

**1. Registration Information**

Name \_\_\_\_\_ ID# \_\_\_\_\_ Phone \_\_\_\_\_ **To Register**

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

Church/Organization \_\_\_\_\_ Denomination/Faith Group \_\_\_\_\_ Register online at [www.nacba.net](http://www.nacba.net)

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax your completed form with credit card information to 972-699-7617

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

Emergency Contact \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_ Mail your completed form with payment to:

Are you an NACBA national member? Yes  No  How many NACBA conferences have you attended PRIOR to 2004? \_\_\_\_\_ NACBA

Spouse/Guest name for badge \_\_\_\_\_ Children coming with you? Yes  No  Number \_\_\_\_\_ 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 March 31	Post- marked by May 31	Post- marked by May 31	Fill in \$ amounts for choices
<b>NACBA Conference only</b> (Friday - Tuesday, does not include denominational only meals or special events)				
q NACBA Member	\$600	\$700	\$750	
q Non-NACBA Member	\$758	\$858	\$908	
<b>Combined NACBA and United Methodist Assn of Church Business Administrators</b> (Fri. - Tues., includes meals marked by * plus UMACBA meals)				
q NACBA Member	\$683	\$783	\$833	
q Non-NACBA Member	\$841	\$941	\$991	
<b>Combined NACBA and Presbyterian Church Business Administrators Association</b> (Fri. - Tues., includes meals marked by * plus PCBAA meals)				
q NACBA Member	\$718	\$818	\$868	
q Non-NACBA Member	\$876	\$976	\$1,026	
<b>United Methodist Association of Church Business Administrators only</b> (Fri. - Sun. only)				
q UMACBA Member	\$195	\$245	\$295	
q Non-UMACBA Member	\$250	\$300	\$350	
<b>Presbyterian Church Business Administrators Association only</b> (Fri. - Sun. only)				
q PCBAA Member	\$230	\$230	\$230	
q Non-PCBAA Member (includes annual dues)	\$315	\$315	\$315	
q Assembly of God (AOGCAA) denominational meeting (Friday)			\$25	\$ _____
q Southern Baptist Church Business Admin. Assn. (SBCBAA) Banquet (Saturday)			\$45	\$ _____
q SBCBAA Member			\$65	\$ _____
q Non-SBCBAA Member (includes membership fee)				
q Lutheran Church Business Administrators Assn (LCBAA) meeting and Sat. dinner			\$15	\$ _____
q One-day registration (workshops only; meals not included) Which day(s)? _____			\$235	\$ _____
q IMAX Theater ticket (extra attraction available at closing in the Franklin Institute. Not included with registration. Space limited.)			\$10	\$ _____
q Golf Tournament (please indicate handicap _____)			\$85	\$ _____

**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
Spouse Attending Workshops	\$75	_____	\$ _____
<b>Friday, July 16</b>			
Golf Tournament (handicap _____)	\$85	_____	\$ _____
AOGCAA meeting	\$25	_____	\$ _____
* Opening Event (hors d'oeuvres)	\$20	_____	\$ _____
<b>Saturday, July 17</b>			
UMACBA Breakfast	\$21	_____	\$ _____
PCBAA Breakfast	\$18	_____	\$ _____
* Lunch	\$32	_____	\$ _____
PCBAA Dinner	\$51	_____	\$ _____
SBCBAA Dinner	\$45	_____	\$ _____
LCBAA Dinner	\$15	_____	\$ _____
<b>Sunday, July 18</b>			
* Brunch	\$40	_____	\$ _____
UMACBA Dinner	\$51	_____	\$ _____
PCBAA Dinner	\$49	_____	\$ _____
<b>Monday, July 19</b>			
* Lunch	\$33	_____	\$ _____
<b>Tuesday, July 20</b>			
* Lunch	\$29	_____	\$ _____
Closing Event at Franklin Institute			
* Closing - adult meal	\$70	_____	\$ _____
Closing - child age 5-12 meal	\$25	_____	\$ _____
Ticket for IMAX Theater in the Franklin Institute. (Additional attraction not included with closing event ticket. Space limited.)	\$10	_____	\$ _____
<b>Total of Sections 2 &amp; 3</b>			<b>\$ _____</b>

**4. Discount for Staying in Conference Hotel \$150:** Deduct \$150 from the cost of your registration if you stay at the Wyndham or Embassy Suites. (\$ \_\_\_\_\_)  
 Not available to daily registrants or denomination-only registrants. You must register for the full conference.

