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CONTENTS



FEBRUARY 2017

FEATURE ARTICLE

Up Close and Personal With 2017 Texas Ministry Conference Keynote and Comedian Bob Smiley Page 12

I like standup. I'm not trying to get a sitcom or be in movies. So my life goal is to be a good dad and do standup as long as I can.



Be an Interactive Speaker: Strategies For Getting People Involved & Leading an Effective Q&A

You can have an interactive Q&A session that dynamically adds to your presentation if you learn and apply these seven strategies.



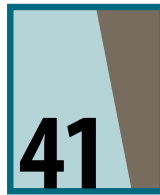
Texas Ministry Conference Brochure

All of the information you need for this year's lineup of workshops and speakers. Tear out the brochure and share it with your staff and others who might be interested in attending.



7 Characteristics Of A Contagious Staff Culture

There are thousands of lessons I've learned in my years of helping teams build their staffs culture, but these seven characteristics are common among contagious church staff.



Ten Common Coverage Gaps to Avoid

We have identified ten common coverage gaps often found in policies that you need to be aware of and consider supplementing coverage for those gaps where necessary or available.

Departments

Know Your Vendor Page 46

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Keep your contact information current. The lifeline of communication to our members is through correct contact information, i.e. key contact names, phone numbers and e-mail addresses. Send all updates to patti@churchco-op.org. Help us keep you informed of the latest in events and savings from our vendors.

Editor's Note: For submitting articles, artwork or comments about this publication, please contact: Patti Malott at 832.478.5131 | patti@churchco-op.org

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From the Director

Last year one of our employees gave me a beautiful gardenia plant for Christmas. It was such a nicely shaped plant with shiny leaves and fragrant white flowers. I gratefully thanked the employee and sat the beautiful plant on my office table.

With the Christmas season and the busyness of preparing for the Texas Ministry Conference, I neglected to care for the plant properly. Every once in a while when I noticed it drooping or found leaves on the table, I would pour a cup of water in it and hope for the best.

The gardenia actually made it through the Conference without dying. It didn't look very good but it still had a few stems and leaves left on it. One of our employees commented that it looked like it needed some tender care and took it home to revive it. The goal was to go from just living to thriving and healthy again.

That gardenia plant is an important reminder to me that it takes commitment and investment of time to keep that which we are passionate about alive and thriving instead of just barely making it. This is one reason why we produce the Texas Ministry Conference each year—so that others can have the opportunity to learn new ideas to enhance their own ministry.

This year we have over 75 workshops where you can load your tool box with new tools for ministry excellence. We have 43 speakers preparing to share their experiences and knowledge with you. This entire issue of the CO+OP magazine is about the Conference and the articles are written by those presenting.

You will find the entire Conference Brochure inserted into the middle of this issue for you to pull out and pass around to your staff. You can also learn more about the speakers and Conference by going to www.TexasMinistryConference.org.

Because you have asked, we are once again bringing humor to the noon hour. After two full sessions of ministry-related topics, you will have the opportunity to network around the table at lunch and then have some good laughs with our Keynote Comedian, Bob Smiley. We all love Bob and look forward to sharing some good laughter with you.

Grab your favorite snack or drink, put your feet up, and read what our presenters have to share in this issue. Don't forget to check out our newest vendor that can help you save more ministry dollars on page 46.

Together We Thrive,

Patti Malott
Executive Director



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- Providing excellent networking experiences
- Providing educational opportunities at a reduced rate through our annual Texas Ministry ConferenceSM using national and local relevant speakers
- Meeting the needs of others through our Nonprofit Organization

Learn more about the CO+OP at www.churchco-op.org or call **832-478-5131**.



www.TexasMinistryConference.org

The purpose of the Texas Ministry Conference is to provide tools and resources for those who serve in churches, schools and nonprofit organizations. This includes people in leadership who drive the vision and those who support them such as employees, committee, lay, council, and session members; elders and volunteers.

We do this at our annual conference by offering affordable training, educational workshops, quality vendors and sponsors, networking, fellowship and encouragement.

The Texas Ministry Conference is held the third Thursday of each February.

Learn more about how you can benefit from attending this conference at www.TexasMinistryConference.org or calling **832-478-5131**.

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BE AN INTERACTIVE SPEAKER: STRATEGIES FOR GETTING PEOPLE INVOLVED & LEADING AN EFFECTIVE Q & A

By Arlen Busenitz

Have you seen this? A speaker talks for 30 minutes. Then it is time for the Q&A session. "Any questions?" Nobody asks. And there's an awkward silence. The opposite can also happen and the session drags on and on. Or, a teacher is teaching a group of teenagers and it feels like a monologue to a group of statues. The teacher tries to encourage interaction and asks, "Any questions?" Stony silence follows.





Ever struggled with this? You can be an interactive speaker, teacher or small group leader. You can have an effective Q&A session that dynamically adds to your presentation if you learn and apply these seven strategies.

STRATEGY #1: GET THEM BUZZING EARLY.

Early interaction will set the tone for the entire presentation or small group time. How you do this will depend on the context, the size of the group, and the age. For my junior high class, I'll start with each person sharing one good thing that happened to them from the week. If it was a larger group of that same age, I would have them tell the person next to them or a couple of people around them. After 30 seconds of buzzing, I'll ask two or three students to share with the entire group.

The same principle applies to adults. If it is a small group, I'll start with a provocative question and have everyone or just a few reply. If the group is easily sidetracked I might say, "Answer this question in one sentence."

When leading a workshop or a college class, I'll introduce the topic and then say, "Today, we are talking about _____. Take a moment and share with the person next to you what your question is or what you hope to get out of this session."

The room is electric with talk. Sometimes I'll enhance the effect and play some upbeat instrumental music to raise the energy level. After a few minutes, I'll ask, "What were some questions you had?" The answers fly in. I might write them down or have a volunteer write them down. The group is talking, I know what they are wondering and we are primed for a good session.

STRATEGY #2: ASK & PAUSE.

A teacher complained, "My class does not have discussion." The problem was obvious because the teacher would ask the question and wait .09 seconds and then move on.

The best way to cure this complaint is to pause for a count of 20. Yes, I'll mentally count and if no one has spoken after 20, I'll rephrase the question and ask it specifically to someone who loves to talk. Another option is to ask two or three people who are sitting in one area. That way one does not feel like they are put on the spot.

Sometime the opposite happens. The speaker waits for a minute or longer during an awkward silence. This problem can be fixed with the next strategy.

STRATEGY #3: ASK, "WHAT QUESTIONS DO YOU HAVE?"

Notice this question is different than "Any questions?". This two-word question is a yes/no question and assumes that people may not have any questions. Asking, "What questions do you have?" assumes that there are questions and helps elicit them. Follow this up with the 20 second pause from Strategy #2 and maybe ask a more specific question to really fire up the discussion.

STRATEGY #4: REPEAT QUESTIONS & CLARIFY QUESTIONS.

Unless you are sitting around a table, repeat the question so all can hear. It's irritating to the audience, if they just hear your answer. A bonus to this strategy is it gives you time to think of a good answer!

It's also often good to clarify the question. I was teaching on ethics and someone asked my opinion of euthanasia. I replied, "What do you mean by euthanasia? There are 4 kinds of euthanasia and I need to know which one you are talking about." Clarify so you know you are answering the right question. Don't be afraid to ask, "What do you mean by _____?"

STRATEGY #5: ANTICIPATE QUESTIONS AND HAVE PREPARED ANSWERS.

An advanced speaking technique is to list out 10 plus questions you think your audience will have about the topic. This is important for three reasons:

- It allows you to answer many of those in your talk.
- During the Q&A, you'll already have remarkable answers ready.
- If you need to get the pump primed during Q&A, you can say, "Here are a couple of questions that many people have on this topic." Then share them and answer them.

STRATEGY #6 - USE THE ASK, SHARE, & TELL TECHNIQUE.

This tool is extremely effective with many adaptations and variations. You ask the listeners a question or give them an activity. They share their thoughts with the people around them and finally, you have a few participants tell everyone what they discussed.

I'll use this to open a session as mentioned in strategy #1. I may say, "Gather into groups of 3-5 and share one question that you have about today's topic." Or, towards the end, I may say, "Before our conclusion, in your group share one takeaway or a concept that stood out to you from today." After several moments, I'll have a few people share with the group.

This also works to prime a Q&A session. They will share questions in their group and I will ask, "Let's hear your best questions from the group." You can see a live demonstration of this method by attending one of my sessions at the Texas Ministry Conference.

STRATEGY #7 - MIX Q&A THROUGHOUT YOUR PRESENTATION AND NEVER CONCLUDE WITH A Q&A SESSION.

Many speakers treat Q&A as the dessert...they put it at the end of their session. Bad idea. Why? First, people often remember the last thing that was said and Q&A sessions can bring up some wacky comments.

Here is a better way. If it's a 90-minute session, you can mix a few questions and answers in at the 30-minute mark and again at the 60-minute mark. You can still do a Q&A towards the end, but use the 95/5 principle. Give 95% of your talk, then pause for Q & A. You could start with the ask, share, and tell method. Then give the remaining 5% of your talk and leave them with your thoughts.

Effective speakers have memorable presentations. Audience interaction solidifies and gives ownership of the information to the participants. They will walk away more engaged and more willing to act on or react to the knowledge they have been given by you.



For more communication strategies, come to Arlen's session at the Texas Ministry Conference entitled, "Become a Better Speaker in One Hour". +

Arlen Busenitz

Arlen is married with 4 children. He is a bi-vocational pastor near Wichita, KS and teaches public speaking and other classes for a local community college. For more information about Arlen and his speaking strategies, visit www.Speakinginfo.com

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UP CLOSE AND PERSONAL WITH 2017 TEXAS MINISTRY CONFERENCE KEYNOTE AND COMEDIAN, BOB SMILEY

CO+OP: What did you do before you were a comedian?

BOB: Mostly just got into trouble. I love that what used to get me in trouble at school is now paying off at my house. Actually, I got my degree in elementary education. I was going to be a teacher but before I started that, I wanted to see what it was like to make money (teachers are not paid enough!). So when I graduated from college, I got a job as a photographer in Dallas, TX. Yes, I actually graduated, look it up! I did that for a year before God opened up the door to do comedy.

