



Community of Christ

GREATER PACIFIC NORTHWEST USA MISSION CENTER
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Information for Congregational Financial Officers

Appointment Matters

Appointment of Congregational Financial Officers

Each year, every Congregational Financial Officer (CFO) must be appointed/re-appointed. This appointment is made by the Mission Center Financial Officer (MCFO) in consultation with the pastor and should be done by the start of November. Once appointed, they must receive a sustaining vote from the congregation during a business meeting by the beginning of December.

1. The new CFO must be appointed by the Mission Center Financial Officer.
2. The new CFO must receive a sustaining vote at a congregational business meeting.
3. The Pastor must notify the Mission Center Membership Services Administrator (MSA) of the change in CFOs. The MSA contact information can be found on the GPNW website, www.cofchrist-gpnw.org.
4. The new CFO must request Shelby access (www.cofchrist.org/shelby) and/or ask the MCFO for help requesting access if they are planning to process contributions online with Shelby.
5. The new CFO should become the primary signer on the congregation's accounts. (There should be another person as a secondary signer, and the MCFO should be included as an additional signer on the account.)
6. The new CFO should be the contact for any AIP accounts the congregation may have with headquarters.
7. The new CFO should then start doing all of the financial officer tasks on the effective date of their appointment.
8. The congregational audit should take place as soon as the former CFO is finished with the year's finances to ensure a clean transfer of the books.

Appointment of Assistant CFOs

Your pastor may wish to appoint an Assistant CFO to help you in your role. This person must be sustained by a vote of the congregation at a business meeting. They can assist you in your role and may eventually be the person who takes over from you when you move into new areas of ministry.

Appointment of Congregational Recorders

Each year, every Congregational Recorder must be appointed/re-appointed. This appointment is made by the MCFO through the Mission Center Membership Services Administrator (MSA) and should be done by the

start of November. Once appointed, they must receive a sustaining vote from the congregation during a business meeting by the beginning of December.

Contribution Matters

Keeping Current

Most CFOs do a wonderful job of keeping current on processing contributions; however, sometimes one gets behind. This creates several significant issues that include: lost or forgotten information, delayed statement/receipt delivery to contributors, delayed conveyance of financial information to International Headquarters, and delayed reporting to congregation about financial status, to name a few. Please do your best to remain current. Thanks!

ETithing

ETithing, also known as Pre-Authorized Transfers (PATs), are a way for contributors to set up automatic withdrawals from their checking account. The CFO of their congregation must be on Shelby. A member who wishes to sign up for Etithing may go here: www.cofchrist.org/give. Each congregation has an option regarding the receipt of ETithing. Any congregation may join for free, but the members of these free congregations may only give to two designations: congregational offering and world ministries. A congregation can sign up for a \$5/month premium package, where donors may give toward any particular purpose. Congregations who pay this monthly subscription fee are able to designate which local, mission center, and World Church funds to which the contributions will be designated, just as on offering envelopes.

Contribution Updates

It is important to keep the congregation updated regularly on how they are doing on their contribution goal (budget) year-to-date and on the financial condition of the congregation. Congregations that are well informed usually have fewer financial problems.

Financial reports (balance sheet and income/expense statement) should be made available to the congregational members preferably monthly, but no less frequently than every quarter. Alternatively, you may communicate this information in a Sunday bulletin with simply three lines: Budgeted Income, Actual Income, and Difference (same for expenses).

Quarterly and Yearly Receipts/Statements

Those of you using Shelby, remember to print your quarterly receipts at the end of each quarter. When you distribute these receipts to the individual contributors, you may want to include the current congregational financial report for the congregation. If, at the end of the year, certain contributors have lost their receipts from earlier in the year, simply make a copy for them.

At the end of the year, it is important to get the final receipts/statements out to contributors in a timely manner, as they will be working on their taxes. If you have difficulties with this process on Shelby, be sure to use the Help Desk at World Church Headquarters at extension #1234.

