

Miscellaneous Yet Useful Material

There are several forms that may be useful in the operation of your department.

Travel Expense

Limited travel outside your conference comes with the job. You will need to get approval for your travel from conference administrators or the administrative council. You want this. Formal approval can eliminate any questions that may result from auditors and others regarding your travel.

It is best to establish a travel plan for a year. This allows you to establish a fairly concise figure as you plan your yearly budget. Following you will find a functional table used to plan an upcoming year's travel. Note that the highlighted lines relate to items charged to the budget. The table is not only to assist with the budget, but to provide the administrative council for the approval of your budget. There will be changes, but these can be made and approved as they happen.

It may be cost effective to use on-line connections to arrange for your travel needs. Do not look at just one. The cost of flight, housing, and ground transportation will vary from one to another. Realize that some airlines such as Southwest, ATA, and Jet Blue are not available through many of the services. Often hotel/motel prices are more reasonable through an on line service. If budget is a concern, consider alternative housing to what may be offered at a convention you are expected to attend. Savings can be significant.

Included below is an automobile rental worksheet. If you do not make arrangements online, this provides the 800 numbers for many of the national providers. Note that the use of coupons from places such as AAA, Sam's, or Costco need to be used directly with the auto rental company when the rental agreement is established. Remember, it is more cost effective to choose to bring the car back with the fuel tank full. When renting, there is no savings in purchasing a full tank at the time of rental. The insurance offered by the various rental agencies is expensive and unnecessary. Make sure you have coverage through your personal auto insurance policy for rental vehicles. In addition, the use of "gold" or "platinum" credit cards will often cover the unnecessary "waver damage deposit."

Department Budget

When asked to propose your budget for an upcoming year, the table provided below may be useful in outlining your department's needs for the conference treasurer. Current word processors allow you to use some mathematical processes in their tables. This can be useful. Not all items are addressed, only those that require an action. This provides you with a clear document addressing your department's needs.

Choosing a Secretary

There may come a time when you are needing to find a secretary. The following brief outline suggests some of the process in advertising and interviewing for the open position.

1. When the position comes open circulate a request for resumes and a brief description of job expectation and responsibilities. Allow your HR department to assist in this matter.
2. Acknowledge that you have received a resume. Request additional information or clarification from the candidate on some aspect of the resume.

3. Review current job description and adjust as to current practices. Request your outgoing secretary to outline what an average day may include and a percentage breakdown of time dedicated to the various aspects of the job.
4. You may wish to request samples of a candidate's writing skills. This could include drafting a letter or writing a newsletter article. Your human resource department may use a collections of tests that could determine the secretarial skill levels of each candidate.
5. Make plans for the interview. Determine the questions you wish to ask. Note the suggested question found on the "Secretary Interview Scorecard." This follows a plan taught by IDAK in their seminars. Remember you need to ask each candidate the same group of questions.
6. Make plans for more than one of you to participate in the interview process. This could include others the secretary must interface with or your human resource director.
7. Review the resumes and other materials. Then determine which candidates you would like to interview. Set a date and time for the interviews.
8. Review you choice with your conference president and/or personnel committee chairperson.
9. Offer the job to the best candidate.

Ministerial Department Travel 2002
Ernest Furness

Dates Away	Destination	Purpose	Who is Responsible	Airfare	Car	Per Diem	Motel	Mileage	Conference Total	Work Days	Vacation Days
Jan 22-24	San Diego	Union Ministerial	Dept	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	0
Feb 10-12	PUC	Student Interview	Adm	\$130.00	\$140.00	\$78.00	\$110.00	\$25.00	\$483.00	2	0
Feb	Silver Spring	ASRS meeting on IBMTE	Self	\$400.00	\$200.00	\$0.00	\$0.00	\$0.00			
Mar	Andrews	MDiv Committee/ Students	Dept	\$420.00	\$200.00	\$108.00	\$100.00	\$25.00	\$853.00	4	0
Apr 11-14	Denver	Mentoring Conference	Dept	\$350.00	\$200.00	\$108.00	\$200.00	\$30.00	\$888.00	3	0
June 11-12	Clovis	Meeting	Dept	\$0.00	\$0.00	\$27.00	\$0.00	\$150.00	\$177.00	1 1/2	0
July	Andrews	Family Ministry/ Students	Dept	\$400.00	\$150.00	\$0.00	\$250.00	\$80.00		3	3
Aug 18-21	Ontario	Ministerial Convocation	Dept	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00	4	0
Nov 13-16	Andrews	Visit Students	Adm	\$420.00	\$200.00	\$108.00	\$125.00	\$20.00	\$873.00	4	0
Oct-Nov	Hawaii	Union Ministerial	Dept	\$600.00	\$140.00	\$135.00	\$240.00	\$20.00	\$1,135.00	4	1
Nov 17-26	Toronto	ASRS AAR-SBL	Self	\$300.00	\$200.00	\$0.00	\$500.00	\$50.00		3	3
Dec 9	Simi Valley	WestPoint of Evangelism	Dept	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$75.00		
									\$4,604.00		

