



International Association of Certified Church Administrators

MEMBERSHIP APPLICATION

919-778-3009

Name _____ Date of Birth _____

Spouse's Name: _____

Total Years Worked in Church Administration _____ Current Status: Paid Volunteer

Years Worked in Church Administration Full-Time _____ Years Worked Part-Time _____

Current Status: Part-Time Full-Time

Position: _____

Church of Employment Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Email: _____

Number of Employees: _____ Pastor Name: _____

Church's Website: _____

Place of Employment Denomination _____

Membership Church: Same (if not) _____

Mailing Address membership package to be sent:

City : _____ State _____ Zip: _____

Email address for Newsletters, etc: _____

I want to enter the certification program Yes No *(If yes, we will email form to you)*

My primary responsibilities are in: *(check all that apply)*

Secretarial Human Resource Office Management Receptionist Finances

Board of Elders, etc Food Service Management Ministerial Staff (youth pastor, etc)

Senior Pastoral Staff Minister of Music Facility Management Day Care

Other _____

Signature _____ Date _____

IAOCCA does not sell or give your information to advertisers, exhibitors, etc. You may receive information from Equipping Ministries and/or Turning Point Publications.

See Back for Membership Dues Information

You must complete all lines on the application or it will delay processing.

You must included a valid telephone number and email address

Allow 6-8 weeks for processing



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MEMBERSHIP DUES

WE ACCEPT VISA, MASTERCARD, AND CHECKS FOR PAYMENT. You may join and pay online at www.iaocca.org

Please make your check payable to Turning Point Publications.

Individuals outside the United States must add (\$10 US currency) to the amounts shown.

All funds must be in US currency.

IAOCCA dues are not tax deductible as a charitable contribution for Federal Tax purposes, but may be deductible as a business expense.

If paying by credit card via mail, please print or type the following information: (we advise you to fax it for your security (919-778-5208)).

Exact name on card: _____

Card number _____ CID: _____ Exp. Date _____

Credit card billing address and zip: _____

Signature: _____

Check all that apply

- Application only, will pay online Check Enclosed
- Faxing you my credit card information (fax: 919-778-5208)
- I am interested in entering the certification program.

MEMBERSHIP DUES

- Membership: \$75.00 (annually – you may join anytime throughout the year and receive 12 months of membership benefits)
- **Spouse Membership: \$35.00 annually**
- Additional member from the same organization \$45.00
- **Certification Program entrance fee: \$175.00**

Return to: (see next page)

Office Use Only:

Date Received: _____

Mbrship No: _____

Amount Paid: _____

Mbrship Expires: _____

International Association of Certified Church Administrators
Attn: Membership Department
2822 Cashwell Dr #144, Goldsboro, NC 27534

Earn your certification in church administration.

Website: www.iaocca.org / Email: info@iaocca.org

Training and Resource Tools Just for Ministry Assistants

Our mission is to provide quality, affordable training to ministry assistants that will enable them to be thoroughly equipped to do the work of the ministry. Our ministry is interdenominational and we serve churches of all races. Some of IAOSCA training packets include denominational specific information to aid local ministry assistants to better serve their leadership. For over seventeen years we have provided training to ministry assistants, as well as board members, church members and those in an array of church leadership roles.

Join IAOSCA today for only \$75.00 per year. Membership fee covers 12 months.

Member Benefits include:

- Quarterly Electronic Newsletter: packed with tips and information to assist you in your role
- Eligible to submit articles, questions, etc to our newsletter
- Eligible to receive professional credentials through certification: apply for your certification in church administration
- 20% Discount off regularly priced Annual Conference Registration.
- 10% off Equipping Ministries Church Administrator Workshops: receive discount off all training workshops for church administrators
- Answers to your day-to-day basic administrative questions without consultation charge
- You and your senior pastor (no pastoral substitute allowed) can attend the closed training panel discussion held during the annual conference just for members of IAOSCA: receive answers to your questions during a closed session just for IAOSCA members, and
- Discount on Online Trainings: discount varies based on training, but all members receive training at a reduced rate.

Go www.iaocca.org to join today! 919-778-3009

Get Your Certification in Church Administration!

Certification Requirements

- Must be a current member of International Association of Certified Church Administrators (IAOCCA) for at least 24 months. *(Note: You can start the certification process after being a member for two months; however, you cannot become certified until after two years of membership)*
- Must have worked in a ministry assistant position for a minimum of three years full-time or six years part-time (volunteer or paid) for a local church or denominational/headquarters office.
- Must complete a minimum of 80 hours of training through IAOCCA (via DVDs, CDs, home-study, any of our workshops, our online trainings, etc) within three years of applying for certification.
- Must attend our annual IAOCCA conference at least once within three years of beginning the program. If unable to attend an annual training conference, candidate must purchase the conference DVDs and complete the question/answer workbook and submit it to IAOCCA.
- Candidate must complete and pass online certification test (can take the test three times if needed, within three years.) If candidate fails the first test, candidate must wait 90 days before taking the second test. If candidate fails the second test, candidate must wait 60 days to take the test for the third time. Note: There is no additional fee to take the test twice; however a \$35.00 fee is required to take it a third time.
- Candidate must submit completed IAOCCA evaluations forms from immediate supervisor, senior pastor (if he/she is not your immediate supervisor), board member (or equivalent based on denominational structure). That is two to three evaluation forms. If your senior pastor is your immediate supervisor, then you return two evaluation forms to us.
- Candidate must complete certification application form and pay non-refundable certification fee of \$175.00 upon applying for the certification program. Certification fee does *not* include the cost of books, workshops, and other resources.
- Adhere to the standards and code of ethics.
- Upon being accepted in the certification program, candidate has three years to fulfill all the requirements for certification.