Contribution Purpose Codes

A list of available Contribution Purpose Codes for GPNW congregations is available for download on the CFO section of the GPNW website (www.cofchrist-gpnw.org/officers). If you are a CFO and Shelby user, Purpose Codes are also available as a report in the Contributions module or from a pull-down list during contributions processing.

Contributions at End of Year

Please complete processing of all contributions for a given year by mid-January at the latest. World Church uses this contribution data to make financial projections for the church, and the more complete the data is, the more accurate the projections can be. Additionally, contributors will need to have their contribution receipts as soon as possible for tax purposes. Also, if your congregation has members who give through e-tithing make sure those contributions are recorded before you close your year. They typically take a couple of weeks longer to post than do regular offerings. Thanks!

Other Congregational Income Not to Be Recorded as Contribution

To create uniformity of reporting and to comply with the Presiding Bishopric's request, please treat only those monies received as contributions (charitable donations/offerings) as contributions. Monies received as proceeds from such things as bake sales and other fundraisers or from the rental of the church facilities should be receipted in a different fashion than those that are offerings. A book of individually numbered, handwritten receipts is adequate for receipting payments that are not contributions. It is important to have a separate procedure for recording other income in your bookkeeping that is different from the contribution procedures you have for offerings.

Mission Center Contributions Received Through the Congregation

If contributions are made through the congregation for mission center items, such as the purpose codes that are listed on the envelopes (*Msn Ctr Operating* and *Msn Ctr Youth Min*) or for youth camping programs (not the campground), a check for that amount and a breakdown of the type and amount of the contributions will need to be sent to the Mission Center Financial Office monthly or quarterly. Remember that the camping programs of the mission center fall under the jurisdiction of the mission center. The campgrounds do not pay for the camping program.

Campground Contributions Received Through the Congregation

Contributions received through the congregation for benefit of the campgrounds (not camping program) of the mission center should be receipted and deposited by the CFO like any other contribution. A check can then be issued by you following the instructions from the boards of the three active campgrounds in our mission center. Please see the instructions for the campground of whose association your congregation is a part. Depending on how much is received by a congregation for the campground, you can submit checks to the campground monthly or quarterly.

- **Samish Island Campground - Operating and undesignated campground funds:**
 - Make checks payable to: "Community of Christ Samish Island Campground - Operating Fund"
- **Samish Island Campground - Samish Capital Development Funds:**
 - Make checks payable to: "Community of Christ Samish Island Campground - Capital Development Fund"
 - Send checks to: David Skoor (samishcgdave@gmail.com, 425-446-0019)
12303 32nd Ave. SE
Everett, WA 98208
- **Lewis River Campground:**
 - Make checks payable to: "Community of Christ Lewis River Campground"
 - Send checks to: Dan Jackson, Treasurer (danjacks35@gmail.com, 360-606-2548)
2709 NW 133rd Cir.
Vancouver, WA 98685

- **Camp Remote:**
 - Make checks payable to: Community of Christ
 - Send checks to: Stella Myers (stellayoncalla@yahoo.com, 541-430-1399)
P.O. Box 555
Yoncalla, OR 97499

Envelopes Matters

Envelope Purpose Descriptions

On the left side of the offering envelope, you will find the Local & Mission Center Ministries.

- *Congregational Ministries* meets operational costs for your local congregation.
- *Building Fund* benefits the local congregational building fund.
- Entering "*Campground*" benefits the specified campground operating fund.
- Entering "*Msn Ctr Operating*" benefits the GPNW Mission Center operating fund.
- Entering "*Msn Ctr Youth Ministries*" benefits the youth ministries of the GPNW Mission Center.
- Blank lines may be used to encourage your congregational members to designate contributions to a specific local fund (i.e. Homeless Shelter, Food Pantry, Young Peacemakers Club, etc.).