CO+OP: What led you to comedy?

BOB: I did a standup competition my junior year in college. I did it for the \$500 prize money and not because I had some strong desire to do comedy. I won, not because I was really funny, but because everyone else was terrible. The guy that went before me had a big sombrero and his whole act was about how his hat might fall on the people in the front row. So my jokes about the small zoo in our town and student loans beat out the hat material. I enjoyed doing the standup set and enjoyed the money even more but never dreamed that it would lead to a career.

Fast forward two years later and my pager (yes, I'm old enough to have had a pager) went off with a 615 number. I didn't recognize the number and almost didn't call it. However, it was from a friend of mine that saw me do that standup competition our junior year. He was now road managing a Christian singer named Clay Crosse. They were about to leave for tour and Clay wanted a comedian to come out, emcee and crack jokes in-between the singing acts. They also needed to hire a merchandise manager for the tour so they asked if I wanted to come out and do the merchandise job with the understanding that they were really hiring me to do standup. I still remember that day standing at a payphone outside of a Cracker Barrel saying, "Ok. I'll do it. It sounds fun." I never dreamed that that one phone call would set me on a 20-year path of doing standup!

CO+OP: Who was/is your role model?

BOB: My dad is the funniest guy I know. He won't read this and please don't tell him. Nothing would be worse than having to open for him. He was the superintendent at my high school and he would come have lunch with me. Everyone would crowd around our table just to hear us talk and recap the morning. The laughs were big and powerful. So I really got my love of comedy from him and he continues to be my role model.

CO+OP: Is there a specific message in your comedy?

BOB: Joy. There's so many things that will get you down in life but looking for real joy and knowing where real joy comes from is the key to life. I share my testimony and talk a lot about being a Christian in my act but the overall theme is joy. There's so much to laugh about and so I try to hit as many of those things as I can when I have people's attention. Also, buy my DVDs. That's an important theme as well.

CO+OP: Are you funny at home?

BOB: Yes. I have 3 tax deductions...all boys ages 11, 14 and 17. My kids love to bring their friends over because we're "the funny house." Also, I'm not the only funny one. All three of my kids are funny. So laughter is something I took from my childhood family and brought to my adult family. A lot of my jokes I use on stage have already been tested out on the neighborhood kids, who are a much tougher audience. Sometimes the booing gets a bit annoying.

CO+OP: Do your kids think you are funny?

BOB: Yes. I'm very fortunate that my kids are proud of me. They never went through that "I'm embarrassed of my dad" phase. They all think what I do is cool. Of course, the go-cart and 4 wheelers may have persuaded their thinking.

CO+OP: Does it ever get old when people put you on the spot?

BOB: Not really. I get it. Saying you're a comedian is like saying you're an astronaut. People want to hear about the moon. So people put me on the spot all the time with, "Say something funny." Nowadays I just tell them to pull out a checkbook, write something with a comma in it, and I'll go to work.

CO+OP: How do you handle hecklers?

BOB: I just ask my parents to leave until I'm done with the show. Actually, I don't get many hecklers. My show is so fast-paced that there's not much time for a heckler to throw anything out. However, the few times I have had hecklers I give them the attention they thought they wanted. I'm never mean but if someone wants to derail my show, I'm happy to stop and see what we can do with it. I think pretty quickly on my feet (and on a stool)...so some of the greatest comedy

bits have been created because someone in the audience thought they'd try to be funny.

CO+OP: What is your life goal?

BOB: To finish all of these questions. I like standup. I'm not trying to get a sitcom or be in movies. So my life goal is to be a good dad and do standup as long as I can. I'd also like to finish this book I've been working on. I'm not writing one, just coloring one.

CO+OP: What would you do if you were put on an island with no other people?

BOB: Now, how will you know if I tell the truth? If I'm by myself you'll never know! Actually, I don't know what I would do. God made us for community so I'd probably paint a face on a volleyball and slowly go insane. I'd still probably do a comedy set each night if I'm being honest with myself.

CO+OP: Is Smiley your real name? Or, did you change your name to match your occupation?

BOB: It's my real last name. Come to my comedy show and you'll hear me talk about it. I did, however, change my first name for the stage. My real name is Robert...but don't tell anyone.

CO+OP: How do you remember your lines?

BOB: I have an intense concentration on my surroundings and what I'm doing. I really stay focused on the important things. For instance, as I'm talking to you I'm also realizing my coffee is getting cold and it's raining outside. This is so great because we haven't had rain in awhile. My pool needs it. My kids and I moved our trampoline over by the pool and we...wait. What was the question? Oh yeah. I don't. I just get up and talk and if I remember stuff, great. If not, I'll just ramble on about whatever is going through my mind.

CO+OP: Did you train to become a comedian?

BOB: I trained in that I hung out with my Dad all the time. He's really funny. We also liked watching comedians together. My dad would let me stay up and listen to Johnny

Carson's monologue and then if there was a comedian on, he'd let me stay up and watch the comic. So I trained just by being around laughs all the time but I didn't go to clown college or anything like that. By the way, a good name for a clown college would be Laugh U.

CO+OP: What has been a mountaintop experience in your life?

BOB: I watched my three kids being born. I've talked two kids out of suicide. I once made a perfect grilled cheese sandwich golden brown outside and the cheese perfectly melted inside. There's been a lot of mountaintop experiences. I think anytime we get to be alive and take in all that God has placed around us should be considered a mountaintop experience.

CO+OP: Who makes you laugh?

BOB: A dog with his head out of a moving car. Those jowls are usually flopping around and the tongue is waving everywhere. I love that. My Dad also makes me laugh. One of my best friends is a guy named Tim Hawkins. He's really funny on and off the stage. He's made me laugh till my face hurt. And my kids make me laugh almost every day. Again, if you come to my show, you'll hear me talk a lot about my kids and the funny things they do or say.

CO+OP: If you were a book, what would the title be?

BOB: *Slow: Work in Progress*. One of my favorite scriptures is John 3:30. John the Baptist was being questioned about why everyone was now going to Jesus and not him. John reminded them that he never claimed to be the Messiah and that he was just sent to prepare for Jesus' arrival. Then he said my favorite scripture. "He must become greater, I must become less." So that's what my book would be about. I'm a work in progress and everyday I try to be less so Jesus can be more in my life. Its a boring answer but it's the truth.

CO+OP: Do you know Jesus personally?

BOB: I'd say we're on a first name basis. ✦



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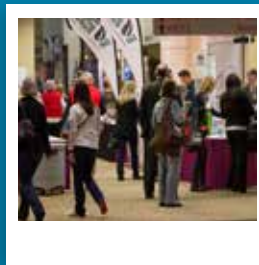
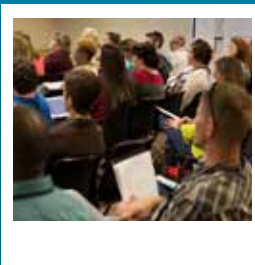
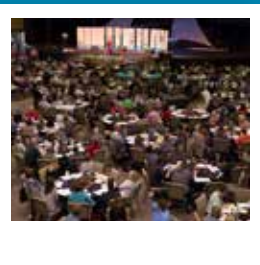
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Keynote Speaker

Bob is one of the nation's most in-demand and hilarious clean comedians. He absolutely loves his job and is a natural when it comes to responding to an audience with "spur of the moment" lines. Be prepared to include some deep laughter during the noon hour.

Personnel and Human Resources

Employment Law Update – Gayla Crain

Church and all religious employers need to understand that most employment laws apply to them and their employees. Receive understanding of the applicable federal & state employment laws while learning the importance of having employee policies and procedures. And learn that a church employer has to act like a business when dealing with employee issues by acting within its mission.

Employment Law Q & A Session – Gayla Crain

This workshop will be open for questions and answers pertaining to employment laws. Church and all religious employers need to understand that most employment laws apply to them and their employees.

Affordable Care Act 2017: In-Depth Obamacare Review – Donna Lively

The election is behind us, so what can we expect related to the ACA in 2017? What are anticipated updates to current regulations and what new regulations are in the pipeline? What additional employer responsibilities may be introduced? What is the state of the Federal and State Exchange Marketplace? What is the impact of several bills before Congress offering modifications to current regulations? What are an employer's options and how can I maintain compliance? These and many other topics will be discussed as we dive deeply into the law and the current state of the ACA.

Medicare Made Clear – Michelle Feagin

Learn when to sign up for Medicare, what Medicare covers and what it costs. This workshop will explain and compare the different parts of Medicare and Medicare insurance plans. As an employer, find out how to save ministry dollars on employees 65 years and older.

How to Effectively Equip and Empower Your Organization's Volunteers – Tim Stevens

Volunteers are the life-blood of ministry, but learning to attract, retain, and develop volunteers isn't easy. In this session, Tim Stevens, co-author of *Simply Strategic Volunteers*, will teach you the practical steps to building a volunteer system that is self-sustaining. You'll learn the steps to equipping and empowering your volunteers, building a scalable system, and creating a culture of volunteerism that will help grow your organization.

The Keys to Effectively Interviewing Candidates for Your Staff – Tim Stevens

Interviewing is an art, not a science. Effective hiring starts with effective interviewing. Many firing conversations can be avoided with learning how to interview well. In his role at Vanderbloemen Search Group, Tim Stevens has interviewed hundreds of candidates for ministry roles. In this session, Tim will teach you how to effectively interview candidates and discern if they're the right fit for your staff.

Everything You Need to Know About Leading Millennials On Your Staff – William Vanderbloemen

There's a growing generation gap in nonprofits, and leadership best practices are evolving in the midst of the changing workforce. Church and Nonprofit leaders who understand and cultivate the value millennials bring to staffs have a higher likelihood of experiencing long-term growth. In this session, you'll learn practical steps to leading and motivating millennials so you can take your staff to the next level.

