2023 LABMA Conference

Affirmed & Encouraged

Need help getting it all together?

ALL ABOUT THE TOOLS

Helps for organizing your office and digital environment

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23 And whatever you do, do it heartily, as to the Lord and not to men, 24 knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.   Col 3:23-24

Organizing your Work Area

Office management is important because it can help you use working hours more efficiently, increase employee productivity and enhance the company's quality of work. Using strong office management strategies and techniques can also help you develop powerful administrative skills, create a constructive working atmosphere and boost employee morale.

Here are some suggested ways to achieve your goal:

1. **Organize your space** - Having a clean environment can help eliminate distractions and improve work performance. Creating an organized space improves team efficiency. A few suggestions to help accomplish this are:

- Creating established work zones for employees
- Updating company filing systems
- Labeling shelves, drawers and cubbies
- Sorting completed project documents into storage boxes and files
- Keeping a re-supply list (printer ink, staplers, etc.)
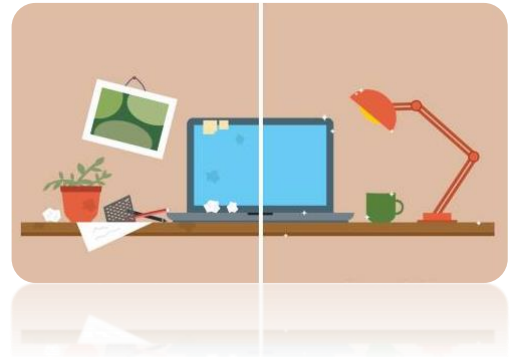
2. **Keep updated records** - Maintaining updated company records can be a crucial step in managing your office. Current contacts information, updated schedules and the weekly 'to do' list can save your office time and help your team perform their duties more effectively.

3. **Schedule out your week** - Scheduling out your week can help you manage your time more efficiently and prioritize your work. At the beginning of the week, look over your deadlines, meetings and other important duties you need to complete within that week and sort them based on priority. When sorting, consider using these categories:

- *Stationary*: Meetings or tasks that have a set date, are often already scheduled, and can't be moved easily. Fill in all your stationary responsibilities first and schedule your other tasks around them.
- *Top Priority*: Meetings or tasks that you need to complete on certain days by the end of the week. Sort these assignments by their deadlines so that you can finish them in order of importance.
- *Flexible*: These are the last assignments you put on your schedule. They are often tasks that don't have to be completed by the end of the week but may contribute to another project or deadline in the near future. These can be worked in as time permits.

By sorting your information and creating a weekly schedule, you can better understand what you can realistically accomplish within one week and if you need to adjust project goals, delegate work or request deadline extensions.

Organizing your Work Area

4. **Delegate tasks** - Delegating tasks to other individuals can help boost the performance and productivity of your office while helping you meet important deadlines. For example, if you have a large project that you need to complete in a short amount of time, consider assigning small portions of that project to different team members. They can complete all those small assignments simultaneously and then allow you to compile the work and information into one cohesive document or report after they're done.

5. **Establish routines** - Creating established routines in an office space can help manage workflow, create systems for processing client information and allowing for certain emergencies. When an individual or team member completes their assigned duties or tasks, it can be helpful to have a task list to review for the next priority. This will help create a self-sufficient workflow that allows a team to work consistently throughout the day while freeing up your own time to work on your own tasks and projects.

6. **Eliminate distractions** - Eliminating distractions can also help create a productive work atmosphere, help increase work performance and eliminate unnecessary distractions from the office. It can also be helpful to set timers for yourself to focus on work. Completing work in 30-to-45-minute segments while taking a quick break in-between can boost your work rate and help you complete more tasks throughout the day.

Some other great ways to reduce distractions in the workplace include:
- Turning off notifications on your phone
- Setting your phone to gray scale to reduce its appeal
- Wearing noise-canceling headphones when appropriate
- Schedule specific times throughout the day to check your email

7. **Define roles and responsibilities** - When employees and individuals understand their roles and responsibilities within a company, it can help them know which assignments and tasks they need to complete and finish their daily work more efficiently. Regularly evaluate your primary duties with staff. This can make sure everyone is on track and can also let all know if their duties have expanded or changed since the last evaluation.