The image shows the back of an offering envelope titled "MISSION TITHES". It is divided into two main sections: "Local & Mission Center Ministries" (left, blue background) and "Worldwide Ministries" (right, tan background). The left section has lines for "Congregation Ministries (Operating Budget)", "Building Fund", and three blank lines, each followed by a "\$" and a line for the amount. The right section has a line for "Worldwide Mission Tithes" followed by a "\$" and a line for the amount. Below this is a paragraph: "Your giving is focused on the whole mission of Jesus Christ through five life-changing, church-changing, world-changing Mission Initiatives:". Below the paragraph are five icons with labels: a cross for "Help People in Need", a heart for "Alleviate Poverty and Suffering", a hand holding a globe for "Promote Peace on Earth", a person for "Develop Disciples to Serve", and a globe for "Empower Congregations in Mission". At the bottom, there is a checkbox: "Mark this box and place the envelope in the offering if you contribute in some other way or at some other time." and a small URL: "Give recurring or one-time contributions electronically with e-Tithing. Click United States at www.CoCChrist.org/giv".

On the right side of the envelope, you will find the Worldwide Ministries. Any amount entered on this side will be used by World Church as needed for the five Mission Initiatives.

Blank Offering Envelopes

Sometimes folks forget their envelopes, or they return from wintering in Arizona, or the envelopes are held up in the mail, or you may have a visitor to your congregation. If that happens, it might be helpful to have some blank envelopes available for those folks. You can purchase quantities of blank offering envelopes from Herald House. You might also consider having them available in your hymnal rack for those folks who desire an opportunity to be generous.

Adult and Child Offering Envelopes

When assigning offering envelope numbers, remember that the type of envelope they receive depends on the number series you assign. Adult (#0000-5999 number sequence) and Children (#7000-8999).

Offering Envelope Costs

Each member using envelopes will cost your congregation \$.45 per month. Therefore, for budgeting purposes you can count on a contribution expense of \$5.40 per person per year.

Financial Matters

Allocations

A spreadsheet of the allocations for the current year can be found on the CFO section of the GPNW website (www.cofchrist-gpnw.org/officers).

To provide you with flexibility in your payment of the allocation, congregations may choose one of the three following payment options:

- A. Annual amount due by January 15 (one payment)
- B. Quarterly amount due by January 15, April 15, July 15, and October 15 (four equal payments)
- C. Monthly amount due by the 15th of each month starting with January (11 equal payments)

Regardless of which payment option you choose from the above list, payment in full should be completed by no later than October 31 of each year for the current year's allocation. Your attention to those deadlines is greatly appreciated. If your congregation will not be able to pay its allocation in full, please let the MCFO know as soon as possible.

Payments can be sent to the financial office address that can be found at the top of this letter. Make sure the checks are made payable to "Community of Christ." Either the check or a note with the check should indicate which congregation it is for, an indication that it is an allocation check, and the correct mailing address to which the MCFO can send a receipt.

Audits and End-of-Year Financial Reports

When a year is completed, final financial reports need to be generated and an audit completed in a timely manner. By the end of February, the previous year's books should be complete and ready for review by the Auditor. The Auditor should provide a report to the congregation by the end of April. Once the financials and audit have been completed, please send a copy of each to the MCFO. Examples of, and instructions for, audits can be found on the World Church CFO website (www.cofchrist.org/congregational-audit-process). If you have any questions about year-end procedures or having an audit done, please let the MCFO know.

Each congregation should identify an Auditor each year who is responsible for ensuring the CFO has been caring for the finances of the congregation properly. This is done to protect the congregation and the CFO. If there is no one in the congregation capable of performing the audit, the congregation may choose to have someone outside the congregation serve as the Auditor. This may be another congregation's CFO, a hired accountant, or perhaps a group of CFOs from adjacent congregations that gather to audit each other's books. The pastor is responsible for seeing that the audit is completed.

Budgets

Most congregations approve a budget that runs January 1-December 31 of each year. Plans for the next year's budget should start sometime during the third quarter of the year (July-September). This allows time for leaders of specific areas to project funding needs for the coming year. It also allows the pastor and CFO time to develop a budget that meets the needs of the congregation for the coming year. The budget for the coming year should be approved by the congregation during a business meeting sometime during the fourth quarter of the current year. Having no approved budget at the beginning of a year signals significant problems in a congregation and should be avoided. If you have any questions or concerns related to developing a congregational budget, please do not hesitate to contact the MCFO.

