



THE CHURCH NETWORK™

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CERTIFICATION PROJECT GUIDELINES

PROVIDED BY:

PROFESSIONAL TRAINING AND STANDARDS COMMITTEE
TRAINING CENTER DIRECTORS

JUNE 2015

powered by NACBA

Dear Certification Candidate,

This document provides guidance in selecting, planning, implementing, and evaluating a project you can do in your ministry setting. After you review this document, please call your Training Center Director if you have questions or seek additional guidance.

The goal of the Professional Training and Standards Committee of The Church Network is for project reports to follow the same guidelines and criteria that are used by all certification centers. Each of the Centers may have different requirements related to submitting hard drafts and final versions. However, every candidate must submit an electronic copy to The Church Network's national office to complete certification requirements. This is the responsibility of the candidate.

It is important that you contact The Church Network to receive information regarding all of the requirements for certification. All requirements are available in printable documents @ www.thechurchnetwork.com/certify. You may contact them at 800-898-8085 or email info@thechurchnetwork.com.

In addition, you may want to contact your denominational leaders to inquire about their program of certification. There is a list of these organizations on The Church Network website thechurchnetwork.com.

May God bless you in your ministry and journey toward certification. Your commitment to be a lifelong learner is to be commended and sets a great example for those who follow behind you.

PT&S Committee



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PROJECT GUIDELINES

INTRODUCTION

The Certification Program in Church Administration includes the design and completion of an action-based project that significantly addresses one of the key areas of administration of a congregation. It may be undertaken any time after the completion of one week of course-work at any one of the training centers, and must be completed within five years after completing the first educational requirement for certification, whether a residential seminar or a *registered* continuing education unit (CEU). As a certification applicant, it is your responsibility to take the full initiative for planning, seeking approval, and implementing the project proposal.

While the training centers provide the seminar training, supervision and approval of the projects, The Church Network and the denominational certifying bodies provide the certification. It is your responsibility to complete all certification requirements and meet all deadlines of the organization(s) through which you seek certification. To receive information from The Church Network, contact Peyton Johnson at 800.898.8085 or peyton@thechurchnetwork.com. A list of denominational certifying organizations is available on the web site: www.thechurchnetwork.com/certify.

Value of the Project

The action-based project should make a significant administrative contribution to your church and to the field of church administration. The project should be intentional in its focus upon the theological framework within which administration is done in the church. It is intended to provide a context wherein the candidate can reflect upon a specific task while integrating theology and practice.

Overview of the Project Report

- The project submission report should include:
 1. A purpose statement
 2. Theological Rationale
 3. Practical Rationale
 4. Detail of the process the church administrator followed to complete the project
 5. Description of the team collaboration and participation of others
 6. Statements to indicate how the project contributes to the practice of church administration
 7. Suggestions for further implementation
 8. Endnotes (if footnotes are not used)
 9. A bibliography
 10. Project document(s)
- The report should be designed so that it can be submitted in an electronic format.
- Center directors will help candidates understand what should be included in their report. (See the Checklist for Final Project Report, page 10).
- The final published report must include the following statement at the bottom of the title page:
The Church Network and the Training Center do not endorse or attest to the legality of the statements or materials included in the report and project.

PROJECT SELECTION CRITERIA

In light of the purpose of a CCA project, your project should:

- Be relevant and of practical use to you in your employment context
- Strengthen or add to your knowledge and skills as a church administrator
- Contribute to the field of church administration

Select a project task or event that will not only interest you and your congregation, but also one that other people may benefit from reading and implementing. You may want to share what you have learned with others through a presentation at a local chapter meeting or other setting. You may also want to submit an executive summary for publication in the associations **Professional Journal**.

Evaluate your project topic by answering the following questions:

- 1) Do I believe that I can accomplish the project task or event in order to meet the intended purpose of the church or organization?
- 2) Is there sufficient theological and practical rationale for doing the project task or event?
- 3) Are there enough resources available to contribute to the project task or event?
- 4) Can I integrate my own church administration practices, resources from the training seminars and The Church Network conferences, research and resources (books, articles, documents) directly related to my project, and my theology of administration as ministry?
- 5) Do I anticipate learning new things in planning and implementing the project task or event as I engage in this activity?
- 6) How will I use my leadership skills to involve others in the planning and implementation of the project task or event?