8. **Encourage further training and development** - Encouraging your team members to continue developing and providing them with further training opportunities can help improve your office morale and increase employee performance. Allowing employees to improve their occupational skills and knowledge can help them conduct their work more efficiently and enhance the quality of their deliverables.

- **Setup a Quick Access Toolbar in each your office applications with the same layout:**
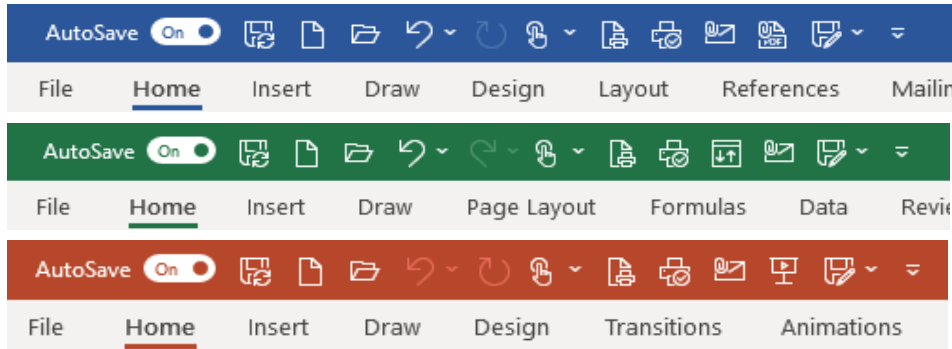
Example of my Quick Access Toolbar from three of my applications

The customizable Quick Access Toolbar contains a set of commands that are independent of the currently displayed tab on the ribbon. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar.
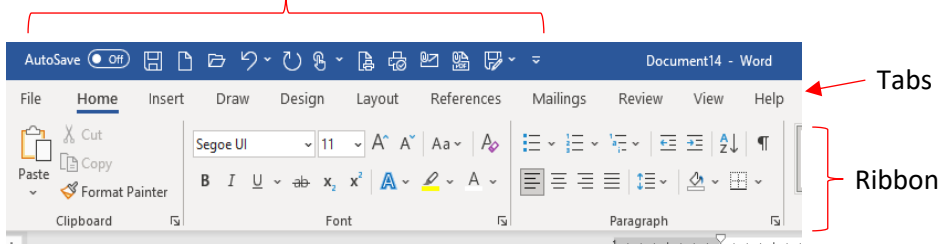

To setup up the toolbar, click the dropdown on the end of the toolbar:

Select the items you want on the toolbar by checking from the menu or by selecting More Commands at the bottom and choose the additional commands you want to see displayed. You can also change the layout order from this location.

For more information and options related to the Quick Access Toolbar click HERE.
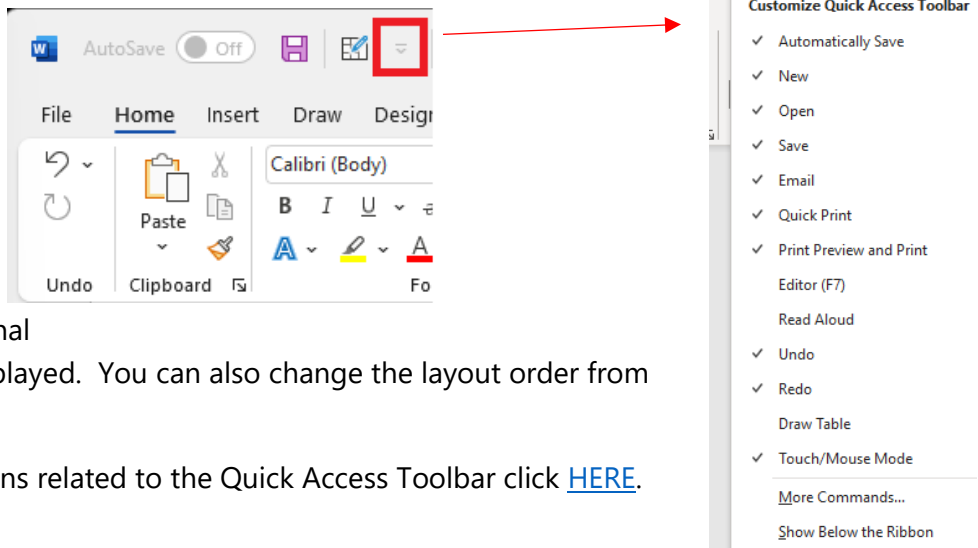
- **Create Shortcut keys to commonly needed tasks:**

