

Who Are We?

THE DELAWARE VALLEY Chapter of the NACBA is comprised of those individuals who are employed by or involved in any capacity with church administration at various churches throughout the Delaware Valley.

OUR GEOGRAPHIC REGION stretches from Reading, Pennsylvania in the West, to Had-donfield, New Jersey in the East and from the Allentown area in the North to Newark, Delaware in the South.

Why Do We Exist?

THE DELAWARE VALLEY Chapter exists to provide information, training and assistance to anyone involved in the complicated job of handling the business affairs of a local church. Our regular meetings provide for information exchange between Church Administrators and their colleagues on a broad variety of issues, tasks, and procedures that are a part of church business administration.

INFORMATION IS EXCHANGED through round table discussions at each of our meetings as well as information provided through presentations on a variety of subjects including finance, personnel management, insurances, risk management, time management, computers and many more.

IN ADDITION we have a Yahoo Listserv account for our primary communications with members. Church Business Administrators use that account to send requests for information via email to other members throughout the year. Subscribe by contacting dvcb-subscribe@yahoogroups.com

When Do We Meet?

THE DELAWARE VALLEY Chapter holds its meetings on the first Thursday of the month during the months of October, November, December, February, April, and June.

Meetings may vary somewhat in the format but usually follow the schedule listed below:

9:30 AM	Arrival – Coffee and Fellowship
10:00 AM	Round Table Discussion on any topic pertaining to church administration
	Business portion of meeting
11:30AM	Tour of facility
12:00 PM	Lunch
12:30 PM	Program
2:00 PM	End of meeting

ALTHOUGH WE WOULD like to see everyone attend for the entire time, you are free to come when you can and leave when you must. The only thing we ask is that you let the host church Administrator know if you will be attending to know how many to prepare for.



Where Do We Meet?

OUR CHAPTER MEETS at a different host church throughout the Delaware Valley for each meeting. Please contact any of the leadership listed on the right for the location of the current meeting. Dues is \$25.00 per year, due each January.

What About Leadership?

ACTUALLY, ALL WHO attend have a hand in leading, particularly when it comes to discussions, information and suggestions. However, we also realize that we do need some particular leadership and so for the 2011-2012 season our leadership team is as follows:

President: Jim Power
Business Administrator
Episcopal Church of the Advent
201 Crestline Drive, Kennett Square, PA 19348
610-444-4624 advent-admin@comcast.net

Vice-President: Debbie Brown
Church Administrator
Westminster Presbyterian Church
1502 West 13th Street, Wilmington, DE 19806
302-654-5214 x 129 debbiebrown@wpc.org

Vice-President: Mike Scharff
Director of Finance and Administration
Trinity Lutheran Church
1000 West Main Street, Lansdale, PA 19446
215-368-1710 x 252 mscharff@trinitylansdale.com

Secretary: Mary Lou McKee
Office Administrator
Bethlehem United Methodist Church
4 Westtown Road, Thornton, PA 19373
610-459-3482 mckeeml@bethmeth.com

Treasurer: Royal Lowthert
Church Business Administrator
Aldersgate United Methodist Church
2313 Concord Pike, Wilmington, DE 19803
302-478-2575 r.lowthert@verizon.net



What about the National Organization?

THE NATIONAL ASSOCIATION of Church Business Administration, based in Richardson Texas, is an interdenominational, professional, Christian organization which exists to train, certify, and provide resources for those serving in the field of church administration. If you are involved in any capacity with church administration, or if you desire a professional relationship with NACBA, there is a membership classification designed for you. Membership costs vary with the type of membership.

THE NACBA PROVIDES a wealth of excellent publications on all fields of Church Business Administration. These documents, which may be purchased through NACBA's publishing department, NACBA Press, provide information, procedures, forms and guidelines on almost every area of administration. In addition to those materials that may be purchased, NACBA maintains a library of research projects written by Church Business Administrators as a part of their certification program. These documents are available on a loan basis from the NACBA office.

EACH YEAR IN July the NACBA holds a National Church Business Conference designed to provide the Church Business Administrator with the opportunity for concentrated training, and information through numerous keynote speakers and workshop sessions. The National Conference also features numerous exhibitors providing products and services that are important to anyone involved in Church Business Administration.

More Information ON NACBA

EACH YEAR, THE National Conference is held in a different location throughout the United States and is hosted by one or more local chapters who are involved in the planning and implementation of the conference. The 2012 conference will be held at the Hilton Americas Houston Hotel in Houston, TX, July 10-14, 2012.

ADDITIONALLY, THE DELAWARE Valley Chapter awards an annual \$600.00 scholarship toward the cost of one of our members to attend the National Conference for the first time.

ADDITIONAL INFORMATION on the National Association may be obtained by:

- Writing to:
NACBA
100 North Central Expressway
Suite 914
Richardson, Texas 75080-5326
- Visiting the NACBA website:
www.nacba.net
- Contacting one of the officers listed within this brochure.



Rev. 10/19/2011



2011-2012 MEETING DATES:

October 6, 2011, 9:30 am-2:00 pm
Conference Gems - Recap of National Conference
Aldersgate United Methodist Church, Wilmington, DE

November 3, 2011, 9:30 am-2:00 pm
Going Green with Facilities Management
First Presbyterian Church, Bethlehem, Ambler, PA

December 1, 2011, 9:30 am-2:00 pm
General Meeting
Christ Church, DE
& Christmas Luncheon at Hagley Museum

February 2, 2012, 9:30 am-2:00 pm
Human Resources
Trinity Lutheran Church, Lansdale, PA

April 12, 2012 8:30 am-3:00 pm
Regional Seminar - Safeguards Against Fraud
Baum, Smith & Clemens, LLP & Brotherhood Insurance
Paoli Presbyterian Church, Paoli, PA

June 7, 2012, 9:30 am-2:00 pm
Vendor & Vendor Management
Episcopal Church of the Advent, Kennett Square, PA

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