

STEVE LAW

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EDUCATION

Master of Business Administration, December 1986

Baylor University, Waco, TX

Major: International Management

Master of Divinity in Christian Education, May 1992

The Southern Baptist Theological Seminary, Louisville, KY

Concentration: Church Administration

Bachelor of Arts, May 1983

Houston Baptist University, Houston, TX

Majors: Management and Spanish

Certified Church Administrator, July 1999 (recertified 2009)

Southwestern Baptist Theological Seminary, Ft. Worth, TX

EXPERIENCE

FINANCIAL LEADERSHIP FOR CHURCHES AND NON-PROFITS, LLC

Principal/Owner

2011 – Present

- ◆ I specialize in strategic finances regarding budgeting, expenditures, and revenues; improve the reporting and transparency of financial statements; and make the Finance Office more efficient and effective as it supports the work of the organization.
- ◆ For some organizations, I am a full-charge accountant handling all aspects of the finance office including payroll, contributions, accounts payable, general ledger, bank reconciliation, and clear and concise reporting. This includes reviewing all areas to find cost savings and new revenue streams.
- ◆ For some organizations, I perform project work related to personnel surveys and analyses, fine-tuning the reporting system and the chart of accounts, coaching the finance staff in best practices for non-profit accounting, and working with the staff and lay leaders to develop a vision for administration (finances and facilities).
- ◆ I am an independent contractor paid by the hour. My extensive background in church and non-profit finance and accounting has given me the skills to do non-profit accounting in a very streamlined fashion, which is a savings to the organization. The organization does not have any personnel benefit costs related to me since I am an independent contractor.

CHURCH ADMINISTRATOR

Bon Air Baptist Church, Richmond, VA

2005 – 2012

- ◆ Worked with all ministers and key financial lay leaders to develop strategic budgets totaling \$4 million. Prepared financial forecasts for current year income and for future year expenses.
- ◆ Received non-budget financial gifts of \$1 million annually, prepare bank reconciliations, reconcile financial statements, and prepare other reports for various teams and for the church at large. Managed all church finances including Endowment Fund, debt reduction, and investments.
- ◆ Supervised financial assistants, administrative assistants, Director of Media, Facilities Manager, and Food Services Director.
- ◆ Supported 15-member ministerial team through online payments of programs, special projects funding, and hiring administrative staff.
- ◆ Worked with many lay-member teams including Tellers, Audit, Stewardship, Food Service, Facilities Use, Next Step, Property and Grounds, Ministry Coordination Council, and Ad Interim.
- ◆ Planned and implemented all hardware and software technology upgrades and training for staff members.

MINISTER OF BUSINESS ADMINISTRATION

Dawson Memorial Baptist Church, Birmingham, AL

2002 – 2005

- ◆ Managed the \$7 million annual church budget and its \$2.5 million endowments including the budgeting process, annual pledge campaign, stewardship emphases, financial statements, debt, investments, and multiple capital fund raising efforts. During my tenure, the church received \$27 million in gifts and \$5 million in pledges for two capital campaigns.
- ◆ Supervised the finance office staff, the Director of Facilities, and the Food Services Director.
- ◆ Supported a variety of activities in coordination with the 23-member ministerial team and a variety of lay member committee such as the Finance, Insurance, Building & Grounds, Foundation, and Educational Trust Fund.

FINANCIAL OFFICER

The Community Foundation of Greater Birmingham, AL

2000 – 2002

- ◆ Carried out all financial functions including general ledger, grants payable, accounts payable, payroll, gifts, operating budget, investments, and financial reports.
- ◆ Oversaw \$125 million in assets and their investment performance.
- ◆ Served as staff liaison to the Investment Review Committee of the Board of Directors.
- ◆ Advised the president on personnel matters and budget issues.
- ◆ Managed office operations including technology and personnel.

ASSOCIATE PASTOR FOR ADMINISTRATION

Southside Baptist Church, Birmingham, AL

1999 – 2000

- ◆ Oversaw all financial functions including general ledger, accounts payable, payroll, contributions, financial reports, trust statements, annual budgeting process and a \$2 million foundation.
- ◆ Supervised custodians, kitchen personnel, and secretarial staff.
- ◆ Ensured the maintenance of all buildings and grounds.

DIRECTOR OF OPERATIONS

South Highland Presbyterian Church, Birmingham, AL

1995 – 1999

- ◆ Performed all financial functions including general ledger, accounts payable, payroll, contributions, financial reports, annual budgeting process and a \$2.2 million foundation.
- ◆ Supervised custodians, kitchen personnel, and one secretary.
- ◆ Implemented all personnel policies and managed personnel files.
- ◆ Provided hardware and software support for staff and managed computer network.
- ◆ Oversaw maintenance of all buildings and grounds.
- ◆ Managed a \$3.7 million construction project in 1996-1997.

CONTROLLER AND INFORMATION SYSTEMS MANAGER

The Tommy Nobis Center, Marietta, GA

1994

- ◆ Led and supervised all aspects of the Accounting and Information Systems Departments.
- ◆ Coordinated, prepared, and implemented the corporate \$2.5 million budget.

ACCOUNTANT

Baptist Healthcare Systems, Louisville, KY

1990 – 1993 (concurrent with seminary studies)

- ◆ Prepared updates of the budget of a \$28 million, multi-hospital computer conversion.
- ◆ Developed and prepared financial reports, analyses, and schedules.

ACCOUNTANT

Woman's Missionary Union of Virginia, Richmond, VA

1987 – 1989

- ◆ Managed all financial records and reports including general ledger, cash journal, accounts payable, accounts receivable, and investments.
- ◆ Worked as part of a team to organize and implement annual meetings, conferences, and other events.

OTHER

Guest Lecturer

- *Baptist Theological Seminary at Richmond, Richmond, VA*
 - Spring and fall 2009 seminars on church administration
- *Union Presbyterian School, Richmond, VA*
 - Summer 2008, 2009, 2010, and 2012 guest speaker in the church administrator certification course
 - January 2009 guest speaker for a seminary class

Publications

- *First Impressions* in the NACBA Ledger of the National Association of Church Business Administration, Spring 2008
- *Advice for Young Leaders* in the NACBA Ledger of the National Association of Church Business Administration, Spring 2012
- *Office Management*, NACBA Manual for Church Administrators, not yet published
- Author of *churchfinancialleadership.blogspot.com*