For detail information and options related to the Creating Shortcut keys click HERE.

Shortcut keys can also be setup (in Word) for frequently used Symbols. To setup, go to the Insert tab, select Symbols, find the symbol you use, select the Shortcut Key button, apply a shortcut key preference and save.
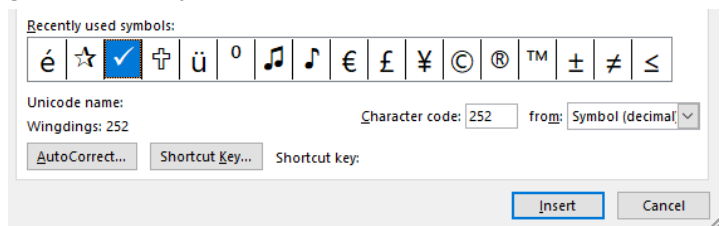
ORGANIZING YOUR WORK APPS

- **Customize Your Ribbon or Create Your Own Ribbon:**

You can personalize your ribbon to arrange tabs and commands in the order you want them, hide or unhide your ribbon, and hide those commands you use less often. Also, you can export or import a customized ribbon.
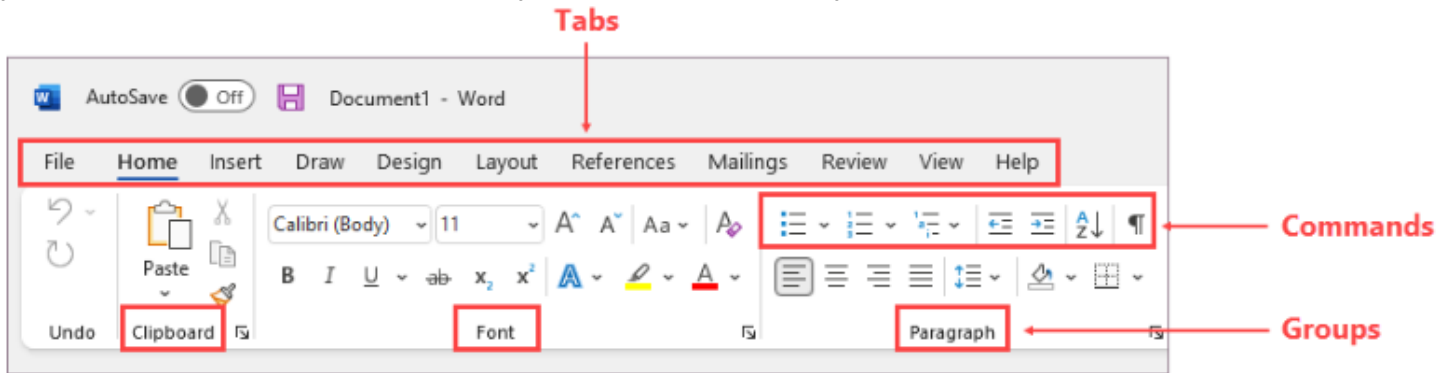
If mostly work on one Ribbon (ie. Home) but you have frequently use a tasks from another Ribbon, you can customize that Ribbon to add the frequently used task. Or if you prefer, you can create your very own Customized Ribbon that only contains the tasks you want.

Note: Your customizations apply only to the Office program you're working in at the time. If you want similar customizations in your other Office apps, you'll have to open each of those apps to make the same changes. Although you can't share customizations between apps, you can export your customizations to share with others or use on other devices.

