

# CBA1

CHURCH BUSINESS ADMINISTRATION NETWORK

[www.cba1.org](http://www.cba1.org)

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(804) 617-7855

February/2025

## *"On Trial in the Church"*

### **The Monthly Servant Leader Training Guide**

**for Pastors, Clergy, Servant Leaders, Staff,  
& Churches in Transition**



Training Servant Leaders of Christian Faith since 2002

*Dr. William H. Whitaker, II*

Founder & Director



**Welcome Baptist General Convention of Virginia  
Clergy Ministry & Ministry Training Track (MTT)!**

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*Welcome to CBA1: The Church Business Administration Network!*

# CBA1

CHURCH BUSINESS ADMINISTRATION NETWORK



**Welcome from *Dr. William H. Whitaker, II*  
The Founder & Director of  
CBA1: The Church Business Administration Network**

My dear family of brothers & sisters in Christ,

It is my joy to welcome you to the 2025 Servant Leader training season of ***CBA1: The Church Business Administration Network***. We are a network of ministry-based consultants from various parts of the country that provide ministry training, services, and resources for all ministries and ministry positions in the church. Our firm is both ecumenical within the Christian faith providing both virtual and in-person services to meet your ministry needs.

It is also my delight to welcome you to ***On Trial in the Church*** – The CBA1 monthly training guide for Pastors, Clergy, Servant Leaders, & Church Staff! Now, more than ever, the religious community is in need of training and resources to help pastors, officers, ministry leaders, and church employees in their leadership of the post-pandemic church. Whether you are the Pastor, the custodian, volunteer, or any position in between, *On Trial in the Church* is provided to keep you informed on ministry models and methods that are relevant, innovative, and impactful for your ministry and congregation.



Finally, it is my honor to welcome the ***Clergy Ministry and Ministry Training Track (MTT)*** of ***The Baptist General Convention of Virginia*** ([www.bgcva.org](http://www.bgcva.org)) as a CBA1 Ministry Partner. Ministry Partners “host” CBA1 training sessions as a part of their organization’s mission, outreach, and service to the community. The CBA1 Leadership Team is both excited and thankful for the joy of sharing with the BGCVA family in ministry.

Please visit the CBA1 Virtual Campus at [www.cba1.org](http://www.cba1.org) to learn more about *The Church Business Administration Network* training, services, and resources. ***Our Campus is Your Campus*** and our team of Ministry Consultants is here to service your ministry needs.

Lord bless you!

Dr. William “Bill” Whitaker

Founder & Director – CBA1: The Church Business Administration Network



Your Guide to Relevant, Practical, & Impactful Ministry

**Churches in Transition Training for  
Congregations Experiencing...**

- Pastoral Vacancies
- Pulpit Search Committees
- Changing Membership & Attendance
- Need for Financial Internal Controls
- Declining Giving & Stewardship
- Aging Memberships (No Youth)
- Changing Organizational/Staffing Models
- Need for Pastoral/Clergy Coaching
- Desire for Grief/Mental Health Counseling for Churches in Transition

# Starting April/2025!

## The Church Business Administration Network Churches in Transition (CIT) Training

Congregational change is inevitable. Every church, regardless of size, is in the process of “transitioning” to become something new. CBA1’s CIT (pronounced “sight”) Training prepares is for all Servant Leaders and ministry positions. Come participate in CIT Training and help your congregation and members see and prepare for a brighter tomorrow!



Dr. William H. Whitaker, II  
Founder & Ministry Trainer

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Congregational transitions vary from church to church. There are generally three ways in which today’s churches are experience “transition”. There are...

1. Churches in “Decline”
2. Churches in “Overflow”
3. Churches in “Interim”

It is not at all uncommon for one congregation to experience multiple transitions (i.e. decline in one ministry area while increasing in another). However, Servant Leaders must be trained to lead ministries regardless of the which season of “transition” they are experiencing.

The **Churches In Transition “CIT”** is pronounced “sight” training as it helps Pastors and Servant Leaders see and remain focused on God’s Will during congregation-wide change. No matter whether your transition need is to organize the overflow, increase ministry during the decline, or prepare for an interim, *CIT* training prepares today’s leaders for your congregation’s tomorrow.