**5. Payment Processing**

q Check Enclosed q American Express q Visa q MasterCard q Discover Grand Total of All Sections \$ \_\_\_\_\_

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.

**Wyndham Philadelphia**  
 Hotel reservations at 1-215-448-2000 or [www.nacba.net](http://www.nacba.net)  
 Conference room rate is \$133 plus tax (\$135 at Embassy Suites)  
 NACBA pricing cut-off date for Wyndham June 14, 2004  
 \$150 Off Registration Fee when staying in conf. hotels

**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**  
 q 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, 2004.

\*\*\*\* Discount of \$150 when staying in conference hotels. \*\*\*\*

Please complete the Philadelphia 2004 Workshop Registration Form and return with this form.

## Philadelphia 2004 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.

**KEYNOTE Saturday, July 17 – 8:45-10:15 A.M.**..... **Dr. Tom Gillespie**

**Workshops A –Saturday, July 17 1:00 P.M.–2:45 P.M.**

- A-1 Using the Internet in Ministry (VENDOR: Main Street Enterprises)..... Terrell Sanders
- A-2 Tax & Legal Update..... Richard Hammar
- A-3 New Money – Big Money..... Ruben Swint
- A-4 Prism: A Feedback Tool for Ministry..... Dr. Dan Pryor
- A-5 Looking at Your Church Facility through a Future Lens..... Todd R. Phillippi
- A-6 Passion Destroyers & Restorers..... Joyce Strong

**Workshops B – Saturday, July 17 3:45 P.M.–5:30 P.M.**

- B-1 Building the 21<sup>st</sup> Century Church: Understanding the Basics(VENDOR: Natl Assn of Church Design Builders)..... Victor F. Erwin
- B-2 Tax & Legal Update (Repeat)..... Richard Hammar
- B-3 Weaving our Lives Together (Stewardship)..... Ruben Swint & Janice Johnson, FCBA
- B-4 A Personal Development Strategy..... Dr. Dan Pryor
- B-5 Lessons Learned from 50 Years in Administration..... Marvin Myers, FCBA
- B-6 Legislative Issues of the United Methodist Church (Methodist hosted)..... John Goolsbey

**KEYNOTE: Sunday, July 18 Ecumenical Worship Service – 8:45-10:15 A.M –**..... **The Rev. Dr. John Galloway**

**Workshops C – Sunday, July 18 1:00 P.M.–2:45 P.M. DENOMINATIONAL WORKSHOPS**

- C-1 Online Registrations: The Iceberg Beneath the Tip (VENDOR: Agora Services)..... Dan Bishop
- C-2 The Blending of Management and Leadership (Assemblies of God hosted)..... Mike Messner
- C-3 Tax Update (Baptist hosted)..... Gene Hill
- C-4 One Lord, One Faith, One Baptism"....Celebrating Unity in a Still Divided Church (Catholic hosted)..... Dr. Gene Scapanski
- C-5 Basic Steps of Personal Financial Planning (Presbyterian hosted)..... T. Clark Simmons
- C-6 In Mission Together (United Methodist hosted)..... Dr. Rena Yocom
- C-7 Why Administrators Fail..... Dr. Dan Pryor

**Workshops D – Sunday, July 18 3:45 P.M.–5:30 P.M. DENOMINATIONAL WORKSHOPS**

- D-1 New Technologies for Today's Churches (VENDOR: RDS Publishing)..... Dick Webber/Todd Segress
- D-2 The Blending of Management and Leadership (Assemblies of God hosted) (Repeat)..... Mike Messner
- D-3 Tax Update (Baptist hosted) (Repeated)..... Gene Hill
- D-4 Enlist & Motivate Volunteers..... Marvin Myers, FCBA
- D-5 Basic Steps of Personal Financial Planning (Presbyterian hosted)(Repeat)..... T. Clark Simmons
- D-6 Budgeting and Forecasting (United Methodist hosted)..... Nancy Newman
- D-7 Prism: A Feedback Tool for Ministry (Repeated from Saturday)..... Dr. Dan Pryor