For more information and options related to the Customizing your Ribbons click HERE.

- **Organize Your Browser:**

Create a tab group:
- Choose one of the tabs that you want to include in a group — any will do — and right-click on it.
- Select Add Tab to Group > New Group
- Type in the name of the new group, choose a color, and hit Return.
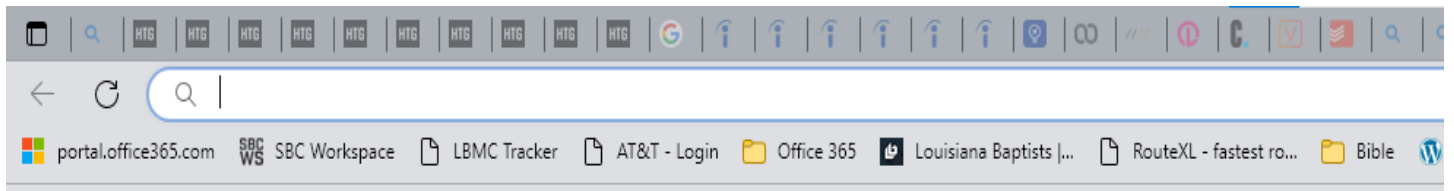
Before Groups
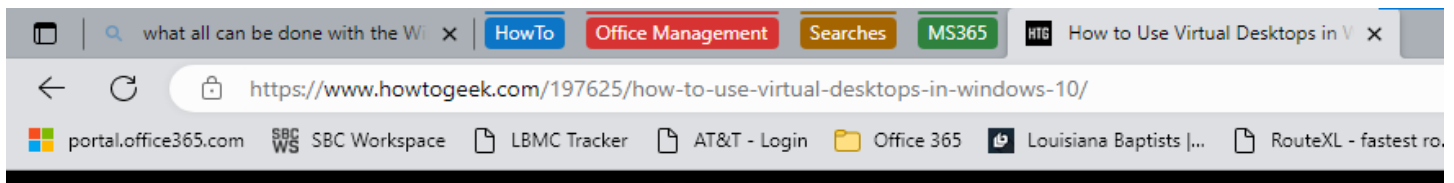
After Groups

Additional options, using frequent site location tools allow you to save and organize tabs that you don't need everyday but refer to often. The Microsoft Edge tool called 'Collections' is native, while Chrome has an add-on file extension called 'OneTab'. Both are easy to set up and use to help clear out the clutter of your browser.

Shortcuts Keys

Editing Text or document

Ctrl+X	Cut selected text.
Ctrl+C	Copy selected text.
Ctrl+V	Paste text at cursor.
Ctrl+Z	Undo.
Ctrl+Y	Redo.

Moving the Cursor

Home	Move cursor to beginning of current line.
End	Move cursor to end of current line.
Ctrl+Home	Move cursor to top of the text entry field.
Ctrl+End	Move cursor to bottom of the text entry field.
Page Up	Move cursor to bottom of the text entry field.
Page Down	Move cursor down a frame.
Ctrl+Left Arrow	Move cursor to beginning of previous word.
Ctrl+Backspace	Delete previous word.
Ctrl+Delete	Delete next word.
Ctrl+Up Arrow	Move cursor to beginning of paragraph.
Ctrl+Down Arrow	Move cursor to end of paragraph.

Selecting Text or moving within the body of a document

Ctrl+A	Select all text.
Shift+Left or Right Arrow	Select characters one at a time.
Shift+Up or Down Arrow	Select lines one at a time.
Shift+Ctrl+Left or Right Arrow	Select words – keep pressing the arrow keys to select additional words.
Shift+Ctrl+Up or Down Arrow	Select paragraphs.
Shift+Home	Select the text between the cursor and the beginning of the current line.
Shift+End	Select the text between the cursor and the end of the current line.
Shift+Ctrl+Home	Select the text between the cursor and the beginning of the text entry field.
Shift+Ctrl+End	Select the text between the cursor and the end of the text entry field.
Shift+Page Down	Select a frame of text below the cursor.
Shift+Page Up	Select a frame of text above the cursor.