**Make plans to have your “CIT” examined.**

**Coming in April/2025 to The Church Business Administration Network! CIT Details will be provided in the March/2025 edition of *On Trial in the Church*.**



## “Our Campus is Your Campus”

([www.cba1.org](http://www.cba1.org))

“***Our Campus is Your Campus***” is the name of CBA1’s new website and virtual campus for ministry development and servant leadership training. Every Servant Leader needs reliable, professional, leadership training, but not all know where and how to find it. Some Servant Leaders are blessed with resources and time to attend seminary, but many can afford neither the time nor financial resources for a seminary-leveled training and degree. Well, ***Our Campus is Your Campus*** is your place to receive training in the relevant areas that are impacting the religious community.

To assist with building a virtual campus that is “innovative”, yet practical and easy to use, CBA1 founder, Dr. William Whitaker, II put his computer degree from James Madison University to work and began designing a virtual campus for *Servant Leadership Training*. Web-design and cyber-security teams were hired to recommend and implement “cutting edge”, interactive-leaning features that makes microlearning about Jesus Christ and Servant Leadership fun!

The Church Business Administration Network is rapidly growing and ***Our Campus is Your Campus*** is quickly becoming a leading platform for ministry training, resources, consulting, and partnership opportunities. There is already a wealth of information awaiting you on the CBA1 website ([www.cba1.org](http://www.cba1.org)). ***Please look forward to the coming of the CBA1 virtual campus features which will include 1-on-1 Microlearning for Servant Leaders, Interactive Learning Modules, On-Demand Virtual Training, the CBA1 Virtual Resource Library, and more!***

## CBA1 Ministry Partners

One of the goals of *The Church Business Administration Network* is to create avenues and inroads for churches and religious organizations to share in ministry. As the religious community struggles to afford and maintain past and current levels of ministry, CBA1 is partnering with conventions, associations, Presbyteries, Synods, conferences, unions, churches, local Bible study groups to train and prepare their members and leaders for “The Church of Tomorrow”. ***Ministry Partners*** “host” one of CBA1’s training sessions and are featured at the beginning of the session allowing the religious community to learn more about your ministry/organization’s upcoming events. ***If your organization would like to become a CBA1 Ministry Partner, please contact our office at your earliest convenience or please email [dr.whitaker@cba1.org](mailto:dr.whitaker@cba1.org).***





## The CBA1 Network of Ministry Consultants

In addition to partnering with churches and organizations within the religious community, The Church Business Administration Network also partners with *Ministry Consultants* – persons who are “called”, gifted, trained, and educated in a particular area of ministry. What is a *Ministry Consultant*?

CBA1 Ministry Consultants are “ministry trainers” and “ministry coaches” who have...

- Served as a staff/volunteer leader in at least one of the CBA1 Ministry Areas shown below
- Experience in training, coaching, or teaching servant leaders
- A self-employment, business license to do “business” as a Ministry Consultant within religious organizations invited to provide

CBA1 maintains a “network” of seven (7) teams of professional ministry consultants who are responsible for providing Servant Leadership training that meets your ministry needs.

1. The Pastoral/Clergy Development Team
2. Christian Nurture & Education Team
3. Church Business Administration Team
4. Stewardship & Finance Team
5. Diaconate Training Team
6. Churches-in-Transition Team
7. Church Governance Team

Ministry Consultants who partner with *The Church Business Administration Network* are invited to provide their virtual training sessions as a part of CBA1’s ministry training program.

If you or someone you know is interested in becoming a CBA1 Ministry Consultant partner, please email Dr. Whitaker at [dr.whitaker@cba1.org](mailto:dr.whitaker@cba1.org).

# SERVANT LEADERSHIP TRAINING



Church Business Administration Network

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## “My Church Hurts!”