9 Secrets to Building a Contagious Staff Culture – William Vanderbloemen

Building a contagious culture is hard work, but it's crucial to retaining a high capacity staff. How can you do that when you have a congregation that needs you and a Sunday to prepare for each week? In this session, you will learn what the best churches across the country are doing to align vision, develop leaders, and build a culture where staff and volunteers are lining up to get on board.

Finance, Tax and Legal

More Accounting Q & A – Ashley Voss and John Ratliff

In this session, we will address some of the most common accounting questions that organizations are asking. Attendees will gain insights and practical approaches to a variety of topics, including the four reconciliation procedures essential to every accountant and the difference between designated and restricted giving. We will also discuss why love offerings are compensation to the recipient and how to account for your church plans.

Nonprofit Financial Statements: Overview & Insights – Ashley Voss and John Ratliff

In this session we will examine financial statements to understand what they tell (and don't tell) about an organization. Participants will learn about financial statements for US GAAP and the key performance indicators and metrics. Participants will learn about major disclosures and significant upcoming changes to GAAP standards for financial reporting.

Benevolence: Meeting the Ever Increasing Need – Elaine Sommerville

With many areas of the economy still struggling, the need for financial assistance continues to grow in our communities. Whether the need arises from unemployment, a health crisis or an unforeseen natural disaster, our communities routinely look to the church for emergency provisions. In order to maximize the effectiveness of the available resources, it is necessary to have a well thought out benevolence program that can be clearly communicated to the recipients as well as efficiently administered by the church. This session will explore the factors to consider in creating a benevolence policy along with ways to implement and operate a benevolence program.

10 Commandments of a Religious Organization – Frank & Elaine Sommerville

Offering an overview of the top 10 areas of compliance for churches and other religious organizations (including schools), various topics are addressed with both the basic rules and an update with the most recent law changes, IRS rulings and court decisions. This information will assist participants in determining areas of operation that may not be in compliance with current law.

Mitigating Rising Health Care Costs: Wellness, Waistlines and the Right Plan – Donna Lively

How do ministries develop benefit plans to meet needs of the staff while mitigating rising health care cost? Why are benefits so expensive? What programs can be implemented to get the best return on ministry dollars? How can we support wellness and lead by example? What new programs help in the battle of the budget and the battle of the bulge? In this session we examine these issues looking for best practices around plan design.

Dealing with Restricted and Designated Funds – Is There a Difference? – Ken Emert

In this session, we will look at what/who makes a donation restricted. Who can designate contributions? Is there a difference? How should these donations be tracked? What about refunds? We will discuss all of these issues and pay specific attention to donations for mission trips.

Maneuvering the Financial Cycle of Life: Is my GPS On Course for Retirement? – Ann Williams, PC, CPA

As we go through life, our finances take a course of their own. Who is responsible for directing those finances? You are. This course will give insight as to where you are in the cycles, where you should be and how to get there.

Protect Your Ministry from the High Risks of Credit Cards – Henry Draughon

The goal of this presentation is to present fact-based information leadership needs to understand about the risks to the organization when they accept credit cards. We will cover options for when to use and not to use your credit cards, responsibilities imposed by the Payment Card Industry Data Security Standards (PCI DSS), understanding cyber insurance and policies to put in place and enforce.

Writing Financial Policies – Cynthia Cox, CPA

Developing and adopting written financial policies is a valuable policy for any nonprofit organization regardless of size. Financial policies clarify the roles, authority, and responsibilities for your essential accounting personnel. Written policies protect your financial resources, your staff, and your organization. If you have thoughts about committing your financial processes to writing but don't know where to start, come learn the basics in this seminar.

Guns in Churches, Oh My! – Frank Sommerville, JD, CPA

With Texas authorizing the concealed carrying of handguns and authorizing the open carrying of firearms, many churches are faced with the issue of firearms on campus. Should the church adopt a policy addressing the issue? Should the church post signs prohibiting firearms? Must churches secure a security agency license if they allow their local volunteers to carry firearms while serving on a security detail? Does having a daycare or school on campus affect the church's policies? This session is not about security policies and procedures. Instead, it will focus on the legal issues surrounding the policy decisions addressing firearms on campus.

Operations and Facilities

Case Study for Mixed Use with Your Church as the Centerpiece – Tim Cool

Is your surrounding community experiencing rapid growth and/or renewal? Many churches have tremendous property assets that are often grossly underutilized, outdated, and largely irrelevant to the surrounding communities.

HVAC Trends – Tim Cool

The operational expenses of every church are dominated by the cost of the use, maintenance and repair of the HVAC systems. In most cases, the energy cost associated with the use of your HVAC system is 50-75% of the total utility bill. We are going to explore the current trends in the HVAC market as things continue to morph and why it is important to stay on top of these trends to ensure we save ministry dollars.

Additional workshop content and speaker biographies can be found online at TexasMinistryConference.org.

Operations and Facilities (continued)

Nuances of Multi-Site Facilities – Tim Cool

There are countless decisions to be made when you think it's time to become a multi-site church. You know your attendance is growing and your current space doesn't suit your needs. You know you want to accommodate the growth and extend your reach, but you don't know if it's best to build from scratch or renovate, find something temporary or invest in a building expansion. What works for one church, may not necessarily work for another. Come and explore the options that will ensure your short-term planning leads to long-term goals being met. Don't go it alone! There's expertise, advice and information available here.

Paint and Painting Products – Chris Rollins

Paint is so much more than just color. Learn about new trends in the coatings industry, both interior and exterior, that will not only beautify but will also improve the life of your asset. Also learn how Sherwin-Williams' National Account partnership with the Church CO+OP provides services and value for the maintenance of your property.

Active Shooter and the Church – Jim Napolitano

This presentation will be an interactive discussion on the active shooter and churches. We will study the active shooter, discuss how to react during an active shooter event and learn how to prevent such an event at your church.

Implementing a Standardized Cleaning Program – Charles Wood

We will discuss how to implement a standardized cleaning program that covers training on proper cleaning procedures, products, and safety information that will help to ensure that your facilities remain clean, healthy, and welcoming. Attendees will leave with a better understanding of the importance of having a standardized program, how to implement a program, and where to find the resources to maintain their program.

Landscaping vs Xeriscaping: Finding A Balance - Carter Bliss

Like it or not, water is becoming increasingly scarce in Texas. Xeriscaping is a popular alternative, but it may not achieve the desired result in every application. In this workshop we will discuss the benefits as well as the drawbacks of xeriscaping. We'll also review the costs and benefits of intelligent irrigation systems and the opportunities for significant reductions in water consumption they represent. And we'll give you knowledge you can use when dealing with all the master gardeners in your congregation.

Tech Talks: In Search of Understanding – Carter Bliss, Moderator

Facility operations are becoming more complex every day. Computers with proprietary software control everything from microwave ovens to air conditioning systems. How many times have you signed a contractor's job ticket while listening to him or her prattle on about what they did, and more importantly, what needs to be done, and not understanding a word of what you are being told? In this workshop, our panel of licensed experts will provide answers to your questions. From electrical and elevators, to security systems, building automation and HVAC, our team of technical experts will provide time and money saving tips, tricks, and ideas, as well as offer advice for solving those nagging problems.

It Ain't Your Mama's Kitchen – Carter Bliss

The Centers for Disease Control estimates that 3,000 people die each year from foodborne illnesses, 600 of which are right here in Texas. If your facility is in Harris County, it has likely been affected by recent sweeping changes in food safety. In this workshop, we'll review the origin of these changes and how they affect your food service operation. We'll talk about the new certification requirements, inspection reports, and criteria used for scoring. We'll also discuss labeling requirements, temperature requirements for holding food, and potentials for contamination.

Understanding and Dealing with Cultural Diversity in the Workforce – Carter Bliss

In 2013, the Pew Research Center announced that Harris County had a Hispanic population of 1.73 million, second only in the U.S. to Los Angeles. Chances are that a significant portion of your work force is made up of Spanish speaking individuals. But what does that mean? In this workshop, we'll explore the cultural differences between the various Spanish-speaking countries and delve into the myths and misconceptions regarding Hispanics in general. We'll also talk about non-language related communication issues and better ways of relating to your Hispanic staff, as well as how to motivate this ever-growing segment of the local workforce to achieve their greatest potential.

An Experienced Approach to Building Design – Dave Milam

Ever wonder if your facility has become the roadblock to growth in your organization? This session will help you evaluate and discover the pain points in your facility and introduce key principles to creating environments that people want to attend.

Help! I Thought We Were Covered: Top 5 Insurance Coverage Gaps – Paula Burns

Nonprofit organizations have a unique set of exposures associated with their operations that require a more complex coverage portfolio when using insurance as the tool to transfer risk. Learning how to navigate through this can be confusing. In this session, we will highlight some common gaps in insurance coverage and help provide the tools and information needed to identify and fill those coverage gaps.

Leadership and Ministry Development

Succeeding in Bi-Vocational Ministry (Pastors) – Arlen Busenitz

The Apostle Paul spent part of life in bi-vocational ministry. He preached the gospel while making tents on the side to provide financial support. Many are choosing this bi-vocational model out of necessity or because of the ministry opportunities. Bi-vocational ministry poses unique challenges, tensions, and blessings. Arlen shares from 13 years of experience as a bi-vocational pastor and how he balances ministry, family, and teaching at a community college. Whether you are a pastor, part time worker, or want to know more about this model, this session will be helpful.

Bringing Out the Best in People: How to Disciple and Coach for Growth – Arlen Busenitz

In this workshop, you will learn 7 strategies to help the people around you grow spiritually and in their ministry and life skills. You'll discover how to formally and informally coach and disciple people. Learn how Jesus connected with people and ministered to them to positively impact one another. We will explore how to be a people multiplier and to exhort and encourage the people around you.

Leadership and Ministry Development (continued)

Maximizing Ministry Effectiveness – Dr. Stephen Trammell

You are structured for the results you are getting. What needs to change in order to increase your effectiveness and efficiency in life and ministry? In this session, we will explore healthy habits to employ related to your morning routine, daily schedule, energy allocation, and vision implementation in order to maximize ministry effectiveness.