Once your annual budget has been approved by your congregation, please send a copy to the MCFO. It helps the MCFO understand where the congregation's strengths are and helps the MCFO better understand where they can be of support to the congregations and groups of our mission center.

Insurance Premiums

Insurance premium invoices arrive from the World Church sometime in the fall of each year. Money for these premiums is automatically withdrawn from your church bank account, so be sure watch for those emails from the church and be ready for the Electronic Funds Transfer (EFT).

Congregational Accounts

Where to Hold Funds - Congregations should hold their funds in federally insured accounts, such as bank checking or savings accounts. If you have medium- to long-term funds and would like a better return, you might want to consider the World Church Affiliate Investment Pool (AIP). If you are interested in those pooled

accounts, please let the MCFO know. Congregations cannot hold funds that total more than \$100,000 locally (bank accounts, CDs). If you do have more than \$100,000 locally, you will need to set up an AIP account as soon as possible. The long-term return on Pool A has been better than 9%/year. For shorter-term investments, Pool B is a good option. Its historical average return has been over 3%/year.

Signers on Congregational Accounts - In congregations that are changing CFOs, the new CFO will need to be added as a signer to the accounts of the congregations and the former CFO removed as a signer. Please remember that the MCFO also need to be a signer on all of the accounts of the congregation. If you are changing CFOs or you have not yet added the MCFO as a signer, please take care of the signature cards on the congregation's accounts as soon as possible.

In compliance with sound financial practices, it is important for the Mission Center Financial Officer to be a signatory on all congregational accounts within the mission center. Please review your accounts with your banker to determine the proper procedure for updating signature cards, as it does vary somewhat from bank to bank. If you need some type of authorization from the MCFO to make those changes to the account, just let the MCFO know. It is helpful in most situations to have a back-up signatory for yourself in your congregation for those times that you may not be available to sign (vacations or illnesses). In some of our smaller congregations, that may need to be the pastor. However, it is hoped that you are able to find someone to designate as an assistant who can help in this way.

Affiliate Investment Pool (AIP) - The CFO is typically the contact for a congregation's AIP account with World Church. If there is a need to change that information, please contact Fiscal Service at International Headquarters (IHQ). A congregational AIP account can be set up for a fund that contains as little as \$1,000. If you would like to set up an AIP account, the form and instructions can be found on the World Church CFO website. However, please consult with the MCFO prior to establishing the account.

If your congregation has money in the Affiliate Investment Pool at the World Church, it would be advisable to consult with the MCFO before you make any withdrawals or transfers from that account to minimize potential unnecessary losses. Feel free to call the MCFO with any questions regarding those funds.

Additional information about the AIP accounts can be found at the World Church Fiscal Services website: www.cofchrist.org/investments.

Capital Projects Pause – The current fiscal situation of the church has necessitated this policy on all projects in congregations requiring more than \$5,000. The pause refers to capital improvements which are generally building projects that improve upon existing structures. However, it may also apply to building maintenance when congregations need greater than \$5,000 to perform such maintenance. Exceptions to this policy may be granted by the Field Support Minister, who works as a liaison between the MCFO and the Bishopric of World Church. Please contact your MCFO if you wish to apply for an exception to this policy.

Financial Assistance for Events/Activities

Each congregation is encouraged to establish a fund for helping to send children and youth to camp. A policy should be written that indicates the guidelines and restrictions of those funds and how the distribution of those funds is determined.

Each congregation is also encouraged to establish a fund to help support those folks associated with that congregation to attend and participate in various other events, such as retreats, Reunions, workshops, or World Conference.

If there are no funds available within the congregation for assistance, it is appropriate to help the person to contact the director of the event to determine if it is possible to have a reduced fee.

Lastly, the mission center has budgeted funds to support the youth camping program of the mission center. Mission Center camping support funds are intended to provide 2-for-1's and, to a limited extent, needs-based camperships, and are administered by the MCFO.