Project Topics

Considerable latitude is permitted in the selection of a project task or event if chosen from one of the following certification fields of study:

Personnel/Human Resource Management
Staff Development
Congregational Leadership
Theology of Stewardship
Office Management
Information Management
Property Management
Communication and Marketing
Strategic Planning
Financial Management
Stewardship of Self
Legal & Tax Matters
Christian Perspectives & Theology of Church
Theology and Ethics of Church Administration

PROJECT PROPOSAL

As you select a project task or event and begin to define your idea, you might ask yourself the following questions:

- 1) Can I fully develop the task or event in the time/space available?
- 2) What obstacles might I encounter in planning and implementing the project task or event?
- 3) How will my church benefit?
- 4) Do I have adequate resources available?
- 5) Am I too invested in this idea to study it carefully and objectively?

When you have settled on your project task or event, confer with the director of the training center at which you plan to submit your proposal (ordinarily the center at which you began taking core seminars) to make sure you are on the right track. If acceptable, a proposal is prepared containing these elements:

- Title of the project task or event
- Certification field of study to which this project relates
- Purpose of the project task or event and why it is important in your ministry
- Theological rationale
- Practical rationale
- Brief description of your project task or event
- Resources (written, material, or individuals) to be used
- Project completion date

This information should be submitted on the project proposal form (page 8) provided by each training center and e-mailed/mailed to the center director. When received, the director will review the proposal, and if approved, notify you either electronically or through the provision of a signed paper copy.

Project Approval

Consult with the center director to discuss your proposed project in detail. As helpful or needed, document the essence of this conversation to minimize misunderstandings. Consider providing an outline of your project to the center director in advance of this meeting.

The center director will provide final project approval to the national office to indicate the project process has been completed.

Following the project proposal approval, you will need to:

Apply for certification with The Church Network and/or your denominational certification chair by their respective deadlines. The Church Network's deadline is February 1 for the year in which you want to be certified.

Please note that training centers may have earlier deadlines for the submission of project drafts and the final version.



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Name: _____ **Date:** _____

Mailing Address:

Street	City	State	Zip
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Daytime Telephone: _____ Fax: _____ E-mail: _____

TCN Core Week A completed (date): _____ Center: _____

TCN Core Week B completed (date): _____ Center: _____

TITLE OF PROJECT _____

AREA (one of the approved areas of study)

ANTICIPATED DATE OF COMPLETION _____

DESCRIPTION:

PURPOSE:

THEOLOGICAL RATIONALE:

PRACTICAL RATIONALE:

TEAM/COLLABORATORS WHO WILL BE INVOLVED:

RESOURCES I PLAN TO USE (include 4-6 major bibliographical resources):

APPROVAL: DIRECTOR _____ DATE: _____

THE WISDOM OF USING MENTORS AND COACHES

You are encouraged to draw upon the resources of a mentor and/or coach in your area who is knowledgeable about the project task or event that has been approved by your Center Director. The reason for suggesting a mentor/coach is that it is not possible for the center directors/designates to be experts in all the areas that people select for their projects. Select your mentors and coaches carefully. Choose someone who knows the subject area you will be researching, has the time to assist you along the way, and will help you evaluate the results of your project.

FACULTY SUPERVISION

The training center director or their designate will serve as the faculty supervisor for the CCA projects, providing advice to the student regarding the project.

SUBMITTING THE WRITTEN PROJECT REPORT

Use the check list on pages 10-11 to evaluate if you have met all the criteria that should be included in the report. When you feel it is acceptable, send an electronic copy of your project report to the center director for evaluation and/or approval. Each center may have a different deadline for submission, so check with the center director to determine the submission date for your project report and evaluations.