Mentoring Made Simple – Doug Halcomb

Discover why you don't think of yourself as a mentor and why you need to think of yourself as a mentor. Learn from someone in the Bible and start mentoring. We will share a simple plan of how to mentor more often and more effectively so you can start today to practice for a lifetime.

Your Next Big Dream: 12 Vision Templates to Find and Focus Your Church's Future – Will Mancini & Bryan Rose

You are a visionary, but to realize your vision you need more than a generic sense of your church's future. In workshop format, you will diagnose your leadership with the nine forms of generic church vision. Then you will use twelve, newly released vision templates to build a future picture that is vivid like never before. The bottom line is more focus for your team, more inspiration for your people and more freedom for you. Since the groundbreaking book on church culture and identity entitled *Church Unique*, Will Mancini has developed a visionary planning tool that released January 2016 as a book entitled *God Dreams*.

Balancing Business and Compassion – Cathy Beasley

Are your organization leaders and staff equipped to respond rather than waiting to react to grief or other personal difficult times? As professional leaders, we have a responsibility to encourage employees to be successful. As brothers and sisters in Christ we have a calling to show compassion to one another. Caring, Preparing and Responding in the workplace during difficult times can be overwhelming to ministry and cost organizations millions each year. Discover ministry tools to encourage healthy healing for all.

Communicating in Seasons of Transition – Will Heath

How do you lead people through a season of significant leadership transition? The succession planning process should equip people to effectively navigate a change in leadership. Having an intentional strategy won't alleviate every challenge but will go a long way in soliciting commitment and engagement throughout the process. This session will outline practical communication principles to consider as you prepare the people for transition.

Maintaining Organizational Continuity Through Leadership Transitions – Will Heath

Is your organization structure prepared to navigate a season of leadership transition? It is not uncommon for things unrelated to the succession planning strategy to cause significant disruption in a season of leadership change. With appropriate planning, you can avoid these blind spots. This session will focus on practical ways to evaluate organizational continuity as you prepare for a season of transition.

Five Essential Signposts of Succession Planning – Will Heath

What types of questions should you ask in your succession planning process? There are five "Signposts" every succession planning strategy should account for; Replacement Planning is only one of the five. Accounting for each will increase the overall health and effectiveness of your succession planning strategy. This session will provide a high level overview of each "Signpost" along with key questions to assist in your planning process.

Three Succession Process Roadmaps and Two Transition Detours – Will Heath

What leadership transition process makes the most sense for your situation? Leadership transitions fall into one of three categories. Each option is valid, but implemented for different reasons. Knowing these categories, along with the pros and cons for each will help you effectively plan for and navigate a season of leadership transition. This session will provide a visual overview of each transition category as well as two process traps to avoid.

Creating Environments that People Want to Attend – Dave Milam

Every space tells a story; it just may not be the one you want to tell. This session will help you understand the elements needed to align your space with your organization's mission and story. It will cover *Branding – The Architecture of STORY*, *Placemaking - The Architecture of Place*, and *CultureCraft – The Architecture of Culture*.

Stewardship

Stewardship Challenges for Multi-Site Churches – Mark Slabaugh

In this workshop we will discuss options for engaging high-capacity donors at different campuses, how to unify all campuses for capital campaigns that may or may not impact each campus, and other stewardship challenges. There are many multi-site models and even those decisions impact the stewardship conversation at each campus.

Increase Stewardship without Asking for Money – Mark Slabaugh

Your best strategy for moving the stewardship needle in the right direction is to intentionally shape culture. Pastors are often caught in the position of "asking for money" when the vision is not fully funded. But should you really ask for money? In this workshop, pastors will be equipped to develop preaching on stewardship that is discipleship-oriented, cultivate a rhythm and practice of strategic communications, and build authentic relationships with financial pacesetters.

Preparing Your Church for a Capital Campaign – Mark Slabaugh

There are many common pitfalls in the capital campaign journey that result in a less-than-ideal experience for the church. This session will walk through designing a season of preparation and anticipation for the passionate pursuit of God-inspired vision.

Preaching on Generosity and Stewardship (Pastors) – Mark Slabaugh

Can you preach on stewardship and discipleship at the same time? YES! Beyond Malachi 3, there is great advantage for your church to experience the discipleship value of living a generous life. This workshop will uncover the best practices of preaching that advance a culture of generosity and discipleship.

Additional workshop content and speaker biographies can be found online at TexasMinistryConference.org.

Stewardship (continued)

Seven Current Trends Impacting Generosity in the Church – Greg Morris

There have been significant changes in church giving over the years. These changes include who gives, how much people give, how they give, how often they give, and maybe most importantly, why they give. In this workshop, we will identify and discuss current trends that are impacting the climate that has and continues to evolve in regard to giving to churches.

Maximizing the Donor for the Nonprofit Organization – Greg Morris

Organizations that rely on donor support live or die by the engagement of their donor base. There are specific steps necessary to create a successful fundraising strategy for your organization. The Donor Cycle is the integration and implementation of the steps necessary to successfully fund the mission of your organization. In this workshop, we will look at the steps necessary to create, execute, and maintain a successful fundraising strategy.

Ten Best Practices to Cultivate Generosity in Your Church – Greg Morris

Far too long churches have accepted their default giving patterns and cultures. Church leaders have relied on giving principles that are dated and tired. The minds and motivations of givers today have changed dramatically. If churches are to keep up, they must change their approach to funding their vision. In this workshop, we will explore ten best practices that can help your church begin to accomplish more of the vision God has given you. These are strategies you can begin to implement right away.

Casting Vision in the Multi-Site Environment – Greg Morris

Multi-site churches face unique challenges when it comes to funding their collective vision as well as their individual needs. While there is a need to exist as one church in multiple locations, funding the vision for the needs of the respective campuses while honoring the unique nature and needs of each can be complicated.

In this workshop we will look at some of the options for successful vision funding in a multi-site context.

Social Media and Communications

Improving Inter-Team Communication with Slack® – Steven Miori

In this workshop, attendees will learn the basics plus tips and tricks of the communication tool called Slack. Learn how Slack has been a great communication tool here at Champion Forest Baptist Church and decide if Slack would be useful in your own environments.

What's Missing from Your Organization's Website and How to Fix It – Holly Tate

Your website is a visitor's first impression. What first impression are you making? Can people find how to worship with you on Sunday within 10 seconds of visiting your website? In this session, Holly will show you the most common website mistakes and how to easily fix them with very little time and money.

50 Practical Social Media Tips to Help Grow Your Organization – Holly Tate

Social media is crowded and noisy. There are so many options and you have limited time to commit to them. See how your organization can cut through the noise and reach your community through social media. You'll walk away from this session with 50+ practical social media tips you can start implementing this week that will help reach your community and grow your organization.

Media and Technology

Cyber Safety Starts with You: Protecting Yourself, Your Business, and Your Family – Louis L. Barton

This cyber safety presentation provides an overview of the most common cyber risk related issues (including data loss, ransom ware, and fraud) and simple responses to help lessen the impact of these risks to businesses and individuals. The information stresses a common sense approach to cyber risks, and is not technical in nature. The discussion includes a survey of cyber risks associated with home and business computers, smart phones, and other devices connected to the Internet. It also covers ideas for reducing the risk of doing business on the Internet and how to better protect yourself and your family.

PCI DSS Risk Management, Who Owns It? How to Minimize Risk? – Henry Draughon

Understanding the levels of PCI DSS can be complex. It doesn't have to be confusing. This presentation is for directors or managerial personnel that have the responsibilities of implementing policies and procedures and oversight of information technology support. This workshop will cover self-assessment and attestation questionnaires, cyber blind spots, recommended priority approaches from qualified security assessors and how to get your incident response plan in place.

Media and Technology (continued)

IT Roundtable: IT Challenges Facing Organizations Today – Chris Green, Facilitator

This session, inspired and based on The Church IT Network model, is a meeting of church and ministry IT peers. Come with your challenges and receive proven solutions from your peers! Share your proven solutions with others struggling with challenges you have overcome. Expect to come away encouraged—you are not alone.

Church IT: Strategies & Solutions, Part I – Nick Nicholaou

Many churches and ministries make costly IT mistakes. These include hardware, software, and other IT strategies. We'll look at some of the most common and costly mistakes and talk about current and forward-facing strategies. You will be provided solutions to save money, facilitate ministry and reduce stress. Part I will cover IT Volunteers, Training and IT Staff: Insourcing or Outsourcing.

Church IT: Strategies & Solutions, Part II – Nick Nicholaou

This workshop is a continuation of Part I about the costly IT mistakes made by many churches and ministries. We will continue to discuss current and forward-facing strategies while providing solutions to save money, facilitate ministry and reduce stress. Part II will cover Disaster Recovery and Business Continuity, Making Wi-Fi Work and the Security Sweet Spot.

Demystifying PCI Compliance – Nick Nicholaou

PCI Compliance is a costly headache! This session will help managers and those responsible for PCI compliance understand the issues and provide clarity to this confusing requirement. What are the requirements? What are the steps to compliance? How can your costs be minimized?

Personal and Spiritual Development

Serving with Difficult People – Stephen Trammell

Where there is motion, there is friction. In this session, two questions will be addressed: Why does God allow difficult people into your life? How do you thrive with difficult people in your life? Overcoming the friction of difficult relationships will be explored with a focus on gaining clarity on how to thrive with difficult people in a way that honors Christ and promotes unity.

4 Life-Changing Imperatives for Finding and Aligning Your Personal Vision – Dave Rhodes

God designed you, placing you on this planet for a one-of-a-kind purpose. But most people haven't really grasped this incredible reality. Unknowingly, they miss the sense of confidence and freedom that personal clarity can bring. Come discover four powerful keys that will be placed in your hands to discover that vision. It's your call!

It's Your Call: Maximizing and Mobilizing Your Unique Call – Dave Rhodes

Clarity leads to confidence. Confidence under fire manifests as courage. And courage is what is required to live a life of maximum impact. In this workshop, you will be introduced to several tools and a breakthrough process that not only will help you maximize your own life, but also might help you learn to empower those around you to do the same.

