

## CHURCH ADMINISTRATION RESOURCES FOR MINISTERS AND CHURCH LEADERS:

**adminprotoday.com** [SUBSCRIPTION]

Resources for ministry assistants and church secretaries

**brotherhoodmutual.com**

Free resources on background checks, church and school safety, online training, podcasts, legal advice

**childwelfare.gov**

Federal statutes and resources for preventing child abuse, neglect, and human-trafficking

**churchlawandtax.com** [SUBSCRIPTION]

Church finances, taxes, legal issues, and safety

**freechurchforms.com**

Articles and documents

**guidestone.org**

Church staff insurance

**irs.gov/publications**

Federal forms for taxes and information

**lifeway.com**

Church resources, ministry articles, and background checks information

**ministrysafes.com**

Resources to help protect children and those who serve them

**safechurch.com**

Risk management resources for churches

**smartchurchmanagement.com**

Resources to help manage the day-to-day operation of ministry

**4evervigilant.com**

Security and safety training

## BACKGROUND CHECK OPTIONS FOR CHURCHES:

**ministrysafes.com**

**safehiringsolutions.com**

**protectmyministry.com**

**c4operations.com/background-check**

**group.com/category/ministry-resources**

## CHURCH INSURANCE OPTIONS:

**Brotherhood Mutual** - [brotherhoodmutual.com](http://brotherhoodmutual.com)

**GuideOne** - [guideone.com](http://guideone.com)

**Church Mutual** - [churchmutual.com](http://churchmutual.com)

MAY THERE BE PEACE WITHIN YOUR WALLS  
AND SECURITY WITHIN YOUR CITADELS.

PSALM 122:7, NIV



FOR QUESTIONS AND HELP ON THESE TOPICS,  
PLEASE CONTACT:

**JEFF INGRAM**

ADULT MINISTRY/CHURCH ADMINISTRATION STRATEGIST

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YOUR GIFTS TO THE COOPERATIVE PROGRAM  
MAKE THIS MINISTRY POSSIBLE!



## CHURCH ADMINISTRATION CHECK-UP/BEST PRACTICES



# CHECKLISTS

## MONEY

- ☐ BUDGET
- ☐ PAYROLL
- ☐ CREDIT CARD POLICIES
- ☐ FINANCE/STEWARDSHIP COMMITTEE
- ☐ CHURCH COMPENSATION
- ☐ NEW OVERTIME RULES
- ☐ EMPLOYEE HEALTH INSURANCE
- ☐ BEST PRACTICES – HANDLING CASH
- ☐ REQUISITION/PURCHASE FORMS
- ☐ MINISTER HOUSING ALLOWANCE
- ☐ PARKING LOT TAX
- ☐ FAIR LABOR STANDARDS ACT (FLSA)

## SECURITY

- ☐ BY-LAWS
- ☐ MARRIAGE POLICIES
- ☐ BACKGROUND CHECKS
- ☐ SEXUAL ABUSE POLICIES
- ☐ CYBER THREATS
- ☐ CRIME IN THE CHURCH
- ☐ PREVENTING AN ACTIVE-SHOOTER
- ☐ CHURCH SAFETY
- ☐ SEXUAL HARASSMENT POLICIES
- ☐ CODE OF ETHICS FOR MINISTERS AND CHURCH MEMBERS
- ☐ PHOTOGRAPHING MINORS AT CHURCH EVENTS
- ☐ INCORPORATION

## COMMITTEES/TEAMS

- ☐ NOMINATING COMMITTEE
- ☐ PERSONNEL COMMITTEE
- ☐ COMMITTEE TRAINING
- ☐ STRATEGIC PLANNING
- ☐ INACTIVE MEMBERS: MINISTRY AND RECLAMATION
- ☐ DEACON COVENANT

## FACILITIES

- ☐ CHURCH BUILDINGS
- ☐ SHARING SPACE
- ☐ RISK MANAGEMENT
- ☐ MINIMIZING LIABILITY
- ☐ ANNUAL INSURANCE REVIEW