Criteria for Completed Final Project Report	
A. Purpose Statement (2-3 pages)	
1. Does my title accurately describe my project?	
2. Does my project clearly focus on one of the 14 certification areas of training?	
3. Do I describe the context for the project; (i.e. ministry setting, history of congregation related to project topic, time line, my position in my church setting title, how long employed, relationship to other staff and pastor; brief role description, etc.)	
B. Theological Rationale for Project (3-4 pages)	
4. Do I provide a significant and reflective theological rationale for the project (appropriate to my education and experience) grounded in the Scriptures and consistent with the tradition of the church?	
C. Practical Rationale for Project (2-3 pages)	
5. Do I identify what need of the church I intend to address through my project?	
6. Do I define measurable outcomes for the project? What did I intend to accomplish by initiating this project? With what criteria do I assess the accomplishment of those outcomes?	
7. Do I describe how the church will benefit from my project? How do I think the project is relevant, informative and useful to the life of the church?	
D. Project Description (10-12 pages)	
8. Do I provide sufficient data so that the reader can understand the steps or stages of how the project was developed and implemented?	
9. Have I invited an objective party to read my final report for understandability?	
10. Do I include a chronological summary of the main tasks of the project?	
11. Do I explain with whom I collaborated in the work of the project, why I chose to collaborate with them, and how that collaboration made a difference in the quality of my project?	
12. Do I describe the role that my direct supervisor played in the development of and completion of the project?	
13. Did I make any significant changes from original proposal intent or outcomes? If so, have I explained the rationale for the changes?	
E. Team/Group Involvement (3-4 pages)	

14. Do I describe the supervisor's involvement and support of the project?	
15. Do I describe how I enlisted team members to help me develop and complete the project?	
16. How were the team members involved?	
17. What was the greatest contribution the members of the team made to the project?	
18. What was the most challenging situation working with a team?	
F. Integration of Training and Resources Used (included in the first 4 sections)	
19. Do I describe and make proper citations for the resources that were beneficial to the success of the project? (People, Training Center notes, readings, other projects, instructors, etc.)	
20. Do I properly credit the contributors and copyrighted materials used to complete my project according to the writing guidelines of the center that will approve my project?	
G. Overall Contribution of the Project to Other Church Administrators (1-2 pages)	
21. How will other church leaders and/or churches benefit from reading my project?	
22. Can this project be adapted in a similar setting?	
H. Suggestions for Further Implementation (1-2 pages)	
23. How can the project be used in future situations?	
24. What changes would be helpful if I were to do the project over?	
25. How often will the results of the project be evaluated? Revised? Or Changed?	
I. Bibliography	
26. Do I include a complete bibliography with my report that includes all the resources I used to inform my project?	
J. Endnotes	
27. If I did not use footnotes, did I provide a page of endnotes that correctly document the sources quoted or referred to?	

SUBMIT THREE EVALUATIONS TO YOUR CENTER DIRECTOR

Make copies of the forms on pages 12-17 and send them to the appropriate person for evaluation:

- Your Supervisor in the church/organization who helped in planning and overseeing the project tasks or event.
- A Collaborator who worked with you in the project. A person knowledgeable in the subject area with whom you worked in planning and implementing the project or event.
- A Self Evaluation of your project which describes changes and/or suggestions that would be helpful if you did this project again.

Self-Evaluation

- a) Did I describe how effectively the project addressed my intended outcomes?
- b) Did I describe what I learned (personally, professionally, and spiritually) in planning and implementing my project?
- c) Did I describe how the planning, collaboration and implementation of the project broadened or developed both my knowledge of church administration and my competencies for this position?
- d) Did I describe how both my collaborative relational and leadership skills were refined and/or developed through the planning and implementation of my project?
- e) Did I reflect on what, if any, changes in planning and implementing the project, I would make, if I had it to do over again?
- f) Did I describe how planning and implementing my project was a meaningful learning experience for me?

Supervisor's Evaluation

- a) Did I reflect upon the project evaluation provided by my supervisor for this project?
- b) Does s/he perceive that my project made a contribution to or directly addressed a need of my local church?
- c) Did I discuss with my supervisor how his/her evaluation affirms and/or contradicts my self-assessment regarding my competencies in the area of collaborative relational and leadership skills?

Collaborator's Evaluation

- a) Did I reflect upon the project evaluation provided by my collaborators for this project?
- b) Does s/he perceive that my project made a contribution to or directly addressed a need of my local church?
- c) Did I discuss with my collaborator his/her evaluation and how it affirms and/or contradicts my self-assessment regarding my competencies in the area of collaborative relational and leadership skills?