There are also funds available through the mission center for other activity assistance. Use of these other funds is considered on an individual basis and is at the discretion of the Mission Center President and Mission Center Financial Officer. See the leadership development area on the GPNW website: www.cofchrist-gpnw.org/officers.

Make Checks Payable to Community of Christ

Checks written to any jurisdiction of the church should be made payable to "Community of Christ" unless otherwise directed. To clarify the purpose of the check or for which event, a brief comment should be included in the memo portion of the check.

Costs of Mission Center Staff as Guest Ministry

When a member of the Mission Center Staff (LSMs, MC President, or Financial Officer) is serving as a guest minister at a mission center event or activity (camp, reunion, retreat, etc.), the event or activity should cover the registration fee and meals of the staff member.

When a member of the Mission Center Staff (LSMs, MC President, or Financial Officer) is serving as a guest minister at a congregational event or activity, it is not necessary to reimburse the staff member for their travel-related expenses, as those are covered through mission center and World Church reimbursement funds. However, it is always good hospitality to host a potluck or pay for a meal for the staff member while they are visiting your congregation.

Tax ID number

If you need a Federal Tax ID/Employer ID Number (EIN) for your bank accounts and you do not have any employees for which you would be generating a W-2 or a 1099, please contact the MCFO. If, however, you have employees or will be generating a 1099 for some other reason, please apply for a separate EIN for your congregation. That can be done online by completing an SS-4 at: www.irs.gov. Instructions for completing the form can be found on the World Church CFO website.

Book Steward Accounts

Book Stewards should not have a separate checking account. Additionally, Herald House does not maintain accounts for congregations. Each congregation needs to determine their own procedure for paying for Herald House purchases.

Oblation Matters

With many of the challenges that folks face at times, we may be called upon to offer Oblation assistance. Each Congregational Financial Officer is empowered to authorize up to \$400 per family per month for a maximum of \$1,200 per family per 12-month period. If assistance is needed in an amount above that level, the MCFO will work with you through that process. Make sure to familiarize yourself with the forms and process for providing this support.

Oblation Forms

The Oblation forms can be downloaded from: www.cofchrist.org/oblation. Please be sure to send a copy of all Oblation reports sent to World Church to the MCFO as well. They need to be kept in the loop.

Oblation Guidelines

Further information about Oblation guidelines can also be found at the website above.

Additional Oblation Information

There have been occasions when a transient has stopped at many of our churches (particularly along the I-5 corridor) to ask for aid. As much as we want to help folks, we also have a responsibility to use the church's funds appropriately. Sometimes that means attempting to determine the motives of the individual requesting funds. There are some people that just live off the generosity of churches; however, most of the folks making requests are truly in need. If you are approached by someone unknown to you, be sure to find out what you can about their circumstances. They may know the right things to say, and even use names from our other congregations to establish credibility. We do not need to grill people, but we can ask questions about their life situation and their future plans to help determine legitimacy. Sometimes you just do not know and you do the best you can. Just be aware. Also, remember that Oblation is primarily for members of the church.

Community Services in Lieu of Oblation

One of the best services we can provide for folks within our communities requesting aid is to point them toward community services. Oblation can only go so far and should only be used after the other resources in the community have been exhausted. We will do a great service for people and be wise stewards of the church's money if we help folks find what they need within the community from organizations that are already geared to providing those services. We do not need to re-invent the wheel, so to speak. This also provides us a great way to network with other groups who care for people.

Throughout most of Washington, Oregon and Alaska, you can dial 211 on almost any phone to be connected with their information and referral service. You can also visit their websites www.win211.org or www.211info.org or www.alaska211.org. Most communities have information and referral services that help coordinate social services. Ask around to see what resources exist in your community.

Risk Management Matters

Risk Management forms and instructions can be on their website at: www.cofchrist.org/risk.

Emergency Contacts

If an emergency occurs at a congregational event, contact the appropriate emergency services immediately. Then contact the Mission Center President or Mission Center Financial Officer. Their current contact information can be found on the Contact Sheet on the GPNW website: www.cofchrist-gpnw.org/admin.

