Helpful Information, Links and Websites

Church Administration & Finance Guide
The guide is a printable resource for all classes and churches in the US and Canada. New editions are scheduled to be available annually in mid-July. Notices will be sent to classis and church treasurers when the guides are ready. Visit the ministry shares website under the resource tab for a PDF download. Contact the Finance office if you need additional information
Website: **crcna.org/ministryshares**
Email: Finance@crcna.org

The Ministry Shares Program
Ministry Shares are an important part of funding and maintaining our denomination and our shared ministries. You can find a lot more great information at the Ministry Shares website including: information about allocations, remittance forms for ministry share gifts, schedule for the pledge season, as well as videos and stories about the impact ministry shares are having around the world.
Website: **crcna.org/ministryshares**
Email: Advancement@crcna.org

Ministry Shares Forms and Resources
The ministry shares remittance form and other details about ministry shares can be found in the Church Administration and Finance Guide or on the ministry shares website. Forms, stories, videos, and other information about ministry shares are available for your review. Contact CRCNA Advancement if you need more information
Website: **crcna.org/ministryshares**
Email: Advancement@crcna.org

CRCNA Loan Fund
The Loan Fund offers low-interest loans to Christian Reformed Churches in the United States which can be used for the purchase of facilities, the construction or remodeling of a facility, and, when funds are available, the refinancing of existing debt. These loans are usually made with rates and fees that are more favorable than those offered by traditional lenders such as banks and credit unions. Visit the Loan Fund website for more information.
Website: **crcna.org/loanfund**
Email: Loanfund@crcna.org

Denominational Archives (Calvin University--Heritage Hall)
Be sure your churches and classes send their materials to the CRC archives regularly. We pay the archives to maintain a historical record of our files--please use it. The website below includes a guideline for record retention that is helpful in determining how long to keep files of all sorts. If a church is closing, have their files sent to the Archives. All documents and files will be returned to their "owners" after they have been scanned.
Website: **library.calvin.edu/hh/crcna**
Email: crcnarchives@calvin.edu

Retirement plan for Commissioned Pastors & church staff--Envoy Financial

To offer a retirement plan (403b) to commissioned pastors and church staff, the denomination has partnered with Envoy Financial. The enrollment fee is paid through Ministry Shares.
Website: **retirement.crcna.org**
Email: Pension@crcna.org

Reformed Benefits Association

With the Reformed Benefits Association, you'll gain access to competitive group insurance plans with all the benefits you deserve. As a benefits partner dedicated to supporting your ministry, we manage all of the contracts and vendor relationships — whether that's for your health, dental, vision, life, or disability insurance plans.

Website: **reformedbenefits.org**
Email: benefits@reformedbenefits.org
Phone: 800.701.8992

Special Assistance Fund

The Special Assistance Fund provides assistance for retired Ministers of the Word who find themselves in severe financial need and may also provide for the final retirement move of a Minister of the Word. More information is available at the Pension website. Please feel free to contact the pension office directly with any questions.
Website: **crcna.org/pension**
Email: pension@crcna.org
Phone: (616) 224-0722

Church Safety and Security

Maintaining safety and security within a church is paramount, not only to protect the physical well-being of the congregation but also to preserve the sanctity of the worship environment. A secure church allows members to focus on their faith and community without the distraction of fear or concern for their safety.In an increasingly complex world, it is prudent that churches establish comprehensive security plans, train staff and volunteers, and implement appropriate measures to deter potential threats. Concilium is a nonprofit that supports churches with security and safety information. Including classes, blogs, training, and other resources and services. Signup for their weekly or monthly newsletter INSIGHT.
Website: **concilium.us**
Email: info@concilium.us

CRCNA Financial Reviews and Audits
In keeping with Synod's requirement (Acts of Synod 1998, Article 62, p. 439) to maintain a transparent budget for the CRCNA and its agencies, ministries, and institutions, our financial reviews and audits are available online. These reviews are conducted annually and are posted once complete. Printed copies are available upon request. Please do not hesitate to contact the Finance Office with any questions or comments.
Website: crcna.org/welcome/governance/financial-statements
Email: finance@crcna.org

Federal Employer ID Number(s)--clearing up the FEIN confusion
- The denomination's FEIN is not the same as an individual congregation's or classis' numbers and should not be used as such. If you have questions about your organization's FEIN, please contact the denomination. If you cannot find a record of your FEIN, please contact the denominational Yearbook office to make sure your church doesn't already have one on file. If we have a record of your FEIN we will send you verification.
- The FEIN is the corporate equivalent of a Social Security number. It is needed to open a bank account or issue a paycheck or pretty much any official corporate action. Getting an FEIN is as easy as going online and asking for one. If you go to the IRS website ((www.IRS.gov) and find the Employer Identification Number area, the system will actually issue the new FEIN online. If you do request an FEIN number, please send it to us so we can add it to the denomination's confidential database.
- An emerging church does not need its own FEIN number to be covered under the CRC nonprofit status, but it must be declared by its classis to be an emerging church and be recorded as such in classis minutes.
- An emerging church can use the parent church's number but then the bank account technically belongs to the parent church. By getting their own FEIN, an emerging church can remain under the supervision of the parent church council, but there will be no doubt about the separation of the bank accounts etc. Once a church gets its own FEIN number, the church should notify the denomination of the number and it will be entered into the denomination's confidential database.
- Note: FEIN number is only for the government to identify the church. All churches should be tax exempt automatically but the number gives proof of the church status.

Website: IRS.gov
Email: finance@crcna.org or yearbook@crcna.org

Cybersecurity Resources

Cybersecurity is becoming critical for every organization. Protecting data at your church should be a priority. Today churches have a lot of personal information that should not be available to anyone (bank accounts, birthdates, address, etc…). This information needs to be protected, and the church has a responsibility to take every precaution to protect the data. Here are a few ideas you can consider and some websites to visit to help you get started. Please take protecting your digital data seriously.

Step 1: Be Vigilant. Have a security conscious mindset.

- Slow down! Take time to examine the message. Stop and screen links before clicking!
- Never open unsolicited attachments or attachments from unknown sources
- If something seems fishy, it probably is
- Remember the zero trust mindset: never trust, always verify

Step 2: Use built-in (free) security tools

- Enable automatic software updates for all devices
- Use unique and strong passwords for each digital account (employ a password manager)
- Ensure built-in malware protection (antivirus and firewall) in enabled
- Backup your data
- Setup two-factor authentication whenever possible

The Global Security Alliance (GCA) Cybersecurity Toolkit is a great resource that will guide you through the setup process of the security tools listed above

Toolkit for individuals: gcatookit.org/individuals
Toolkit for small organizations: gcatoolkit.org/smallbusiness