Formatting Text

Formatting shortcuts only work if the application or website you're using supports text formatting. If you have text selected the shortcut will apply the formatting to your selected text. If you don't have text selected the shortcut will toggle the associated formatting option.

Ctrl+B	Bold.
Ctrl+I	Italic.
Ctrl+U	Underline.

Menu Functions

Ctrl+F	Opens Find dialog box
F3	Find next.
Shift+F3	Find previous.
Ctrl+O	Open.
Ctrl+S	Save.
Ctrl+N	New document.
Ctrl+P	Print.
Alt	Enter key to activate it.
Alt+F	Open File menu.
Alt+E+E	Open Edit menu.
Alt+V+V	Open View menu.

Windows Key ⊞ Shortcuts

Shortcut Keys	Description
Windows + Shift + S	Opens Snip tool (Snip & Sketch)
Windows	Opens/closes the Start menu.
Windows + L	Locks the screen.
Windows + V	Opens Clipboard History.
Windows + Q	Opens Windows Search.
Windows + E	Opens File Explorer.
Windows + H	Opens the dictation toolbar. *(Some initial setup required to use.)*
Windows + M	Minimizes all open windows.
Windows + Shift + M	Opens minimized windows.
Windows + Up Arrow	Maximizes the selected window.
Windows + Down Arrow	Reduces the window size. (Restore down.)
Windows + . or Windows + ;	Opens the emoji panel. 👆😍😂🤣😘😁😎😆🎶🎁✨
Windows + Tab	Shows Task View.
Windows + Control + D	Creates a virtual desktop.
Windows + Control + Right Arrow	Switches to the virtual desktop on the right.
Windows + Control + Left Arrow	Switches to the virtual desktop on the left.
Windows + Control + F4	Closes the active virtual desktop.
Windows + Print Screen (may need Function key)	Takes a screenshot of the desktop.
Windows + P	Opens the projection settings.
Windows + <number>	Opens the app in the taskbar relative to the number input. *(For example, if Word is the fourth app on the taskbar, using Windows Key + 4 will open Word.)*
Windows + Alt + <number>	Opens the right-click menu for the app in the taskbar relative to the number input. *(For example, if Word is the fourth app on the taskbar, using Windows Key + Alt + 4 will open Word's right-click menu.)*
Windows + D	Shows/hides open apps on the desktop.
Windows + Space	Switches between installed languages (for writing text).
Windows + I (the i key)	Opens the Settings menu.
Windows + G	Open the Xbox Game Bar
Windows + K	Open the Connect sidebar
Windows + R	Open the "Run" window
Windows + S	Open Search
Windows + Left	Snap current window to the left side of the screen.
Windows + Right	Snap current window the the right side of the screen.
Windows + Up	Snap current window to the top of the screen.
Windows + Down	Snap current window to the bottom of the screen.

Symbol shortcuts

Note: all symbol characters can be added by going through the Insert Ribbon, selecting Symbols, then scroll to find the correct figure you want. The purpose of this list is just offer a keyboard shortcut alternative. In Word, you can assign shortcut keys to often used symbols.

Symbol / Description	Shortcut keys
¢ / cent symbol	*Alt* key + *0162* OR Cntl key + /C
° / degree symbol	*Alt* key + *0176*
✓ / checkmark	*Alt* key + 0252 then select and choose Wingding font
☑ / checkmark in box	*Alt* key + 0254 then select and choose Wingding font

Do you know what ACP is? **Annual Church Profile**

Filling out an ACP has become passe' to some. Churches increasingly don't see the importance or need for recording and/or sharing their yearly information.

Arguments range from – I'm not about numbers, I am about reaching people – It's just a competition, and I have no interest in competing with my fellow churches – It's no one's business but our church's and we don't need to share it – or even – I don't want the federal government/IRS to know our business (too late on this last one). Who Cares??

