



Who Will Benefit from the 3E Conference?

Planning for the second Midwest Regional Church Administration Conference, or 3E, is well underway, and we are working hard to make it a helpful and enriching experience for all attendees. From pastors to church volunteers, there will be sessions for everyone. 3E stands for Educate, Equip and Encourage. The breakout sessions will aim to “Educate and Equip” church leaders with the knowledge they need to effectively live out their calling in their ministries, and the keynote “Encourage” sessions will serve as the inspiration we sometimes need, to be reminded of why we have chosen this work.

For pastors, sessions about ministerial taxes, pastor/administrator relationships, personal finances and conflict management will be offered.

Church staff might be interested in sessions about risk management, increasing influence as an administrator, common payroll errors and how to avoid them, and church governance.

For bookkeepers, financial reporting and financial planning sessions will be offered. For those interested in technology, there will be sessions on budgeting for audio, video and lighting systems.

Everyone can benefit from talks about evangelism, religious liberty and time management. The goal of these sessions is to better equip people who are active in their church to serve congregants and build the Kingdom.

If you would like to receive the latest updates about the 3E Conference, you can follow @3EConference on Twitter, or like us on Facebook.



Register at
[3EConference.com/
registration](http://3EConference.com/registration)

For more information visit:
www.3EConference.com



The Basics of Creating an Effective Counting Team and Process

— **Establish a good team:** choose your counting team based on their gifts and skills, not solely availability. Create a ministry description to find the people best suited for the job. This should include the purpose of this ministry, duties, desired results and time commitment. For an example, go to mmsmidwest.com/resources under “Guidelines/General Info.” Have your team sign a confidentiality agreement before starting. An example of this can also be found on our website.

— **Receiving the money:** Dual control of the money should be established immediately. Mail should be opened by at least two people, and pastors and administrators should not receive money from congregants. Instead, money should be put into a secure location, such as a safe or locked drawer, directly.

— **Performing the count:** Two or more unrelated people should be present at all times when counting the offering. Provide counters with detailed written instructions so that all counters understand the procedures.

The location of the count should be private, but not secretive, and all supplies should be kept in the room so that no one needs to leave. All counters should be visible to each other while the count is being performed. Maintain the integrity of the deposit, and do not “switch out” money to make change. All counters should sign each document from the count.

— **Making the deposit:** One person should take a copy of the counting documentation and duplicate deposit slip to the accountant, and the other should take the deposit and original deposit slip to the bank. Dual control is not needed at this point if the money is in a locked bank bag, and the person taking it to the bank does not have access to the key.

— **Recording the contributions:** Tax deductible contribution credit should only be given for cash, check or credit card donations given directly to the church or ministry. In order to be tax deductible, the offerings must be used for ministry-related purposes.

By taking these steps, you can help reduce the chance of fraud and protect your ministry and your congregants. If you have questions about the counting process, contact your Client Services Representative.

Staff Spotlight



Angie Bostian

Angie Bostian has been an Account Manager at MMS since 2014. She has a B.B.A. in Finance from Iowa State University. She has previously worked as the Office Administrator for her home church and has over 20 years of professional experience in accounting and human resources. She and her husband, Shane, have been married for 22 years. They have two daughters, Lauren and Micayla. Angie’s family enjoys outdoor activities like hiking, trail running, backpacking, camping and kayaking.