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PROJECT EVALUATION QUESTIONNAIRE

To be Completed by the Supervisor of the Candidate for Certification

CCA Candidate:

Date Project Reviewed:

Comment on how well the candidate has met the purpose of the project:

1. The project has identified and responded to a specific and important area of need in our congregation:
2. The project has articulated a theological and practical rationale for addressing this particular need in our setting of ministry:
3. The project has included adequate resources in addressing that need:
4. The project is relevant, informative, and useful in the life of the church:

Comment on how the candidate has engaged in the process of designing, implementing, and evaluating their work in the project:

1. How did s/he work with other people in the design, implementation, and evaluation of their work in the project?
2. What did s/he learn in the design, implementation, and evaluation of their work in the project?
3. What did others learn in the design, implementation, and evaluation of their work in the project?
4. If s/he had the opportunity of doing their project again, given all that has been learned, what might they do differently?

CCA Candidate's Supervisor _____ Date _____
Signature



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PROJECT EVALUATION QUESTIONNAIRE

To be Completed by a Collaborator of the Candidate for Certification

CCA Candidate _____

Date Project Reviewed _____

Comment on how well the candidate has met the purpose of the project:

1. The project has identified and responded to a specific and important area of need in our congregation:
2. The project has articulated a theological and practical rationale for addressing this particular need in our setting of ministry:
3. The project has included adequate resources in addressing that need:
4. The project is relevant, informative, and useful in the life of the church:

Comment on how the candidate has engaged in the process of designing, implementing, and evaluating their work in the project:

1. How did s/he work with other people in the design, implementation, and evaluation of their work in the project?

2. What did s/he learn in the design, implementation, and evaluation of their work in the project?

3. What did others learn in the design, implementation, and evaluation of their work in the project?

4. If s/he had the opportunity of doing their project again, given all that has been learned, what might they do differently?

CCA Candidate's Collaborator _____ Date _____
Signature



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To be Completed by the Candidate for Certification

CCA Candidate _

Date Project Reviewed _

Comment on how well you have met the purpose of your project:

1. The project has identified and responded to a specific and important area of need in my congregation:
2. The project has articulated a theological and practical rationale for addressing this particular need in my setting of ministry:
3. My project has included adequate resources in addressing that need:
4. My project is relevant, informative, and useful in the life of the church:

PROJECT ASSESSMENT BY THE CENTER DIRECTOR

Your faculty supervisor will read your project report and three evaluations followed by a discussion of how well you met the purpose of your project.

Criteria for determining if you met the purpose of your project:

- You identified a specific task or event, including a theological and practical rationale for addressing this particular task or event in your setting of ministry.
- You gathered adequate resources to broaden your knowledge and skill in managing the task or event.
- You chose a task or event that will be relevant, informative, and useful in the life of the church. Your report will discuss why your church/organization needed this project and how it has contributed to the goals of the church.
- The supervisor and collaborator indicated that you had made a contribution to the church and they were involved in the process.

THE CHURCH NETWORK Certification Information

Upon approval of your written project report and three evaluations, the Center Director will notify The Church Network office that you have successfully completed a project and submitted three evaluation forms. However, it will be your responsibility to communicate with The Church Network to meet other requirements of certification. Email: info@thechurchnetwork.com with any questions.

Questions to consider:

1. Have I registered for certification with The Church Network by completing the Registration Form and sending the appropriate fee? *This must be completed to begin counting CEU credits.*
2. Do I meet the criteria of The Church Network for certification?
3. Am I still within five years of having taken my first training seminar or Certification Registration date?
4. Have I completed the Application for completion of certification and sent the appropriate fee?
5. Is my project in a format that I can submit to the national office?

**SAMPLE TITLE PAGE
FOR PROJECT REPORT
2" FROM THE TOP
USE ALL CAPS**

THE TITLE OF THE PROJECT IN
DESCENDING ORDER
IF IT REQUIRES
MORE THAN
ONE LINE

space
space
space
space

PRESENTED TO THE TRAINING CENTER DIRECTOR
NAME OF TRAINING CENTER
CITY AND STATE OF TRAINING CENTER

space
space
space
space

IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS OF CERTIFICATION
BY THE CHURCH NETWORK AND/OR
DENOMINATION

space
space
space
space

BY JOHN DOE
POSITION
CHURCH NAME
CITY AND STATE

DATE

THE CHURCH NETWORK and the Training Center do not endorse or attest to the legality of the statements or materials included in the report and project.