Well, God cares! Throughout the Bible, God is continually instructing his people to take a count, write it down, record it for generations to come. And we care - we care what is going on in your church. How you are doing and what needs you may have. Dr. Horn has often asked our churches to share all about their activities and what is happening. We want to celebrate your victories, pray with you over any challenges, and partner with you to find ways to reach those who need Jesus. …Let us know your story!

ACP is one of the vehicles that helps us to do that. It is your 'story' – your 'testimony'.

SBC is the world's largest Baptist denomination; it's also the largest Protestant and second largest Christian denomination in the U.S. (2nd behind Catholic).

Since its beginning in 1845 there has always been some form of information collection from the churches. At its beginning, there were 350,000 members of the SBC. As of 2021 statistics the membership level is 13,680,493. That is actually trending down over the past few years.

But my question is – are there more? When a church does not report they are not represented in that number, and this has a multi-dimensional impact.

Imagine trying to bake a cake with 20% of the recipe missing. It is not practical and therefore not accurately possible. That is what we have with ACP reporting. In Louisiana, only 80% of our churches are reporting. Of that number, 30-35% only report minimal info (approximately 3 statistics). Imagine if you had to do a report on a book and 20% of it was missing and of the part you did have, 30-35% was just chapter headings without content. It would make reporting very difficult and incomplete.

So, you see how reporting every year is important. And we offer tools to help you accomplish successfully reporting every year with as little "pain" as possible. One of those tools I have included with this booklet. There is a worksheet (weekly and monthly) that you can record key statistics through the year, and it will calculate ACP totals for you. All you do at the end of the year is record those totals to the report. Also, Leadership is open all year long so as leaders changes, or move or get a new phone or email, you can record that when it happens. That way you don't have ALL of it to do at the end of the year.

COMPLETE YOUR ANNUAL CHURCH PROFILE

Know well the condition of your flock, and pay attention to your herds.

Proverbs 27:23 (CSB)

BENEFITS EQUAL

PAST

Completing your ACP gives insights about the history and lessons of the past. (Joshua 4:1–7)

After the Israelites crossed the Jordan River, God told the Israelites to place standing stones to mark that occasion as a memorial to teach the generations.

PRESENT

Completing your ACP gives church leaders insight about the present. (Matthew 18:12–14)

Just as the shepherd knows the number of sheep and what action to take in the present, church leaders have the same responsibility.

FUTURE

Completing your ACP gives church leaders insights for planning the future.

New and existing leaders need to see the trend-lines of activity, hardships, and blessings your church has experienced to better lead you into the future.

COOPERATION YIELDS

ENCOURAGEMENT

Through cooperation, local associations, state conventions, and national entities can encourage your church. Some examples are devotional thoughts, exhortations, and good news about kingdom work.

ELEVATION

One of Satan's strategies is to make us feel isolated and alone. Cooperation makes resources and training available to elevate the effectiveness of your church's ministries.

OPPORTUNITIES

Opportunities in missions often start with cooperation in local, state, and national partnership. The ACP can help us think through how to stay connected in missions partnerships.

COMPLETE YOUR ACP

Go to www.sbcworkspace.com.

If you forgot your username and password, contact your state convention office, and ask for it. or you may complete the mailed ACP form.

SBC   Lifeway   LOUISIANA BAPTISTS

Website Resources

Note: There are two obvious omissions from this list – Microsoft 365 and Google Suites. Those are both great tools and are capable of many of the software options here. This list is not meant to serve as a complete listing or as a recommendation but simply a list of products either mentioned during training or referenced in research or used by our office. It is recommended that you explore and review any product you want to invest in/purchase. You are the best judge of what will work for your situation.