Thriving in the Pressure Cooker of Ministry – Arlen Busenitz

Ministry is a blessing, but also can feel like a pressure cooker. Unrealistic expectations, thinly stretched resources and ballooning needs feel like the norm. Jesus, the Apostle Paul, and others throughout history have thrived in the pressure cooker of ministry. Discover key biblical strategies for handling and reducing ministry pressure. You'll learn how to handle the multiple tensions of ministry and much more.

Become a Better Speaker in One Hour – Arlen Busenitz

Do you speak to groups? Do you teach classes? Do you lead small groups? Discover key strategies to make you an effective communicator in front of groups and one-on-one. You'll learn how to overcome fear of public speaking, to interact with your audience and to keep them engaged. Discover the #1 secret to being a good speaker and a simple strategy for teaching God's word in a clear and effective manner. Learn to use methods to create speeches and 3 minute stories to impact lives. Arlen will share his story of how he overcame a speech impediment.

Acts 29: Praying and Living the Book of Acts – Terry Teykl

In this workshop you will learn the basics of developing a personal prayer life and how to foster a praying church. You will also discover the basics of developing a prayer evangelism strategy and growing a church by conversions; not just by a shifting of the sheep.

Second That Emotion! (Pastors) – Windell Gill

Pastor John is on his way to Sunday morning service where he is about to preach his most attended message of the week. Deacon Raye stops him in the hallway and informs him that the worship leader is having an affair with a choir member. What do you do? What is the authentic approach to a healthy ministry? "Second That Emotion" reveals the tools you need to be a healthy authentic minister even in the face of difficult and sometimes disastrous news.

Ministry Tools

The 30-Day Strategic Solutions Tool – Doug Halcomb

Gain a unique path of how to solve problems, gain clarity, find answers, and acquire perspective to other challenges that may be facing your organization. Learn a system for finding strategic solutions to current challenges, problems, questions or barriers. Walk away with a proven tool that will serve as a roadmap for 30 days to receive breakthrough clarity.

Worship Planning Tools – Tom Metz

Sunday mornings are stressful for ministry leaders and team members. Using the proper tools to plan can help reduce that stress. In this session, we'll identify how the affordable web app, WoshipPlanning.com, helps you plan and communicate efficiently with your teams. Attendees will receive a free 3-month account. By the end of the session each person will know how to build their worship flow, organize their ministry teams, and schedule volunteers.

Goodbye Sticky Note and Hello Evernote – CJ Malott

They come in different sizes and colors, but are sticky notes really all that effective? Learn about an application that is growing in popularity and more so in productivity: Evernote. Maybe you already use it but need tips and tricks on using it more effectively. Come learn about a tool that will help you say goodbye to sticky notes. (Back by popular demand!)

Finding and Developing Strong Ministry Partners – Jerrie Amos

This presentation will be a PowerPoint presentation that will include templates for vetting and examining resources, creating and maintaining a referral database, and a template for a survey that will measure results. The speaker will share how to find, interview, and evaluate resources for clients, students, or members of the congregation. These ministry development tools will result in like-minded ministry referrals. The key is to understand and implement how to serve and partner with excellence.

In the Beginning God Created . . . Squirrel! – Kevin Alvarez

In today's world it is very hard to keep someone's attention. After about 10 seconds, your audience has already decided if they will listen to you or not. So what's a person to do? This workshop will teach you how to know yourself, know your audience, know your message and know your options.

All About that Data – Microsoft Excel Tips and Tricks - Janie Paradoski

Have you created an excel report or exported data from your data system? What do you do with all of that data? In this workshop you will learn quick tips and tricks for navigating through your data to create helpful reports with ease.

SharePoint: A Free Venue for Storing Organizational Information on the Cloud – Alton Fojtasek

Free your data from the four walls of your church building. With Microsoft Office 365 SharePoint and OneDrive, ministry team members can now access data from wherever they are, anywhere in the world. Using Office 365 SharePoint and OneDrive, your team can collaborate on documents simultaneously, keep each other informed on projects, and share information from any device at any time. Learn how SharePoint and OneDrive work together to make data accessible, how to structure and develop your SharePoint Team Sites, and see how your ministry team can put SharePoint and OneDrive to work for your ministry.

Data Mining with Excel Pivot Tables – Ken Emert

Excel Pivot Tables are an excellent tool for viewing and analyzing ministry data at a macro level. We will start with a basic understanding of what a Pivot Table is and how it works. We will then apply the tool to analyze both financial and non-financial data.

Introduction to MinistryPlatform – Ken Emert

MinistryPlatform is a browser based application that will allow your team to manage people, events, groups, donations and just about any other bit of information that you need. The core application is designed to provide the data management tools necessary for data entry, reporting and data extraction. Once live on the system, the sky is the limit on what you can do with MinistryPlatform.

Rock RMS: The New Church Relationship Management System – Jason Gibb

Rock RMS is an Open Source Relationship Management System. It is feature-rich and does a superb job managing groups of all sizes and the people within those groups. With Rock, you have the ability to add an infinite number of attributes to a person's record. These attributes can easily be reported in a variety of ways. Because it is an Open Source application, it is free; however it costs money for equipment and services to implement. Come to this workshop and learn more about this hot new church management system.

Make Better Decisions Based on User-Driven Data (ACS Technologies) – Mark Burkhart

Every click tells a story. Your congregation is constantly telling you about themselves by their actions. If you know where to look, it's possible to capture information from their behavior. This is user-driven data and it can be used to more effectively form important ministry decisions. It can also help you move from knowing about someone, to truly knowing him or her.

Schedule

7:30 - 8:30

Registration, Coffee, Continental Breakfast

8:30 - 8:45

Kick-Off, Welcome, Door Prizes

9:00 - 10:15

Session A

Workshop Topics

A-1	Bringing Out the Best in People: How to Disciple and Coach for Growth
A-2	No workshop this hour
A-3	The 30-Day Strategic Solutions Tool
A-4	Your Next Big Dream: 12 Vision Templates to Find and Focus Your Church's Future
A-5	No workshop this hour
A-6	Three Succession Process Roadmaps and Two Transition Detours
A-7	Creating Environments that People Want to Attend
A-8	Employment Law Update
A-9	Mitigating Costs: Wellness, Waistlines and the Right Plan
A-10	Medicare Made Clear
A-11	The Keys to Effectively Interviewing Candidates for Your Staff
A-12	Everything You Need to Know About Leading Millennials On Your Staff
A-13	Maneuvering the Financial Cycle of Life: Is My GPS On Course for Retirement?
A-14	Stewardship Challenges for Multi-Site Churches
A-15	Seven Current Trends Impacting Generosity in the Church
A-16	Worship Planning Tools
A-17	Goodbye Sticky Note and Hello to Evernote
A-18	Finding and Developing Strong Ministry Partners
A-19	In the Beginning God Created . . . Squirrel!
A-20	No workshop this hour
A-21	SharePoint: A Free Venue for Storing Organizational Information on the Cloud
A-22	Data Mining with Excel Pivot Tables
A-23	No workshop this hour
A-24	Make Better Decisions Based on User-Driven Data (ACS Technologies)
A-25	No workshop this hour
A-26	What's Missing From Your Organization's Website & How to Fix it
A-27	Cyber Safety Starts With You: Protecting Yourself, Your Business and Your Family
A-28	No workshop this hour
A-29	No workshop this hour
A-30	Demystifying PCI Compliance
A-31	More Accounting Q & A
A-32	No workshop this hour
A-33	10 Commandments of a Religious Organization
A-34	No workshop this hour
A-35	No workshop this hour
A-36	4 Life-changing Imperatives for Finding and Aligning Your Personal Vision
A-37	Acts 29: Praying and Living the Book of Acts
A-38	Second That Emotion! (Pastors)
A-39	Case Study for Mixed Use with Your Church as a Centerpiece
A-40	No workshop this hour
A-41	No workshop this hour
A-42	Implementing a Standardized Cleaning Program
A-43	Understanding & Dealing with Cultural Diversity in the Workforce
A-44	No workshop this hour

Speaker

Arlen Busenitz
Dr. Stephen Trammell
Doug Halcomb
Brian Rose
Cathy Beasley
Will Heath
Dave Milam
Gayla Crain
Donna Lively
Michelle Feagin
Tim Stevens
William Vanderbloemen
Ann Williams
Mark Slabaugh
Greg Morris
Tom Metz
CJ Malott
Jerrie Amos
Kevin Alvarez
Janie Paradoski
Alton Fojtasek
Ken Emert
Jason Gibb
Mark Burkhart
Steven Miori
Holly Tate
Louis Barton
Henry Draughon
Chris Green
Nick Nicholaou
Ashley Voss & John Ratliff
Elaine Sommerville
Frank & Elaine Sommerville
Frank Sommerville
Cynthia Cox, CPA
Dave Rhodes
Terry Teykl
Windell Gill
Tim Cool
Chris Rollins
Jim Napolitano
Charles Wood
Carter Bliss
Paula Burns