Automobile Rental Worksheet

City	Date	Time	Airlines	Flight #
	Date	Time	Airlines	Flight #
Vender	Phone	Discount	Offers	Comment
ALAMO	800 354-2322 alamo.com	#675899	<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	
AVIS	800 239-7075 avis.com	#a108335	<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	
BUDGET	888 455-2848	#w852810	<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	
DOLLAR	800 800-4000 dollar.com		<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	
ENTERPRISE	800 325-8007 www.enterpris e.com		<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	
HERTZ	800 654-2210 hertz.com		<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	

NATIONAL	800 227-7368 www.nationalcar.com		<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	
THRIFTY	800.847.4389 www.paylesscarrental.com		<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	
ADVANTAGE	800 777-5500 www.arac.com		<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	
FOX (California)	800.225.4369 foxrentacar.com		<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	
HOLIDAY RESERVATION SYSTEM	800.729.5378 www.holidaycar.com		<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	
AMERICAN RENTAL SYSTEM	800.327.9096 www.americar.com		<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	
			<input type="checkbox"/> Com <input type="checkbox"/> Mid <input type="checkbox"/> Full	

**2003 MINISTERIAL BUDGET
Comments**

s120

All budget amounts are to remain the same with the exception of the following:

Number	Item	2002 Budget	Nov. Actual	Proposed	Comments
1-120-61-1101	Continuing Education	\$240.00	\$32.00	\$250.00	Bring this amount in line with what is available for pastors. (\$225.00 for December)
1-120-61-1782	Travel	\$3,500.00	\$1,840.57	\$5,243.50	Estimate. Represents a bi-annual church ministries meeting in Monterey. Note that November actual does not have two Nov-Dec.
1-120-65-7600	Xerox	\$3,900.00	\$1,087.78	\$1,300.00	Last years budget had an additional \$3,000 to cover the expenses assigned the ministerial department for printing a new video catalog. Church ministries shares in this expense.
1-120-65-7182	Pastoral Care	\$2,400.00	\$750.00	\$3,000.00	December is the time I am able to purchase resources at reduced rates.
1-120-65-7620	Postage	\$1,200.00	\$2,167.57	\$1,200.00	What happened?
1-120-65-7771	Cell Phone	\$600.00	\$406.58	\$720.00	
1-120-65-	Tape copy machine	\$0		\$1,400.00	The tape duplicator needs replacing. This is a capital item. The amount is approximate.

s100

Only the following accounts in section s100 effect ministerial. Note the adjustments that are made:

Number	Item	2002 Budget	Nov. Actual	Proposed	Comments
1-100-61-1101	Cont.	\$15,000.00	\$14,494.88	\$16,500.00	At \$250 each, the current level provides for only 60 out of over 200 clergy. This

	Education				fund should be gradually increased.
1-100-65-1140	Grad DMin	\$11,520.00	\$16,412.16	\$16,500.00	Represents increase in tuition costs and those in the Spanish program where we contribute to their last year of training.
1-100-65-1141	Grad MA	\$18,000.00	\$16,693.55	\$20,000.00	The number of unordained pastors who are hired with the understanding that they will do their MA work while serving a church has increased. This budget must reflect these costs.
1-100-65-1142	Grad Non-Doc	\$2,000.00	0	\$2,000	No change
1-100-65-1144	PhD	\$8,000.00	\$0	\$	I believe this is the fund used for Cesar De Leon for his Fuller program. He will complete his program in May.
1-100-65-1545	Intensives	\$5,000.00	\$9,970.89	\$10,000.00	There will be some change in the way we sponsor the AU intensives. The presidents council still must make a determination as to how this will be done.
1-100-65-1590	Pre-Ord Prog	\$3,600.00	\$2,652.88	\$3,600.00	No change
1-100-65-1592	Ordinations	\$700.00	\$62.49	\$750.00	Charged to other funds
1-100-65-1740	Spouse Prog	\$2,760.00	\$1,828.35	\$2,750.00	
1-100-65-2600	Pastor's Mtg	\$3,000.00	\$3,339.19	\$6,000.00	Hopefully some of these funds can be used for a clergy in-service program.
1-100-65-2700	Women Past	\$1,800.00	\$711.07	\$2,250.00	
1-100-65-1750	Spouse retreat	\$3,600.00	\$3,600.00	\$5,000.00	A retreat is planned for April, 2003. Housing and board included. The amount represents the balance due plus a small amount for additional unexpected charges
1-100-65-1840	Summer in	\$1,000.00	\$2,500.00	\$2,500.00	A field budget program that assists with