Links for Louisiana Baptist life:
1. **LaOne** (AKA sbcworkspace.com)– site for church lookup, entering ACP report information, registering for LBC Annual meeting.
2. **LouisianaBaptists** – information on Events, Churches, Resources, et al for LA churches.
   a. Louisiana Baptist Ministry links
   b. Tall Timbers Conference Center – state conference center
   c. *Baptist Message* – LA Baptist state paper
   d. Louisiana Baptist Foundation – Estate planning, Gift Management, Fund Administration
   e. LA Baptist Federal Credit Union – available to all members of LA Baptist churches
3. **GoServeLA** – LA resumé services website for both churches and ministerial staff
4. **SBC.net** – site of the national Southern Baptist Convention. Additional links to various Baptist ministries, entities, or topics that can be found at the bottom of page at this site.
   a. SBC Executive Committee
   b. SBC Entities & Seminaries
   c. SBC Calendar
   d. Baptist Press

Links for Information, statistics, and software training, reviews, discounts:
5. **ChristianityToday** site for churches called **Church Law and Tax**. Has a wealth of information that is intended to assist churches on topics from legal to social matters.
6. **DataReportal** – annual statical impact of the internet and social media impact.
7. **Lantec** – LA based online training for software, management, programming. (Course offerings)
8. **Software review sites or discount purchase sites**.
   a. Capterra – reviews, ratings, comparison of all types of software
   b. CCB Technology – get pricing for non-profits on software and some hardware.
      i. Microsoft.com – get Microsoft 365 Business Premium offers a grant for ten free user licenses (strict 501c3 accredited enforcement)
   c. Techsoup.org – nonprofit tech marketplace-offers discounts and specials.

Links for software:
9. **Calendaring/Scheduling software:**
   a. Monday.com
   b. Connecteam
   c. SimplyBook.me
   d. Wrike
   e. Homebase
   f. Visual Planning

Note: If you use Microsoft 365 or Google Workspace, both offer in app calendaring/scheduling capabilities and will tie in with your work environment.

10. **Free Graphic Design and Publishing applications** (good for newsletters, flyers, logos, etc.)
    a. Canva – both free and paid versions. If you submit 501c3 certification to prove nonprofit status you get the Pro version for free.
    b. Adobe Express – free or paid Premium versions.

11. **Accounting Software -** *Forbes* **2023 Best:** (**Capterra's best church accounting software list)
    a. Aplos** – best overall (by ACS Technologies)
    b. Intuit QuickBooks** – best for nonprofit cash flow management
    c. Wave Accounting** – best for free basic accounting tools
    d. FreshBooks – best for expense tracking and management
    e. Xero** – best for in-depth and customizable reporting
    f. Zoho Books – best for automations
    g. Realm** – best for easy church donation management (by ACS Technologies)
    h. Quicken** – best for volunteer-run nonprofits.
    i. NetSuite – best for tailored accounting software
    j. Sage Intacct** – best for managing large, global nonprofit financials.

12. **Church Management software from Capterra shortlist:**
    a. Breeze
    b. Chmeetings
    c. ChurchTrac
    d. SimpleChurch CRM
    e. Church Management Windows
    f. PowerChurchPlus
    g. FellowshipOne
    h. Realm
    i. Aplos
    j. Tithe.ly

13. *Security based websites-services-tools*
    a. Avast – anti-virus software.
    b. Windows Defender – anti-virus software; anti-spam
    c. Norton – anti-virus software
    d. McAfee – anti-virus software
    e. Barracuda – anti-spam software; phishing protection
    f. KnowBe4 security training tool for staff that trains how to avoid phishing.
    g. Ninite – updating software that skips 'add on' software installation, less opportunity for installing Malware.

14. *Password Managers*
    a. LastPass
    b. 1Password
    c. Bitwarden
    d. Keeper
    e. Norton

15. *Parental control software*
    a. Covenant Eyes
    b. Qustodio
    c. Circle Home Plus
    d. Norton Family

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RECORD RETENTION GUIDE

The guidelines below give retention periods for the most common records.