10:15 - 10:45

Coffee & Snack Break

10:45 - 11:55

Session B

Workshop Topics

Speaker

B-1	Succeeding in Bi-Vocational Ministry (Pastors)	Arlen Busenitz
B-2	Serving with Difficult People	Dr. Stephen Trammell
B-3	The 30-Day Strategic Solutions Tool	Doug Halcomb
B-4	Your Next Big Dream: 12 Vision Templates to Find and Focus Your Church's Future	Brian Rose
B-5	No workshop this hour	Cathy Beasley
B-6	Five Essential Signposts of Succession Planning	Will Heath
B-7	Creating Environments that People Want to Attend	Dave Milam
B-8	Employment Law Q & A	Gayla Crain
B-9	The Affordable Care Act 2017: In Depth Obamacare Review	Donna Lively
B-10	Medicare Made Clear	Michelle Feagin
B-11	The Keys to Effectively Interviewing Candidates for Your Church Staff	Tim Stevens
B-12	Everything You Need to Know About Leading Millennials On Your Church Staff	William Vanderbloemen
B-13	No workshop this hour	Ann Williams
B-14	Increase Stewardship Without Asking for Money	Mark Slabaugh
B-15	Maximizing the Donor for the Nonprofit Organization	Greg Morris
B-16	No workshop this hour	Tom Metz
B-17	No workshop this hour	CJ Malott
B-18	No workshop this hour	Jerrie Amos
B-19	No workshop this hour	Kevin Alvarez
B-20	No workshop this hour	Janie Paradoski
B-21	No workshop this hour	Alton Fojtasek
B-22	Data Mining with Excel Pivot Tables	Ken Emert
B-23	No workshop this hour	Jason Gibb
B-24	Make Better Decisions Based on User-Driven Data (ACS Technologies)	Mark Burkhart
B-25	Improving Inter-Team Communication with Slack®	Steven Miori
B-26	What's Missing From Your Organization's Website & How to Fix It	Holly Tate
B-27	Cyber Safety Starts With You: Protecting Yourself, Your Business and Your Family	Louis Barton
B-28	Protect Your Ministry From the High Risk of Credit Cards	Henry Draughon
B-29	IT Roundtable: IT Challenges Facing Organizations Today	Chris Green, Facilitator
B-30	No workshop this hour	Nick Nicholaou
B-31	More Accounting Q & A	Ashley Voss & John Ratliff
B-32	Benevolence: Meeting the Ever Increasing Need	Elaine Sommerville
B-33	No workshop this hour	Frank & Elaine Sommerville
B-34	Guns in Churches, Oh My!	Frank Sommerville
B-35	Writing Financial Policies	Cynthia Cox, CPA
B-36	4 Life-Changing Imperatives for Finding and Aligning Your Personal Vision	Dave Rhodes
B-37	Acts 29: Praying and Living the Book of Acts	Terry Teykl
B-38	Second That Emotion! (Pastors)	Windell Gill
B-39	HVAC Trends	Tim Cool
B-40	Paint and Painting Products	Chris Rollins
B-41	Active Shooter in the Church	Jim Napolitano
B-42	Implementing a Standardized Cleaning Program	Charles Wood
B-43	It Ain't Your Mama's Kitchen	Carter Bliss, Moderator
B-44	Help! I Thought We Were Covered: Top 5 Insurance Coverage Gaps	Paula Burns

11:55 - 12:35

Lunch in FLC & Networking

12:35 - 1:05

Special Events & Door Prizes

1:05 - 1:35

Keynote Address by Bob Smiley

Additional workshop content and speaker biographies can be found online at TexasMinistryConference.org.

Session C Workshop Topics

C-1	Thriving in the Pressure Cooker of Ministry	Speaker Arlen Busenitz
C-2	Maximizing Ministry Effectiveness	Dr. Stephen Trammell
C-3	Mentoring Made Simple	Doug Halcomb
C-4	Your Next Big Dream: 12 Vision Templates to Find and Focus Your Church's Future	Will Mancini
C-5	Balancing Business and Compassion	Cathy Beasley
C-6	Maintaining Organizational Continuity Through Leadership Transitions	Will Heath
C-7	An Experienced Approach to Building Design	Dave Milam
C-8	Employment Law Update	Gayla Crain
C-9	The Affordable Care Act 2017: In Depth Obamacare Review	Donna Lively
C-10	Medicare Made Clear	Michelle Feagin
C-11	How to Effectively Equip and Empower Your Organization's Volunteers	Tim Stevens
C-12	9 Secrets to Building A Contagious Staff Culture	William Vanderbloemen
C-13	Maneuvering the Financial Cycle of Life: Is My GPS On Course for Retirement?	Ann Williams
C-14	Preparing Your Church for a Capital Campaign	Mark Slabaugh
C-15	Ten Best Practices to Cultivate Generosity in Your Church	Greg Morris
C-16	No workshop this hour	Tom Metz
C-17	No workshop this hour	CJ Malott
C-18	No workshop this hour	Jerrie Amos
C-19	No workshop this hour	Kevin Alvarez
C-20	All About Data: Microsoft Excel Pivot Tables	Janie Paradoski
C-21	No workshop this hour	Alton Fojtasek
C-22	Dealing with Restricted and Designated Funds: Is There a Difference?	Ken Emert
C-23	The Rock RMS: The New Church Relationship Management System	Jason Gibb
C-24	Make Better Decisions Based on User-Driven Data (ACS Technologies)	Mark Burkhart
C-25	Improving Inter-Team Communication with Slack®	Steven Miori
C-26	50 Practical Social Media Tips to Help Grow Your Organization	Holly Tate
C-27	No workshop this hour	Louis Barton
C-28	PCI DSS Risk Management: Who Owns it? How to Minimize Risk?	Henry Draughon
C-29	No workshop this hour	Chris Green
C-30	Church IT: Strategies & Solutions Part I	Nick Nicholaou
C-31	Nonprofit Financial Statements: Overview & Insights	Ashley Voss & John Ratliff
C-32	No workshop this hour	Elaine Sommerville
C-33	10 Commandments of a Religious Organization	Frank & Elaine Sommerville
C-34	No workshop this hour	Frank Sommerville
C-35	No workshop this hour	Cynthia Cox, CPA
C-36	It's Your Call: Maximizing and Mobilizing Your Unique Call	Dave Rhodes
C-37	No workshop this hour	Terry Teykl
C-38	Second That Emotion! (Pastors)	Windell Gill
C-39	Nuances of Multi-Site Facilities	Tim Cool
C-40	Paint and Painting Products	Chris Rollins
C-41	Active Shooter in the Church	Jim Napolitano
C-42	Implementing a Standardized Cleaning Program	Charles Wood
C-43	Landscaping vs Xeriscaping: Finding a Balance	Carter Bliss, Moderator
C-44	Help! I Thought We Were Covered: Top 5 Insurance Coverage Gaps	Paula Burns

Afternoon Snack in CO+OP Alley

Session D**Workshop Topics**

D-1	Become a Better Speaker in One Hour
D-2	No workshop this hour
D-3	Mentoring Made Simple
D-4	Your Next Big Dream: 12 Vision Templates to Find and Focus Your Church's Future
D-5	No workshop this hour
D-6	Communicating in Seasons of Transition
D-7	An Experienced Approach to Building Design
D-8	Employment Law Q & A
D-9	No workshop this hour
D-10	Medicare Made Clear
D-11	How to Effectively Equip and Empower Your Church Volunteers
D-12	9 Secrets to Building A Contagious Church Staff Culture
D-13	No workshop this hour
D-14	Preaching on Generosity & Stewardship in the Church (Pastors)
D-15	Casting Vision in the Multi-Site Environment
D-16	No workshop this hour
D-17	Goodbye Sticky Note and Hello to Evernote
D-18	Finding and Developing Strong Ministry Partners
D-19	In the Beginning God Created . . . Squirrel!
D-20	All About Data: Microsoft Excel Pivot Tables
D-21	No workshop this hour
D-22	Introduction to MinistryPlatform
D-23	No workshop this hour
D-24	Make Better Decisions Based on User-Driven Data (ACS Technologies)
D-25	No workshop this hour
D-26	50 Practical Social Media Tips to Help Grow Your Organization
D-27	No workshop this hour
D-28	PCI DSS Risk Management: Who Owns It? How to Minimize Risk?
D-29	No workshop this hour
D-30	Church IT: Strategies & Solutions Part II
D-31	Nonprofit Financial Statements: Overview & Insights
D-32	No workshop this hour
D-33	No workshop this hour
D-34	No workshop this hour
D-35	Writing Financial Policies
D-36	It's Your Call: Maximizing and Mobilizing Your Unique Call
D-37	No workshop this hour
D-38	No workshop this hour
D-39	No workshop this hour
D-40	No workshop this hour
D-41	No workshop this hour
D-42	Implementing a Standardized Cleaning Program
D-43	Tech Talks: In Search of Understanding
D-44	No workshop this hour

Speaker

Arlen Busenitz
Dr. Stephen Trammell
Doug Halcomb
Will Mancini
Cathy Beasley
Will Heath
Dave Milam
Gayla Crain
Donna Lively
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Dave Rhodes
Terry Teykl
Windell Gill
Tim Cool
Chris Rollins
Jim Napolitano
Charles Wood
Carter Bliss, Moderator
Paula Burns

Evaluation Drawing & Door Prizes

Schedule at a Glance

What others are saying about the Texas Ministry Conference...

7:30 - 8:30 Registration, Coffee,
Continental Breakfast;
CO+OP Alley Opens

"I liked the opportunity to learn new ideas and left with tools to help in my ministry."

8:30 - 8:45 Welcome & Door Prizes

"The hospitality was great, classes were relevant and very generous sponsors."

9:00 - 10:15 Session A Workshops

10:15 - 10:45 Morning Snack Break

10:45 - 11:55 Session B Workshops

"The workshops I attended helped me look at my job in a different light."

11:55 - 12:35 Lunch & Networking

12:35 - 1:05 Special Events & Door Prizes

"The conference provides relevant updated information and insight into new technologies."

1:05 - 1:35 Keynote Address by
Bob Smiley

"So many choices! I love that others from our church in various departments can attend together."

2:00 - 3:15 Session C Workshops

3:15 - 3:45 Afternoon Snack in CO+OP Alley

"The speakers for my sessions were well prepared, organized and helpful."

3:45 - 4:55 Session D Workshops

5:00 Evaluation Drawing &
Door Prizes

"The variety and relevance of subjects make this my 'must go to' event each year. The food is great too!"

