






# Business Administrator For Baptist Churches



Church Business Administration is a spiritual gift from God (1 Corinthians 12:28). BFS understands many business administrator volunteers need help managing effective processes to cope with the complexities of the business world. Life and family often interrupt church administration at that critical moment when submitting documentation.

Business Administrators require wisdom and a working knowledge of the financial world. A critical criterion is understanding how churches, pastors, secretaries, business or operations managers, elders and treasurers are legally viewed under Australian regulation. 21<sup>st</sup> century churches should know how they implement financial decisions in accordance with their constitution by resolutions and governing minutes.

The following may represent the roles and responsibilities you have as a church administrator:

-  Working with your team to complete in full, sign and submit forms and documents. Avoiding the temptation to only fill in as little detail as possible
-  Developing, updating and monitoring your official policies and procedures in line with the current Australian regulatory requirements including finance, risk and record keeping
-  Keeping the Australian Charities and Not-for-profits Commission (ACNC) website up to date with current information and documents (Constitutions, current officers and positions etc.)
-  Assisting, overseeing or tracking financial and budgetary matters and communicating to church officials and the congregation.
-  Ensuring Meeting Minutes have clear resolutions about opening BFS accounts and changes of signatories (refer Example Resolutions for Minutes Fact Sheet).

## MORE INFORMATION

Call our BFS Client Services team on 1300 650 542 or visit [www.bfs.org.au](http://www.bfs.org.au).

**Baptist Financial Services Australia Ltd ("BFS")**  
**ABN 56 002 861 789 AFSL 311 062**  
**A delegated body of Australian Baptist Ministries**

November 2019

BFS recommends a minimum of two signatories for BFS accounts to provide your church with better protection. Likewise, audited church financials will assist BFS in considering future loan offers.

Church administrators following best business practices and principles positively impact church growth here on earth and in heaven.

## Seven Add-ministry Values

1. **Attention to Detail** and the love of good documents and forms are a huge asset for your church.
2. **An Attitude of Excellence** means you turn mundane madness into a journey of delight aiming for a destiny of distinction.
3. **A Heart for Financial Integrity** which overcomes daunting deadlines, accounting anomalies and procedural policies to advance the Gospel.
4. **Able Communication Champion** with those needing to execute a document, to meet a deadline well in advance, and to explain regulatory requirements.
5. **Accomplished Governance Guru** who knows churches are guided and empowered by their Constitution or rules of business.
6. **Awareness of the Changing Financial Environment** where risk, regulatory and legal compliance increases in importance and the burden of completing documentation is just part of doing things well.
7. **Acknowledges Responsible uses of Resources** to manage church ministry, to ensure good stewardship of God's resources.

## Contact Us

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