	Ministry				scholarships for theology students from PUC, LSU, or Oakwood.
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Secretary Interview Scorecard

Candidate _____ Position Applying for _____

Interviewer _____ Round 1 2 3 4 Date _____

(Start-up question)

Aptitude Traits Most Preferred for Position	Aptitude Scores					
	Strong	Average	Weak			
1 Work Skills						
What skills have you perfected in recent years?	6	5	4	3	2	1
Describe a situation where you messed up and how you corrected it.	6	5	4	3	2	1
What do you consider your greatest attributes?	6	5	4	3	2	1
What is the highlight of your career so far?	6	5	4	3	2	1
2 Education/Training						
What was your favorite class/teacher?	6	5	4	3	2	1
Do you plan to continue for more education? Why?	6	5	4	3	2	1
Do you like to go to job-related training events? Name some.	6	5	4	3	2	1
3. Interests						
Where do you see yourself in five years time?	6	5	4	3	2	1
4. Values						
If you give this job your very best effort, what do you expect in return?	6	5	4	3	2	1
	6	5	4	3	2	1
5. Personality Traits						
Give example of when you thought something good was going to happen and it didn't. What was your response? (Self-Esteem)	6	5	4	3	2	1
Give example of projects that took a while to complete. How did you stay on track? Examples. (Self Discipline)	6	5	4	3	2	1
Give an example where you have given up something important for the good of the team. (Team player)	6	5	4	3	2	1
Tell about a time when people criticize something you've done. How have you responded?	6	5	4	3	2	1

6. Natural talents: Communication						
Select a method of communication which you feel is your best: writing, speaking, using the telephone, conversing or teaching a group.	6	5	4	3	2	1
7. Natural Talents: Relational						
If you were to join a club, how long until you knew everyone?	6	5	4	3	2	1
<input type="checkbox"/> Multi-relational <input type="checkbox"/> Familiar Relational <input type="checkbox"/> Singular Relational						
8. Natural Talents: Functional						
How do you organize yourself for day-to-day activities?	6	5	4	3	2	1
Do you like to experiment with new things or ideas? (Creating)	6	5	4	3	2	1
If you were to teach someone how to solve a problem, what would be the three or four steps that you would recommend? (Problem Solving)	6	5	4	3	2	1
Let's say you are busy on your day off. A friend calls who needs help moving furniture. How do you respond? (Look for soft touch)	6	5	4	3	2	1
9. Spiritual Maturity						
How is your faith different than 5 years ago?	6	5	4	3	2	1
10. Other						
Tell about a time when you had a very interesting piece of information, but could not tell anyone. How did you respond?	6	5	4	3	2	1
11. Other						
Give an example of a time when you worked with multi-cultural groups. How did you feel about treating all parties equally.	6	5	4	3	2	1
12. Other						
	6	5	4	3	2	1

Comments:

Computation:

Secretary Interview Scorecard

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Interviewer _____ Round 1 2 3 4 Date _____

(Start-up question)

Aptitude Traits Most Preferred for Position	Aptitude Scores					
	Strong	Average			Weak	
1 Work Skills						
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
2 Education/Training						
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
3. Interests						
	6	5	4	3	2	1
4. Values						
	6	5	4	3	2	1
	6	5	4	3	2	1
5. Personality Traits						
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
6. Natural talents: Communication						
	6	5	4	3	2	1

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7. Natural Talents: Relational						
	6	5	4	3	2	1
8. Natural Talents: Functional						
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
9. Spiritual Maturity						
	6	5	4	3	2	1
10. Other						
	6	5	4	3	2	1
11. Other						
	6	5	4	3	2	1
12. Other						
	6	5	4	3	2	1

Comments:

Computation: