



**Core Curriculum Week II (B): Legal and Tax Issues,
Finances and Facilities
September 20 - 23, 2021**

Certification Electives: Friday, September 24, 2021

Monday, September 20	Tuesday, September 21	Wednesday, September 22	Thursday, September 23	Friday, September 24 (Elective Day)
8:15 – 8:30 am Announcements & Devotional	8:15 – 8:30 am Announcements & Devotional	8:15 – 8:30 am Announcements & Devotional	8:15 – 8:30 am Announcements & Devotional	8:15 – 8:30 am Announcements & Devotional
8:30a – 12:00 pm Congregational Legal & Tax Matters	8:30a – 12:00 pm Theology of Stewardship and Best Stewardship Practices	8:30a – 12:00 pm Church Fundraising and Capital Stewardship	8:30a – 12:00 pm Property & Facility Management	8:30a – 10:30 am Theology & Ethics of Church Administration
				10:30 am – 12:30 pm Stewardship of Self
12:00 - 12:30 pm Lunch	12:00 - 12:30 pm Lunch	12:00 - 12:30 pm Lunch	12:00 - 12:30 pm Lunch	12:30 - 1:00 pm Lunch
12:30 – 4:00 pm Congregational Legal & Tax Matters	12:30 – 4:00 pm Financial Management and Accounting Practices	12:30 – 4:00 pm Financial Management and Accounting Practices	12:30 – 4:00 pm Ecology, Responsibility & Greening the Church	1:00 – 3:00 pm Technology & Church Management Software



**ACADEMY OF
CHURCH BUSINESS
ADMINISTRATION**

**Core Curriculum Week I (A): Communications,
Human Resources and Strategic Planning
September 27 – 30, 2021**

Monday, September 27	Tuesday, September 28	Wednesday, September 29	Thursday, September 30
8:15 – 8:30 am Announcements & Devotional	8:15 – 8:30 am Announcements & Devotional	8:15 – 8:30 am Announcements & Devotional	8:15 – 8:30 am Announcements & Devotional
8:30a – 12:00 pm Social Media, Websites and the Church	8:30a – 12:00 pm Human Resources: Staff Leadership and Team Building	8:30a – 12:00 pm Human Resources: Employment Practices	8:30a – 12:00 pm Organizational Theory & Strategic Planning
12:00 - 12:30 pm Lunch	12:00 - 12:30 pm Lunch	12:00 - 12:30 pm Lunch	12:00 - 12:30 pm Lunch
12:30 – 4:00 pm Marketing your Church to the World	12:30 – 4:00 pm Human Resources: Stewardship of Volunteers	12:30 – 4:00 pm Human Resources: Staff Administrative Development Issues	12:30 – 4:00 pm Effective Strategic Planning in the Church