Children and Youth Worker Registration

Throughout the mission center and within our congregations, there are many opportunities for ministry with children and youth. Every person working with children or youth in Community of Christ is required to be a Registered Children and Youth Worker. Since priesthood members are expected to be engaged in congregational life, which is hoped to include children and youth, it is advisable that all priesthood members be Registered Children and Youth Workers. Pastors are encouraged to review the list of Registered Children and Youth Workers for their congregation, and identify those individuals who have yet to apply for Registered Children and Youth Worker status. Anyone else who works with children and/or youth within the congregational setting is required to be a Registered Children and Youth Worker. This would include those who staff the

nursery, those who are youth leaders, or those who help with vacation church school. Thank you for your prompt attention to this procedure, as it helps ensure safe camps and other events for our children and youth.

To minimize the bottleneck that occurs immediately prior to the camping season, pastors and camp directors are encouraged to get as many youth worker candidates processed in advance as possible. The process can take up to two months from start to finish, so an early start is advisable.

The process and form for the mission center can be found on the GPNW website at the following link: www.cofchrist-gpnw.org/documents/Registered%20Child%20and%20Youth%20Worker%20Application%20GPNW%20MC.pdf.

The pastor of each congregation is expected to provide training for every Registered Children and Youth Worker of their congregation. The mission center offers several opportunities through the year for training. Ask your mission center leadership to access these opportunities.

Property Inventory

Perform an annual property inventory listing of the building and contents or an annual videotaping for a visual record. This should be stored at the CFO's home, away from the church or facility. Should there be a claim, you will know exactly what you have lost.

Re-Key Church Locks

Plan to re-key the locks to your church building periodically (perhaps every three years). If you have other groups using your facilities, you may also want to have the locks on the doors to which those groups should not have access re-keyed to a key different than the rest of the building to which they are allowed access.

Outside Groups Using Church Facilities

This topic deals with groups that are not part of Community of Christ who wish to use our facilities. There are two categories of groups to which this applies.

- Small groups from the community with no ties to a larger organization and no official status as an organization may use our facilities for activities like quilting, etc. without an insurance requirement. They will need to sign an agreement, and you can decide how much to charge them for the use of the building, if at all. This policy applies only to those tiny groups that have no official status as an organization. A "short form" single-use lease for tiny groups, weddings, funerals and family reunions is available from the MCFO.
- Any other group like AA, NA, Scouts, etc., that have ties to larger national or regional organization, or should reasonably be officially organized as an entity, will need to have a lease written by Legal Services and provide proof of insurance with the church listed as an additional insured. In order to file an appropriate lease, you may visit www.cofchrist.org/legal-contracts-and-leases. The insurance requirements for the larger outside groups can be found at www.cofchrist.org/risk-outside-groups-using-facilities. If you have questions about this, just let the MCFO know.

CCLI/CVLI

If your congregation uses recorded music, copied song sheets, lyrics on overheads or PowerPoints, or shows videos, it is advisable to have a CCLI (music) and/or CVLI (video) license. These licenses help your congregation comply with music and video licensing laws. There have been many examples of churches that have been fined thousands of dollars for copying music without proper approval.

If you are uncertain regarding your congregation's need for such a license or how to go about getting one of these licenses, we have someone in the mission center who can help you with this. Please direct your questions

about CCLI/CVLI to Mary Richardson, the GPNW Mission Center Music Specialist. (Her contact information is in the GPNW Leadership Directory.) You may also contact CCLI (www.ccli.com) or CVLI (www.cvli.com) directly.

Other/Miscellaneous Matters

Accounting Software

Regarding accounting and bookkeeping, QuickBooks is a good, user-friendly program. It is relatively easy to use and has enough horsepower to do what is needed. The General Ledger is available for your use on Shelby but is not particularly user-friendly and can be cumbersome for someone who would use it on a limited basis. I recommend CFOs use something else.

