

MINISTRY MANAGEMENT SEMINARS
30640 PACIFIC HWY S., STE. B.
FEDERAL WAY, WA 98003

Ministry Management Seminars

presents

TAX, LEGAL, AND MANAGEMENT ISSUES FOR CHURCHES AND NONPROFIT MINISTRIES

COMMENTS FROM PREVIOUS SEMINARS

"Well worth the time—4 hour format well paced and focused—Great ongoing training"

"I will return in the future for more!" "Just what we needed! **Answered a lot of questions we've been puzzling over.**"

"Very good presentation—easy to follow—excellent information" "Good coverage on wide range of topics."

"It was valuable to me as a volunteer treasurer"



Ministry Management Seminars

presents

***TAX, LEGAL, AND
MANAGEMENT ISSUES FOR
CHURCHES AND
NONPROFIT MINISTRIES***

*Presented by
Rick Battershell, CPA
Troy Anderson
Allen Quist*

*This material is applicable to treasurers, bookkeepers,
business administrators, pastors, and board members.*

(PLEASE NOTE: Our goal is to educate and equip, not to sell additional services.)

***Saturday, November 7, 2009 (Portland)
Friday, November 13, 2009 (Federal Way)
Saturday, November 14, 2009 (Kirkland)***

(Specific locations listed inside)

***9:00 a.m. to 1:00 p.m. (all locations)
(Check-in begins at 8:30)***

This seminar qualifies CPAs for 4 hours CPE credit (basic level, no prerequisites). For CPE Credit: Add \$20

TAX ISSUES RICK BATTERSHELL

Rick will explain how to apply many of the tax rules that he routinely assists church and ministry leaders with including questions such as:

- What are the latest rules for employee use of ministry laptops, cell phones, or cars?
- How can members contribute IRA funds, stocks, or vehicles and how are those receipted differently from other contributions?
- How can members contribute for restricted purposes and take a deduction?
- What policies and communications should a church have when accepting contributions to support missionaries or other workers?
- What steps should a ministry take if the restricted funds can not be used for the intended purpose?
- When can the ministry issue a 1099 rather than a W-2?
- What taxes should the church withhold from a minister's pay?
- What retirement plan changes are required for a church by the end of the year?
- What financial policies should a ministry have in place?

LEGAL ISSUES TROY ANDERSON

Troy will draw on his experience as a lawyer, pastor, and full-time church staff member to focus on legal issues that church leaders face on a regular basis, such as:

- What do I need to know before I sign a contract?
- Does the church have to pay employees for overtime?
- What issues should we consider before we let registered sex offenders attend our services?
- Will our church website get us in trouble?
- What can we do to make it less likely that employees and members will sue the church?
- What should I know about insurance to make sure the church is covered?
- When do we need to call DSHS to report suspected child abuse?

MANAGING MONEY DURING UNCERTAIN TIMES ALLEN QUIST

If you are like most people, you struggle with gaining some sense of confidence in managing monthly income and expenses and therefore managing your cash flow in your church or your business, and even your personal life. This session will give you tools and ideas to help you gain control of future monthly income and expenses. We will look at how not all expenditures are created equal and how we might prioritize our expenses to give us greater control and freedom. You will leave with principles you can follow to help you in all your financial affairs. You will discover Christ in the midst of your finances and, more importantly, how to manage your ministry in light of uncertainty.

OUR SPEAKERS

Rick Battershell has specialized in the accounting and taxation of churches and ministers for over 25 years and has a Master's Degree in Taxation. Serving churches and other Christian ministries accounts for over 80% of Rick's CPA practice. He is currently a member of and regular speaker for the Northwest chapter of the National Association of Church Business Administration. He has also been involved in the Washington State Society of CPAs Not-for-Profit Committee for several years.

Troy Anderson is an associate pastor and General Counsel at The City Church, a nondenominational church with multiple campuses, several ministries and outreaches, and a network of church plants and affiliated churches around the world. Prior to joining the church staff in 2004, he was a partner at Ellis, Li & McKinstry in Seattle and focused his law practice on churches and other 501(c)(3) organizations. Troy and his wife Bonnie are campus pastors and oversee weekend services at the church's campus in Seattle's University District. Troy graduated from Portland Bible College, Warner Pacific College, and Regent University School of Law.

Allen H. Quist, co-author of *The Spirit Driven Church* (www.spiritdrivenchurch.net), offers over 35 years of banking experience including regional management, management of commercial lending operations, and training of commercial loan officers (1963-1998). He provides years of experience on church boards and working with church finances. Allen earned his Master's of Arts in Pastoral Studies with an emphasis in Church Management from Multnomah Biblical Seminary (2002). Allen is currently an adjunct professor at Multnomah Biblical Seminary and is working on a Doctorate in the school of Global Leadership & Entrepreneurship at Regent University.

Questions? Call Darcy at (253) 839-1620 between 11 a.m. and 2:30 p.m. Or contact us by e-mail at info@MinistryManagementSeminars.org or fax (253) 839-3344. See our website at www.MinistryManagementSeminars.org for more information about this and future seminars.

EARLY REGISTRATION DEADLINE AND FEES

SEMINAR DATE AND TIME	LOCATION	EARLY REGISTRATION DEADLINE <i>(postmarked on or before this date)</i>	REGISTRATION FEE BEFORE AFTER DEADLINE	
Saturday, November 7, 2009 9:00 am to 1:00 pm	Multnomah Biblical Seminary 8435 NE Glisan St. Seminary Bldg., Rm. 111 Portland, Oregon For directions/maps: www.multnomah.edu/Visitor/PagesMaps/Maps.asp	Friday, October 23, 2009	BEFORE DEADLINE \$65 ea first two attendees	AFTER DEADLINE \$80 ea first two attendees
Friday, November 13, 2009 9:00 am to 1:00 pm	Our Saviour's Baptist Church 701 S. 320 th , Main Sanctuary Federal Way, Washington For directions: www.oursaviorsbaptist.org/content.cfm?id=266	Friday, October 30, 2009	\$50 each additional	\$65 each additional
Saturday, November 14, 2009 9:00 am to 1:00 pm	The City Church 9051 132 nd Ave NE, GC Auditorium Kirkland, Washington For directions: www.thecity.org	Friday, October 30, 2009		
Check-in begins at 8:30.				
PLEASE NOTE -- We may not be able to control the room temperature so please bring a coat or jacket in case the room is cool.				

CONFIRMATIONS AND REFUNDS

If you would like to receive **confirmation** of your registration, please make a note on your registration including e-mail address (if you use one). **Full refunds** will not be made unless cancellation is received at least **7** business days prior to presentation date. **No-shows** will forfeit the registration fee. We will mail seminar materials to those who register but are unable to attend.

-----cut here or photocopy-----

REGISTRATION INFORMATION

Church name

Church address

City, State, Zip

Name(s) of those attending	Seminar Date	(Optional) Position held
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

Use an additional copy of this form if necessary.

E-mail (and/or phone #) of person to contact if there are any questions _____

REGISTRATION FEE

First person @ \$65 (\$80 if late) \$ _____

Second person @ \$65 (\$80 if late) \$ _____

Additional registrations (after first 2 people)

_____ @ \$50 ea (\$65 ea if late) \$ _____

Optional CPE credit (\$20-Please note who will need this certificate) \$ _____

Total enclosed \$ _____

Note: No confirmation will be sent unless requested. (Please provide e-mail address for faster confirmation.)

Send your registration and check made payable to:

MINISTRY MANAGEMENT SEMINARS

30640 PACIFIC HWY S., STE. B.

FEDERAL WAY, WA 98003