**KEYNOTE Monday, July 19 Concert – 8:45-10:15 A.M.**..... **Kate Campbell**

**Workshops E –Monday, July 19 10:30 A.M.–12:15 P.M.**

- E-1 Effective IT Strategies (VENDOR: Ministry Business Services, Inc)..... Nick Nicholaou
- E-2 Metro CBA (Part 1)..... Bill Gruenewald/Greg Welsh
- E-3 Staff Relationships/How to Be Part of a Collegial Team..... The Rev. Dr. Dana Fearon, III
- E-4 Feedback is Good: Sound Systems..... Roy Burford, FCBA
- E-5 Records Management..... Margery Sly
- E-6 Understanding the Stewardship and Accountability Responsibilities of the Church..... Dan Busby, CPA
- E-7 Stewardship..... Dr. John Hewett
- E-8 Introduction to the Dynamics of Change..... Rev. William Roberts, Jr
- E-9 Greening Your Congregation's Administration and Operations: An Environment-friendly, Money-saving Guide..... Rev. Fletcher Harper

**Workshops F – Monday, July 19 2:30 P.M.–4:15 P.M.**

- F-1 Are You (Really) Ready? (VENDOR: The Genesis Group)..... Jim Sheppard
- F-2 Metro CBA (Part 2)..... Bill Gruenewald/Greg Welsh
- F-3 Staff Relationships/How to Be Part of a Collegial Team(Repeat)..... The Rev. Dr. Dana Fearon, III
- F-4 Feedback is Good: Sound Systems(Repeat)..... Roy Burford, FCBA
- F-5 Records Management(Repeat)..... Margery Sly
- F-6 Understanding the Stewardship and Accountability Responsibilities of the Church (Repeat)..... Dan Busby, CPA
- F-7 Fund Raising..... Dr. John Hewett
- F-8 Working with Difficult People..... Rev. William Roberts, Jr
- F-9 Preventive Maintenance and Working Relationships Between the BA and the FM..... Vanoy Hooker & Dean Johnson

**KEYNOTE Tuesday, July 20– 8:45-10:15 A.M. "The State of the Church"..... Dr. George Barna**

**Workshops G – Tuesday, July 20 10:30 A.M.—12:15 P.M.**

- G-1 From Vision to Bricks–An Interactive Workshop(VENDOR: SPARKS Spiritual)..... Taylor King/Viviana Varnado
- G-2 Emerging Trends Affecting Your Ministry..... Dr. George Barna
- G-3 How Best to Utilize the NACBA Online National Church Staff Compensation Survey..... Charlie Carlson
- G-4 Church Management..... Dan Mikes
- G-5 How to Protect God's Resources or Safety and Security for Faithful Adults..... Jeff Hanna
- G-6 How to Evaluate Job Descriptions (Not the Performance) of Church Staff..... Craig Toedtman
- G-7 Communications & Problem Solving (Anger)..... Nancy Rodman
- G-8 Pennies & Pews: The Starting Place for Discipleship..... Walt Pietschman
- G-9 Time Management..... Charlaiane Claxton

**Workshops H – July 20 1:45 P.M.—3:30 P.M.**

- H-1 The Church as Real Estate Developer...Where Do we Begin?(VENDOR: CCL Associates)..... Matt Samuelson/Chris Fryer
- H-2 Emerging Trends Affecting Your Ministry (Repeat)..... Dr. George Barna
- H-3 How Best to Utilize the NACBA Online National Church Staff Compensation Survey (repeat)..... Charlie Carlson
- H-4 Lending Services..... Dan Mikes
- H-5 How to Protect God's Resources or Safety and Security for Faithful Adults(Repeat)..... Jeff Hanna
- H-6 How to Evaluate Job Descriptions (Not the Performance) of Church Staff(Repeat)..... Craig Toedtman
- H-7 Communications & Problem Solving (Anger) (Repeat)..... Nancy Rodman
- H-8 Pennies & Pews: The Starting Place for Discipleship..... Walt Pietschman
- H-9 So You Want to Be an FCBA?..... Phillip Martin, FCBA