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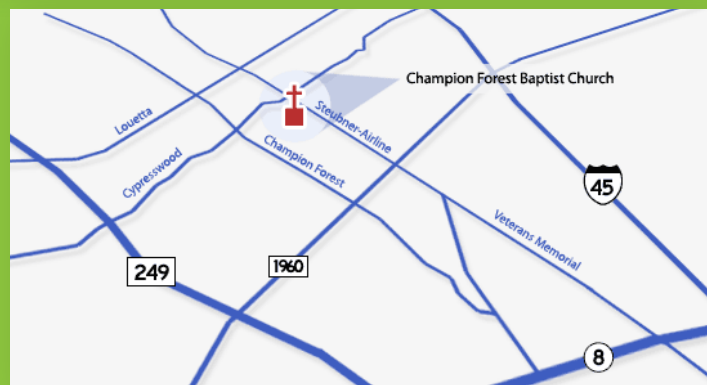




Speaker Bios, Workshop Summaries, and Registration now available online at

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Single registration	\$109	\$139
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Registration - January 16 thru February 5:

Single registration	\$119	\$149
Groups of 3 or more per registration	\$105	\$130

Late Registration - after February 5:

Single registration	\$129	\$159
Groups of 3 or more per registration	\$115	\$135

At the Door: \$139 \$159

Additional Information:

- Each person registering needs to submit the completed registration form from this brochure or register online at www.TexasMinistryConference.org.
- Make additional copies of this form as needed or download from www.TexasMinistryConference.org.

Cancellation Policy:

Cancellations received in writing by February 1, 2017 will be refunded less \$25.00 for processing. After February 1, all registrations including "no shows" are subject to the full conference fee. An organization may substitute one individual for another at any time prior to the start of the program.

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Is this your first time to attend? Yes No

If you were invited, please share the name of the person who invited you:

Are you, or do you have a school? Yes No

How did you learn about this conference?

Postcard Brochure Magazine CO+OP Rep Website
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Email info@TexasMinistryConference.org with any special needs you may have.

Select Your Workshops (One Per Session)

Session A: 9:00 - 10:15

Title _____

Session B: 10:45 - 11:55

Title _____

Session C: 2:00 - 3:15

Title _____

Session D: 3:45 - 4:55

Title _____

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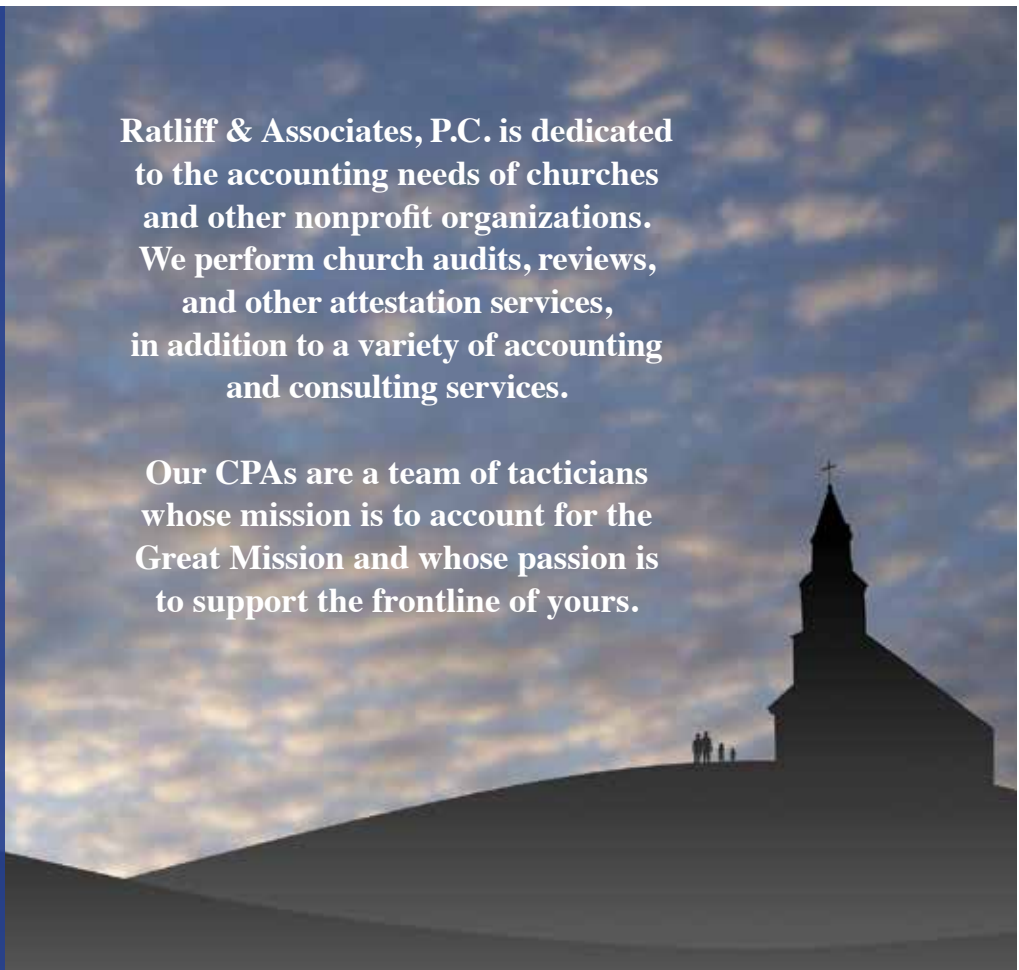
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7 Characteristics Of A Contagious Staff Culture

By William Vanderbloemen

The more I work with churches and nonprofits, the more I'm convinced that great culture is the number one key to a healthy and effective team. There are thousands of lessons I've learned in my years of helping teams build their staff culture, but these seven characteristics are common among contagious church staffs:

1. They have clear staff values and live them out.

On my team at Vanderbloemen, we have nine cultural values that have been ingrained into each team member. They're on each team member's desk, they're plastered over our conference room wall, they're discussed in every review, and they're celebrated in every meeting. And it shows. Teams who collectively establish core values and then work together to live out those values have an incredible and consistent culture. Decide what you want the DNA of your staff to be, create clear team values from that, then reinforce and celebrate them constantly.



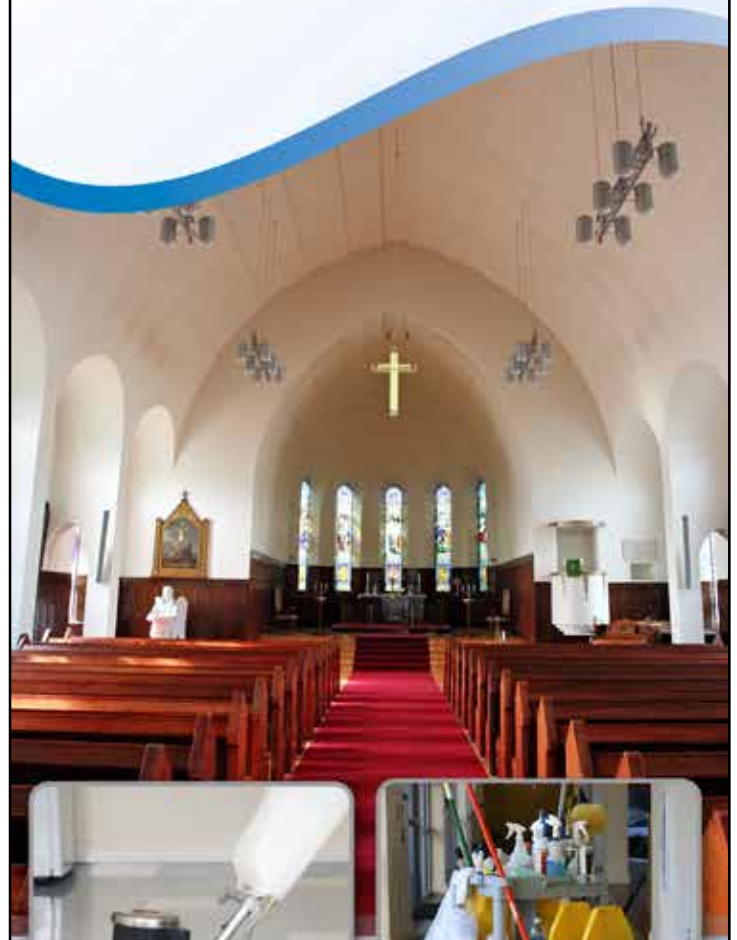
2. Everyone is “good with duct tape.”

Being good with duct tape means having a spirit of resourcefulness and agility. On my team, one of our core values is “solution-side living,” and everyone understands that “other duties as necessary” is part of their job description. Organizations that have teams where every single person is a resourceful problem-solver truly stand out. Not only does this duct tape mindset cultivate togetherness and teamwork, but it will keep your team members flexible and agile as well.

3. They keep their soul and stay true to who they are.

We live in a time where churches and ministries everywhere can broadcast their services and build a big online presence through technology. This can sometimes create a feeling of inadequacy in ministries that don't have the same budget or resources. From

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that place, some ministries try to overextend themselves beyond what God's called them to. They sell their soul for growth, numbers, and a bigger budget. And ultimately, the team suffers. Here's what I've learned: nothing beats knowing your mission and vision, and sticking to it. Be faithful in the things God has called you to and do them well. Your team will burn out if there isn't a known mission behind their work.

4. Individual team members are empowered.

Leaders who empower their staff members create teams that can take initiative and grow ministries on their own. If you're micromanaging everything happening on your staff, your staff is never going to feel like they have the autonomy to swing for the fences. Strategies and initiatives will be slowed down in their implementation if they have to go through a clogged leadership funnel first. Delegating a lot of decision-making to your team also shows a level of trust between you and your staff, and that trust will inspire confidence and camaraderie amongst the staff as a whole.

5. They consistently collaborate and have fun while they're at it.

With millennials making up the majority of the workforce and increasingly filling ministry leadership positions, collaboration is more important than ever. People want to feel like they're a part of a team; not on an island doing everything by themselves. Work on projects together. Consider having an open office plan. Have group brainstorming sessions about how to best implement a new idea that your team is fired up about. Togetherness trumps giving orders, especially when it comes to the millennials who are beginning to fill ministry teams. Facilitate

fun activities during work hours as well. A team that loves working together and are happy is a hard-working, effective team. One of the staples of your office culture should be having fun.

6. Their leadership is accessible.

Make sure that you are accessible. This goes for any level of leadership. Senior leaders need to be accessible to their staff, and the staff needs to be accessible to senior leadership. Keeping open channels of communication is key to establishing a collaborative and supportive work culture. It also keeps strategies, ministries, and initiatives more efficient in their execution.