Auctions, Bazaars, and Raffles

If your congregation will hold an auction, bazaar or raffle during the year, please contact the MCFO first for rules and regulations which may affect your event.

Campground Information

Each congregation within the mission center is part of a campground association, led by a board of directors. For our campground associations to function well, information about the campground is to be provided by the board of directors. This may include updates on capital development projects, workdays, improvements, visioning and financial status. The boards will make every effort to keep your congregation informed through the congregation's leadership. Financial reports can be expected on at least a quarterly basis. If you have any questions regarding your campground, please contact the president of the board.

CFO Handbook and Training

The CFO Handbook is available for download on the World Church CFO website at www.cofchrist.org/financial-officers. There is also a great deal of other information available on the CFO website, including a number of training modules.

Disciple's Generous Response (DGR)

Resources for Disciple's Generous Response (DGR) can be found at the following website: www.cofchrist.org/disciples-generous-response.

Estate & Financial Planning

Diana Hansen is our representative from the Estate & Financial Planning office of IHQ. If any of your members are interested in making future plans for their legacy, have them contact Diana (dhansen@CofChrist.org, 800-884-7526). This is a free service that the church provides and allows members to fund mission well into the future.

Financial Peace University

Financial Peace University is available throughout the mission center. If you are interested in that program for your congregation, please contact Doug LaHue Brown. His contact information is in the GPNW Leadership Directory.

Good \$ense Training

The Good \$ense Movement encourages financial freedom through advanced, user-friendly resources and training based on principles from the Bible. John Stephens is the Good \$ense trainer in our mission center. If your congregation would like to provide this valuable ministry to its members and friends, please contact him to schedule a training session. His contact information is the GPNW Leadership Directory.

Links for CFOs—Most of the links you will use regularly are listed above in the content of this document. However, there are a few below that may come up from time to time. If you have questions about any of these be sure to contact your MCFO:

- CCLI: www.ccli.com
- CVLI: www.cvli.com
- Estate & Financial Planning: www.cofchrist.org/common/cms/resources/Documents/Legacy-Services-Brochure-0218.pdf
- Financial Peace University: www.daveramsey.com/fpu/church
- Good \$ense: www.goodsenseministry.com
- GPNW website: www.cofchrist-gpnw.org
- GPNW Congregational Leaders website: www.cofchrist-gpnw.org/officers
- GPNW Youth Worker Application: www.cofchrist-gpnw.org/documents/Registered%20Child%20and%20Youth%20Worker%20Application%20GPNW%20MC.pdf
- Legal Services: www.cofchrist.org/legal
- Risk Management: www.cofchrist.org/risk
- Shelby HelpDesk: 800-825-2806 Ext. 1234 or infosys@cofchrist.org
- Shelby Login webpage: <https://citrix2.cofchrist.org/vpn/index.html>
- World Church CFO website: www.cofchrist.org/cfo

Shelby

If you currently have authorization to access Shelby, remember to periodically logon to the system if you are not using it on a regular basis. If you wish to keep your access active, you must connect at least every few months or the security protocol calls for the authorization to be revoked. You can avoid having to repeat the authorization process by connecting occasionally. It is hoped that you will find more reasons to connect as you become familiar with the program and use the information to assist yourself and other congregational leaders in understanding your congregation better.

Info about Shelby can be found by calling the HelpDesk at 800-825-2806, Extension 1234. Dianne Webberley, Mission Center Financial Assistant, is also available to help with Shelby-related questions. Her contact info can be found in the GPNW Leadership Directory.

Stewardship Temple School Course

TE231, Stewardship: An Old Path Made New is an important resource for all disciples, especially CFOs. This course is designed to aid understanding of what Community of Christ has to say about the inequities in the world and to provide guidance for each disciple's response. These topics will be explored: the rich heritage of Community of Christ to seek out what it means to be God's steward, the promise of God's abundance, an understanding of freely receiving, and our call to become generous disciples embracing the six principles of a Disciple's Generous Response. The course can be made available to the mission center by contacting the Mission Center Financial Officer. The course can be purchased from Herald House at www.heraldhouse.org.