(Pt. 1 of 2)

### Servant Leadership that Heals

In Partnership with the Clergy Ministry -  
The Baptist General Convention of Virginia  
Ministry Training Track



Monday, February 17, 2025  
12:00noon



Dr. William H. Whitaker, II  
Founder & Ministry Trainer

Meeting ID: 964 319 7945

Passcode: CBA1

Conference Call: (301) 715-8592

**Training is “free” for February & March/2025.  
No registration required.**

Timothy was in his young adult years when his “potential” caught the attention of Apostle Paul. However, before Timothy began his ministry, Paul took time (1 & 2 Timothy) to teach him the principles of Servant Leadership. *My Church Hurts* is a 2-part servant leadership series that seeks to transform “church leaders **with the potential to lead**” into “servant leaders **who lead in the Spirit of Christ**.”

In Part 1 of *My Church Hurts*, believers are trained on the principles of “2-Tim-2” Servant Leadership according to the teachings of Apostle Paul in 2 Timothy chapter 2 (thus 2-Tim-2). *Servant Leaders* of all positions of the church (i.e. Pastors, Diaconate, Trustees, Ministers, etc.) are taught the difference between “Church Leadership” and “Spiritual Leadership”.

1. The Difference Between Church Leadership & Servant Leadership
2. The Importance of Leading in the Spirit of Christ
3. How Servant Leadership “Heals” Church Hurt

Attend this training and learn the ways your Servant Leadership can heal and sometimes, prevent hurt from occurring within your congregation.



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## My Church Hurts!

(Pt. 2 of 2)

### “Rebuilding Leadership Trust”

In Partnership with the Clergy Ministry -  
The Baptist General Convention of Virginia  
Ministry Training Track



Dr. William H. Whitaker, II  
Founder & Ministry Trainer

Monday, February 17, 2025  
6:00PM

Meeting ID: 964 319 7945

Passcode: CBA1

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***“The only thing harder than gaining a person’s trust is trying to get it back once it has been broken.”***

The rebuilding of relationships is an essential quality for all Servant Leaders of the Lord. Whether the relationship that needs mending is Pastor/Leader, Leader/Leader, or Leader/Member, every leader will, at some point-in-time need to rebuild trust that has been broken by their ministry leadership.

My Church Hurts (Pt. 2) uses the lessons of Apostle Paul to Timothy in 2 Timothy 2 (2-Tim-2) to teach today’s Servant Leaders how to...

1. Rebuild: Start the Process to Mending Broken Trust
2. Replace: Fill Voids of Emotional Hurt with Spiritual Hope
3. Restore: Forgive Self & Others for What Has Taken Place

Whether the mistakes are made by you or others, they (mistakes) are inevitable, but continued hurt is optional. Choose to receive and spread the healing that comes from being a servant of the Lord.





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## Church Meeting Training (Pt. 1)

Monday, March 3, 2025 @ 12:00 N

### *The “Whole” Church:*

### “Church Meetings that Unite”

*Because “coming together” does not always mean “whole”.*



Dr. William H. Whitaker, II  
Founder & Ministry Trainer

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The leading of governance, business, and finance meetings in the church is a lesson that every Servant Leader should learn. Appointment to ministry leadership does not mean knowing how to facilitate and moderate the myriad of business and finance-related matters that are associated with being a Servant Leader.

***The “Whole” Church*** is CBA1’s *Church Meeting Training Series* for congregations and Servant Leaders of all positions desiring to learn how to lead, govern, and officiate business related meetings in the church.

What you will learn in “Church Meetings that Unite”:

1. Church Meeting Preparations: Steps to Gathering in the Spirit of Christ
2. Church Meeting Purpose: Praying to Discern vs. Discussing to Decide
3. Church Meeting Conversations: Discussion/Debate Essentials of “Robert’s Rules of Order”

Attend ***The “Whole” Church*** Training and learn how to transform your church’s business and board meetings into a safe haven of “Spiritual Wholeness”.



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## The "Whole" Church: Church Meeting Training (Pt. 2) Monday, March 3, 2025 @ 6:00PM

## Spiritual Gentleness: "Church Meetings that Heal"

Is the Way You Conduct Business in the Church Consistent  
with Who God Has Called You to Be in Christ?