7. They hire for the right reasons and grow at the right pace.

It's always tempting to base new hires solely on resume and work experience. While those things are certainly important and deserve serious consideration, they shouldn't be the end-all-be-all. Make sure that the culture fit is there, too. Many leaders only focus on two aspects of a candidate: competency and character. I'd argue that there are two additional "C"s that are equally important: chemistry and culture. Additionally, make sure you're hiring and growing at the right pace. Your team culture will never be contagiously great if they feel constantly stressed or over-worked. And throughout growth, always, always, always bring the focus back to your culture. ✦

William Vanderbloemen

William Vanderbloemen (@wvanderbloemen) is a former pastor and the CEO of Vanderbloemen Search Group, an executive search firm that helps churches and ministries build great teams by finding their key staff. Follow William's column on Forbes to read more of his thoughts on culture and team building.



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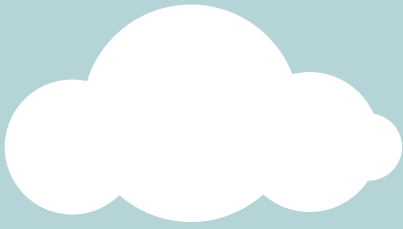




TEN COMMON COVERAGE GAPS TO AVOID

By Gary Benson

Even the most careful people sometimes have insurance coverage gaps that could put themselves or the ministry in danger. We have identified ten common coverage gaps often found in policies that you need to be aware of and consider supplementing coverage for those gaps where necessary or available. Please note that these gaps may not apply to all policies but it's fairly commonplace among multiple carriers. Of course, your insurance agent should be able to clarify if these do or do not apply to your specific policy.



Paula Burns with Insurance One will be teaching at the Texas Ministry Conference on this topic and will cover them in more detail, but noted below is a brief summary of these common coverage gaps.

- **Cyber Liability** – This exposure is not covered under most insurance policies (although some may include nominal coverage, generally inadequate for your best protection).
 - Potential Claims Scenario: The church management software is hacked into and results in a data breach of not only the contribution/membership information but also the employee's private information. The church now has to comply with the privacy act and this results in the following expenses:
 - Forensic analysis of how the breach occurred
 - Credit monitoring for every effected member/ or employee
 - Notifications sent to all parties involved
 - Any potential damages resulting from the breach to the third party involved
 - Regulatory fines and penalties possibly resulting from the breach
 - These expenses generally average around \$150 per member record
- **Hired & Non-Owned Auto** – Hired (vehicles you rent) and Non-Owned (personal vehicles volunteered for trips, errands, etc.) auto coverage is an essential but optional and oftentimes overlooked coverage. This provides defense and liability coverage from hired and non-owned auto claims which are often catastrophic in nature.
- **Rental Cars** – Damage to a rental vehicle resulting from an accident, theft, broken windshield, or vandalism is not covered under many policies. Some mistakenly believe that if they have coverage for their own church vehicles, this somehow extends to a rental vehicle, but that's not the case. We recommend that you purchase the physical damage coverage offered by the rental agency (typically referred to as the Loss Damage Waiver). Even if your policy might include this coverage or if it's available by endorsement for a fee, we

still recommend purchasing this coverage because the loss of rental value while that vehicle is in the shop is an expense you may be liable for and one not often covered under your policy.

- **Coverage When Others Use Your Property** – We could spend a day talking about this but in short and to avoid exposing your organization to claims for when others use your property, (1) Have the organization using your property name your organization as an "Additional Insured" on their liability policy, and (2) Have the outside group sign a "Facilities Use Agreement" that includes the requirement of needing to be listed as an Additional Insurance. This provides the group with a license to use the property, has hold harmless and indemnification clauses, and states that the church provides no supervision or control over the property when being used by the group. The "Facilities Use Agreement" should be prepared by an attorney.
- **Special Events** – Be aware the many carriers have a liability exclusion for certain "Special Events" such as those involving fireworks, mechanical rides, events with animals, events involving the use of firearms, events with contact sports, etc. If you are doing anything "outside the normal scope of your operations," please be sure and check with your insurance carrier to see if you need to obtain a Special Events policy.
- **Medical Payment Coverage for Athletic Events** – Consider the scenario where the church has a sporting event on their campus and a participant is injured in the event. Many insurers exclude coverage under the Medical Payments portion of the policy if related to an athletic event. Note that the athletic event does not have to be an organized event; it can be any athletic event. A good remedy for this is to purchase an Accident Policy to fill this gap.
- **Employment Practices Liability** – This is a significant exposure for the church. Many of our liability driven claims come from this exposure. This is where the EEOC claims typically come from such as: Wrongful Termination, Age



Discrimination, Racial Discrimination, and other types of employee related discrimination.

- Example: A church employee is terminated and feels that the reason was because she found out recently that she was pregnant. This would be the type of claim covered under Employment Practices Liability. Often the Church either does not have this coverage or the limit is very low. The recommended coverage limit is at least \$1,000,000.

- **Workers' Compensation** – Every organization in Texas has workers' compensation coverage. It just depends on who finances it - you or the insurance company. With Texas being the only state that does not make workers' compensation mandatory, in the absence of this coverage you need to understand that you lose all common law defense against an injured employee and are subject to the state mandating how much and how long you will pay an injured employee. While you have the option of not carrying insurance, this does not relieve you from being liable for any injury (or employment related sickness) payments. A common misconception is that this coverage is expensive. For what it provides, it's among the least expensive of most coverages.

- **Ordinance & Law** - Many insurance companies have this coverage built into their policies, but the coverage can easily be inadequate given the right circumstances.

- Example: The Church has a fire that consumes 60% of the building. Because the majority of the building has to be rebuilt, the city determines the remainder of the building must be brought up to current building/safety code and consequently requires the facility to be brought up to code, including being fully sprinklered. In addition, the possibility exists that now the undamaged portion has to be significantly modified to accommodate these new codes. So you may have an additional cost for the damaged portion of the building to be brought up to code and add to that, the additional cost related to the undamaged portion of the building (which can only be

covered via the Ordinance and Law coverage). This can quickly add up to much more than the stated limit, and is especially true for older buildings. Many policies provide only \$100,000 to \$300,000 for Ordinance and Law so we suggest that you review your policy and request quotes from your insurance advisor for higher limits.

- **Sexual Abuse** – We will cover this in more detail in future articles but when sexual abuse of minors is the number one reason churches have gone to court in the last five years, it deserves our attention on many levels. Even with this information, many churches do not carry this coverage or do so in small limits. For maximum protection, you should look at carrying as high a limit as you can afford. Be aware that most carriers will require certain screening measures to be in place for the higher limits but in today's society, we should be doing everything possible to protect all minors under the church's care while at the same time, protecting the church and its ministry.

For more information, be sure to attend Paula's class or contact us at Insurance One and we'll be happy to answer any questions you may have. ✨

Gary Benson and Paula Burns



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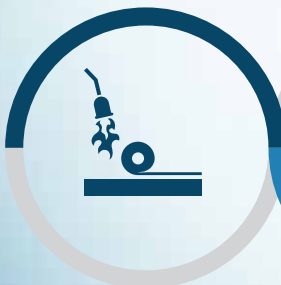


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Imperial Utilities and Sustainability, Inc.

Before I started Imperial Utilities & Sustainability, Inc., I served as an energy manager. Constantly being approached by different vendors, I found myself lost and confused about which direction to go. This led to the creation of this company that now focuses on education and compartmentalization of information to be used in proper situations. Our company provides analytical support for clients that are looking to reduce their utility consumption either through monitoring or specific projects. This includes electricity, water, gas, and other utilities found on site. We also educate customers about opportunities for savings that are available by utility providers. The three most important products that we provide are:

- Monthly monitoring of utilities (not just electricity). Our analysis is much different than basic analysis provided by most companies. We focus on consumption, comparison against other similar facilities, demand level, Power Factors, and weather normalization
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Since the facility management and operations market is so large and contains many different areas, customers may find themselves working with numerous vendors who specialize in particular areas. Often this leads to fragmentation of information and lost opportunities. When vendors develop relationships within the organization, it leads to trust and partnership and eventually to a holistic approach for projects. This cooperation usually results in much higher customer satisfaction and financial gain for the organization.

Very often our customers find themselves trying to solve utility related problems that are outside their scope of work and cannot afford to hire outside help. Over the years, our company and

staff have gained a very deep perspective on many different issues. Combining that with our relationship with many contractors, we often try to assist our customers free of charge. Our goal is to provide the most up-to-date information before the customer makes a decision about the future operation of their facility and we focus on keeping customers for years. It is important to develop a relationship that goes beyond work and a paycheck. Trust and friendship usually pay much higher dividends than people expect!

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American Business Machines *Page 6*
Ann E. Williams, PC *Page 40*
Blackmon Mooring *Page 16*
Buckeye Cleaning Centers *Page 33*
Chamberlin Roofing & Waterproofing *Page 44*
CFAC Mechanical *Page 39*
Church Interiors *Page 44*
Comfort Systems USA - South Central *Page 51*
Core Benefit Services, Inc. *Page 50*
Educational Products, Inc. *Page 6*
eSpace/Cool Solutions Group *Page 11*
First Choice Coffee Services *Page 47*
Frost Bank *Page 39*

Generis *Page 16*
Gulf Coast Security Services, Inc. *Page 34*
Health Insurance Solutions *Page 16*
Insurance One Agency *Page 40*
Integrity Furniture & Equipment *Page 10*
MityLite *Page 50*
National Signs, LLC *Page 52*
NW Digital Works *Page 33*
Office Depot Business Solutions Division
Page 45
PointSource/SYSCO *Page 33*
Professional Janitorial Service
of Houston *Page 35*
Ratliff & Associates *Page 35*

Ridley's Vacuum & Janitorial Supply
Page 40
Sherwin Williams *Page 50*
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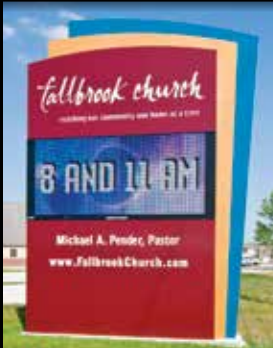
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