](#) that about 3.2 million reports were made to child protective services concerning the safety and well-being of approximately 5.8 million children. As a result of these reports, an estimated 794,000 children were found to be victims of child abuse or neglect. Of these, nearly 60 percent were neglected, more than 10 percent were physically abused, nearly 10 percent were sexually abused, and less than 5 percent were emotionally maltreated.

Ministers and church leaders often learn of child abuse in the course of counseling and working in children's and youth ministries. Do your leaders know who is a mandatory reporter of child abuse? Do they know what to do if they suspect abuse?

- Church Law & Tax Update Newsletter 4/2/2010



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Children and Youth – Continued

- Youth
 - Mentoring Programs
 - Youth Trips and Outings



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In this week's feature article, Jack Crabtree - executive director for the Long Beach Youth for Christ - [recounts a heartbreaking story](#) of a youth ministry outing gone awry. Adult leaders didn't anticipate some of the risks associated with a spelunking trip, and they ignored warning signs on the way into the cave. The results were tragic.

In your role, you likely face an ongoing challenge: Weighing the risks of youth activities like these while knowing that many of these activities often appeal to teenagers and make for good outreach. Jack's article is a helpful starting point, providing an overview on the planning that can help address vulnerabilities and minimize risk. From there, you can go even deeper with [High Risk Student Activities](#), a comprehensive electronic training resource from *ChurchSafety.com*, where Jack also serves as an [Ask the Expert](#).

- Your Church Newsletter 6/1/2010



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Personnel

- Employees
 - Employment Policies
 - Employee Handbook
 - Background Checks
- Volunteers
 - Volunteer Policies
 - Volunteer Handbook
 - Background Checks



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Finances

- Fraud
 - Internal Control Policies
 - Dealing with Theft
 - Staff
 - Volunteers
- Tax
 - Payroll Taxes
 - Unrelated Business Income Tax



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Last week Vonna Laue, a nonprofit CPA, and editorial advisor for *Church Law & Tax Report*, presented a webinar on preventing embezzlement. During the online event, we polled participants and learned that 29 percent have had an incident of financial misconduct in their ministry. This informal finding is supported by regular news stories of fraud in churches. Frank Sommerville, a Texas nonprofit attorney and also a *Church Law & Tax Report* editorial advisor, says embezzlement in churches is on the rise.

In a recent *Your Church* magazine article—"[10 Trends for '10](#)"—Frank said, "These employees don't start off thinking they're going to steal. They think they're going to borrow from you and pay you back when things improve."

According to both Vonna and Frank, the most common scenario for church fraud involves longtime employees who face an unexpected financial stress—a job loss for a spouse or an extended illness with hefty medical bills for a family member.



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Finances – Continued

- Management
 - Regulatory Compliance
 - Fundraising
- Insurance
 - Building
 - Staff and Volunteers
 - Vehicles
 - Driver Screening
 - Special Programs and Events
 - Art Shows
 - Youth Trips



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Legal

- Governance
 - Political Activity
 - Computer Safety
 - Good Business Practices
 - Personnel Law
- Copyright
- Privacy
 - Identity Theft
 - Newsletter and Website
 - Names, Addresses, Phone Numbers, Photos and Email



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Property

- Accessibility
- Buildings
 - Fire Safety
 - Facility Use Policies
 - Building Projects
 - Building Access Systems
- Grounds
 - Sidewalks and Stairs
 - Parking Lots
 - Lighting
 - Playground Equipment



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Property – continued

- Personal Property
 - Secure Storage
 - Equipment
 - Money
 - Records
 - Staff and Visitors personal property



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Transportation

- Vehicles
 - Licensing
 - Insurance
 - Maintenance
- Drivers
 - Teen-age Drivers
 - Background Checks



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Allison was only 16 when her soccer coach requested that she transport several of her teammates to a practice more than 20 miles from the town where she lived. Given Allison's inexperience as a driver, her mother reluctantly agreed to let her use their SUV to drive herself and four teammates to the practice. Afterwards, the coach told Allison and the other young drivers the best way to get back home. Instead of following his directions, Allison made an illegal left turn out of the parking lot, and immediately struck a motorcyclist, rendering him brain damaged. The victim sued the nonprofit soccer club for Allison's reckless driving and was awarded \$7 million. The court's decision was upheld on appeal.

Richard Hammar addresses this case in a new [video clip](#) because of its direct relevance to churches that rely on volunteers—especially young drivers—to provide transportation for off-site activities.

- Church Law & Tax Update Newsletter 3/19/2010



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Emergencies

- Communications
- Disasters
 - Fire
 - Natural Disasters
- Medical
 - Food Poisoning
 - Swine Flu
 - Automated External Defibrillator



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Emergencies – continued

- Violence
 - Before
 - Crime Prevention Planning
 - Campus Security
 - Danger Signs
 - During
 - Staff and Volunteer training in crisis management
 - After
 - Pastoral Care
 - Dealing with the Media



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Last week, two teenagers suffered gunshot wounds during a church service in California. [According to witnesses](#), three young men walked into the church wearing black sweatshirts with the hoods pulled over their faces. Before church leaders could approach the suspicious looking visitors, one of the hooded individuals began to fire.

A [free article](#) on our sister site, *ChurchSafety.com*, outlines a basic strategy for recognizing and dealing with dangerous people. No one wants to imagine anything violent happening in their church. But when we continue to hear stories like this latest one from California, the reality is evident: churches need to prepare for the unthinkable.

ChurchSafety.com offers several resources to help churches think through a prevention and response plan for dealing with potential acts of violence within their congregation:

- [Creating a Safety Team](#)
- [Confronting Gun Violence at Church](#)
- [Dealing with Dangerous People](#)



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Resources:

The In Between Church - Alice Mann - The Alban Institute

<http://www.alban.org/bookstore.asp>

Church and Clergy Tax Guide - Richard Hammer - Christian Ministry Resources

<http://store.churchlawtodaystore.com/20chcltaxgu4.html>

Christianity Today free newsletters

<http://www.christianitytoday.com/free/features/newsletters.html>

Church Law & Tax Update Newsletter

Church Safety Update

Church Finance Update

Your Church Newsletter

Five insurance providers which when combined serve more than half of the country's churches

* Brotherhood Mutual Insurance Company

* Philadelphia Insurance Companies

* Church Mutual

* GuideOne Insurance

*Zurich American Insurance



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Why Your Administrator Should Join the AUUA

“I strongly urge non-members to join. I am not on the AUUA Board and have never been to a Professional Day at GA, I have not participated in the credentialing program. You could say that I get no benefit from my dues, but I believe a strong professional association benefits all of its members.”

We collectively comprise a virtual community bound by what we do, not where we are. Although each congregation is unique, there are situations and challenges that are shared by all. We can learn from each other, we can mentor each other, we can design and implement training that helps us navigate our jobs, and our congregations. This (email) list, along with church-admin-large (shameless plug, write me privately if you wish to subscribe), are only part of the toolkit.

A strong professional association can facilitate our collective growth in better serving our congregations. Moreover, you have read on this (email) list of some among us who are not fully respected as the religious professionals that they/we surely are. A weak professional association cannot fully advocate for you fully within the movement, a strong one can.

Or you could simply view it as a modest investment in your UU principles.”

Dave Arnold

Main Line Unitarian Church, Devon, PA