



# THE CHURCH NETWORK™

*Don't Go It Alone.*

## Professional Training and Standards

Powered by NACBA

*(To be submitted prior to February 1st of the calendar year of retention)*

### PERSONAL RECOMMENDATION

BY THE LAY LEADER

Candidate's Name

, CCA, has made application to the Professional Training and Standards Committee of The Church Network for retention as a Certified Church Administrator. A recommendation and evaluation from the lay leader of the church board to which the candidate is most closely related or co-worker in current position is required. Your cooperation in assisting the candidate to complete the application will be greatly appreciated. All matters pertaining to this applicant will be held confidential, but all forms must be on hand before the committee will act. (Please make comments below and check the appropriate box)

Excellent      Adequate      Poor

Theory and Practice of Church Finance and Business Law

Theory and Practice of Property Management

Theory and Practice of Office Management and Personnel Administration

Theory and Practice of Communications and Public Relations

General Proficiency on the Job

Dependability

Printed Name

Signed

Title Title

Date Date