Dr. William H. Whitaker, II  
Founder & Ministry Trainer

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*"I'm Called to Be Spiritual **[AND/BUT]** I'm Appointed for Church Leadership."*

The way you complete this sentence (with "But" or "And") is an indication as to whether your leadership in the church is consistent or inconsistent with Spirit of Christ. "And" indicates Servant Leadership that is consistent with the Spirit. "But" is an indication of a Church Leader whose actions sometimes contradict the Spirit. Which word best describes your leadership?

Servant leadership must always be consistent with your spirituality. Being spiritually connected in your leadership is what differentiates "Servant Leadership" from "Church Leadership". Many leaders feel that their ministry titles and positions authorize them to act and speak in ways that are contradictory and inconsistent with the Spirit of Christ.

*Spiritual Gentleness* is "De-escalation and Conflict Management Training" for Servant Leaders desiring to lead ministry and facilitate meetings by the Spirit. What will you learn?

1. Church Meeting "Priorities": Respecting the "Convictions" of Others
2. Church Meeting "Discussions": The Spirit of Disagreeing vs. Arguing
3. Church Meeting "Leading & Participation": The expectation is **"And"** Not **"But"**.  
Leading and being present in the Spirit of the Lord.

Join us to ensure that you are an "And" Servant Leader for the Lord!





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## The "Whole" Church: Church Meeting Training (Pt. 3):

Monday, March 17, 2025

12:00 N

# Casting vs. Forcing a Spiritual Vision "Church Meetings that Guide"

Provided in Partnership with the Baptist  
General Convention of Virginia.  
Ministry Training Track



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"Follow my example, as I follow the example of Christ." 1 Corinthians 11:1

The purpose of "spiritual vision" is to unite the different parts of the Body to walk in the same spiritual direction. Spiritual visioning answers the question, "What would the Lord have us to do?"

Pt. 3 of the "Whole Church" Church Meeting Training series teaches Servant Leaders the three spiritual essentials for vision casting in Church Meetings.

1. Pastor and People Being Guided by the Spirit of Christ
2. The Pastor's Willingness to Lead & Cast God's Vision in the Spirit of Christ
3. The People's (Congregation's) Willingness to Follow Pastoral Leadership & Vision in the Spirit of Christ

Come learn how to cast ministry vision in a way that neither mandates nor requires, but encourages and unifies the Body of Christ to follow God's Will.



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# The “Whole” Church: Church Meeting Training (Pt. 4):

Monday, March 17, 2025  
6:00 PM

## Budget Presenting & Finance Reporting “Church Meetings that Inform”

Provided in Partnership with the Baptist  
General Convention of Virginia  
Ministry Training Track



Dr. William H. Whitaker, II  
Founder & Ministry Trainer

Meeting ID: 964 319 7945

Passcode: CBA1

Conference Call: (301) 715-8592

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Budgets, finance reports, project funding, and income/expenditure reports are often at the center of many church meeting disagreements. Some budget disagreements are the result of a lack of transparency, organization, and “internal control” of the Lord’s money. Other times, the problem is neither the budget nor the finance reports, but the congregation’s displeasure with those who serve on the finance/business committee.

CBA1’s *Church Meeting Training* (Pt. 4) teaches the importance of Finance Committee Members maintaining a spiritual relationship with the Lord and the congregation and not just the congregation’s money. Servant Leaders will learn three (3) things EVERY congregation should expect from those who *Manage the Lord’s Money* on their behalf BEFORE the Church meeting takes place.

1. Accountabilities: Spiritual, Moral, & Ethical
2. Pre-Church Meeting Responsibilities: Budget Reviewing, Revenue/Expenditure Updating, Bank Account Reconciliations
3. “Ownership” of Funds: Finance leaders manage, but do not “own” the Lord’s tithes.
4. Post-Church Meeting Finance Requirements: Not all questions can be answered during the Church Meeting. Some require follow-up afterwards.

Come learn the responsibilities EVERY Pastor, Finance Committee, and congregation member should learn about Budget Presenting & Finance Reporting.