ACCOUNTING RECORDS	RETENTION PERIOD
Accounts payable	7 years
Accounts receivable	7 years
Audit Reports	Permanent
Chart of Accounts	Permanent
Contribution records	7 years
Depreciation schedules	Permanent
Expenses records	7 years
Financial statements (annual)	Permanent
Fixed asset purchases	Permanent
General Ledger	Permanent
Loan payment schedules	7 years
Form 1099-MISC	7 years

BANK RECORDS	
Bank reconciliations	2 years
Bank statements	7 years
Canceled checks	7 years
Electronic payment records	7 years

CORPORATE RECORDS	
Board Minutes	Permanent
Bylaws	Permanent
Business licenses	Permanent
Contracts – major	Life + 4 years
Contracts – minor	Life + 3 years
Insurance policies	Permanent
Leases/mortgages	Permanent
Patents/trademarks	Permanent
Form 990-T	7 years
Form 5578 (nondiscrimination)	7 years

EMPLOYEE RECORDS	
Benefit plans	Permanent
Employee files (ex-employees)	7 years
Employment applications (ex-employees)	3 years
Employment taxes	7 years
Payroll records	7 years
Retirement plans	Permanent
Form W-2, W-4, 941	7 years
Time Sheets/Leave Requests	3 years

REAL PROPERTY RECORDS	
Construction records	Permanent
Leasehold improvements	Permanent
Lease payment records	Life + 4 years
Real estate purchases	Permanent

CLASSIFICATION OF DOCUMENTS

All Official Records
Church minutes including minutes of staff, committees, deacons, WMU, etc.
Legal papers (deeds, trust agreements)
Taxes (federal, property, state)
Financial records (audit reports, payroll records, general ledgers, journals)

Speeches & Presentations
Final drafts of sermons, special presentations, etc.

Publications (only one each)
Newsletters
Worship bulletins
Membership directories, brochures and pamphlets published by the church

Histories
Written
Oral (recorded & transcribed)
Recordings of services or special events

Photographs
Church members and building
Special celebrations

Biographical Information
Church leaders: Pastors, Music & Education directors and church leaders
Members

Memorabilia
Plaques and trophies
Communion ware
Diaries and scrapbooks

Unofficial Correspondence
Birthday cards
Invitations
Birth/death announcements

Newspaper Clippings
Church
Church members

SUGGESTED RECORD RETENTION

2 to 3 years:
Bank statements
General correspondence
Voided payroll checks
Delivery receipts

3 to 4 years:
Deposit slips
Expired insurance policies, all types
Requisitions & purchase orders

4 to 5 years:
Correspondence with applicants
Employees' applications (terminated)
Tax with holding statements

5 to 6 years:
Equipment inventory records
Safety, insurance, fire inspection reports
Internal audit reports
Monthly trial balances
Photographs of installations, etc.

6 to 7 years:
Bonds, registers & cancelled
Expired contracts & agreements
Employee records (terminated)
Federal/state income tax returns
Insurance, group disability, etc.
Invoices, paid
Payroll, general, part-time, over-time
Real estate records (after disposal of
   Land and buildings)

7 to 8 years:
Checks, payroll
Purchase orders for capital expenditure

8 to 9 years:
Accident reports (after settlement)
Agreements, leases (after expiration)
Checks, general & petty cash
Compensation cases (after closing)
Vouchers, cash & numeric copy

Be Careful How You Walk

Therefore, be careful how you walk, not as unwise men, but as wise.   Ephesians 5:15

Six Characteristics of a Spirit Filled Life

1.   *Holy speech*

2.   *Joyful heart of worship*

3.   *Thankful disposition*

4.   *Honors the name of Jesus Christ*

5.   *Mutual submission (unity)*

6.   *Reverence for God*

Eight guidelines for walking Spirit Filled in Social Media Participation

1.   *Does this decision BEST glorify God?*

2.   *Could this cause my brother to stumble?*

3.   *Could what I say be misunderstood or misinterpreted?*

4.   *Does this post/pic portray genuine holiness?*

5.   *Can I take these words/pictures back?*

6.   *A Christian is NEVER "off duty"*

7.   *Online "friends" are NOT true relationships.*

8.   *How will this affect my reputation? Family, church, God?*

Affirmed & Encouraged
LOUISIANA ASSOCIATION OF BAPTIST MINISTRY ASSISTANTS
LABMA