~ sample copy ~

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II.	Theological Rationale.....	
III.	Practical Rationale.....	
IV.	Project Description.....	
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	Resources used	
	Description of project events that led to the completion	
	Implementation of project in the church	
V.	Personnel Evaluation.....	
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	Enlistment process of team members	
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VI.	Overall Contribution to the Field of Church Administration.....	
VII.	Suggestions for Further Implementation.....	
VIII.	Bibliography	
IX.	Endnotes	
X.	Appendix	
	A. Letters, inquiries, photographs, or other documents that would be useful to the reader	
	B. Project Document (if applicable)	

Guidelines for Writing Project Report

1. **FOOTNOTES OR ENDNOTES:** If you use footnotes, remember the line which divides the footnote is doubled spaced after the text and double spaced before the first footnote. Double space between each footnote.

It is recommended that you use endnotes in place of footnotes. This will eliminate the need to allow sufficient space to accommodate all the required footnote entries at the bottom of the same page where your citations occur. The endnote page/s will follow the evaluation section.

A quality project will have a minimum of 8-10 references. This indicates that you researched and determined resources that aided in the development of your project.
2. **PAGE NUMBERING:** All pages will be numbered, whether at the bottom of the page (centered) or the top of the page (right).
3. **MARGINS:** 1 inch left margin and 1 inch right margin; 2 inch top margin for Major Headings and 1 inch bottom margin on the page; 1 inch top and bottom margins for all other pages (no justification).
4. **PARAGRAPH INDENTIONS:** One half inch (need to adjust computer)
Reminder: Two sentences or more are required to make a paragraph. Avoid short paragraphs, this makes the paper appear choppy and usually does not flow well.
5. **BLOCKS:** Must be four lines or more to be a block.
Indent one half inch to begin a block (no indentation for the paragraph).
Type all the way to the end of the normal right margin.
Double space between paragraphs.
6. **LISTING:** Treat the same as a block. Indent one half inch and single space the list
7. **MAJOR HEADINGS:** Always have a Roman numeral in front of Major Headings.
The TABLE OF CONTENTS AND PREFACE does not have a Roman numeral.
8. **BIBLIOGRAPHY:** Never use "Selected Resources." Only use the title – Bibliography.
If you have excessive journals, periodicals, etc., you may categorize your resources. Otherwise, all resources will be grouped together, alphabetically by author's last name.
You must get written permission for use of tape recorded interviews (unless it is a purchased recording). You also need written permission for using class notes, conference notes, anything done verbally. This prevents

misunderstanding and protects you from potential lawsuits of misrepresenting someone. If you receive handouts from the author, you do not need written permission.

Bibliography includes all books/resources, including electronic resources, used during the project, although they may not be cited. It also includes all Bible translations.

9. CAPITALIZE WORDS: The word Christian and biblical are always capitalized. If you refer to the Scripture as the Bible it is capitalized. If you refer to it only as a passage it is not. Major programs in the church are always capitalized. Only capitalize the word church if it is referring to a specific church.
10. SCRIPTURE: When using Scripture in the text, do not put a period at the end of the sentence. Instead put the scripture reference following the sentence in parentheses and put the period following the parentheses. Footnote or Endnote only the first time it is used. The remainder of the paper, you will put the scripture in (). If you change translations, you will need a new footnote or endnote.
11. TITLE PAGE: Use descending order (if title is more than one line). See sample Title Page.
12. PERCENTAGES: Use the word percent in text, however if you have a statistical table you would use the % sign.
13. PERIODS AND COMMAS: Are enclosed in a quotation mark, unless it is a scripture reference, which follows, then the period comes after the scripture reference.
14. APPENDIX: Pages in the Appendix begin with A and go through Z. If a sentence contains references to two appendixes, you will use the plural form: (Appendices A and B)
15. TABLES: Should be centered on text page.
16. ITALICS: Use italics for all published work, including internet
17. FONT, SIZE & SPACING: Select a font type and size that looks professional and is friendly to the reader's eye. For example: Times New Roman 12 font for text and 10 font for footnotes or endnotes. Entire project body should be double-spaced.
18. ATTITUDE: BE CAREFUL "NOT" TO MENTION A NEGATIVE ATTITUDE OF A CHURCH, ORGANIZATION, OR PERSON. ATTITUDES CAN CHANGE, SO BE CAREFUL WITH THE WAY YOU PRESENT THE INFORMATION.