



# THE BLUEPRINT

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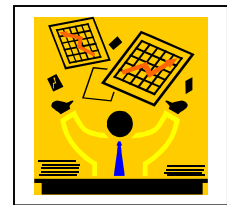
Periodically in THE BLUEPRINT

- **ADMINISTRATIVE FEATURES**
- **ADMINISTRATIVE REPORTS FROM THE FIELD**
- **ADMINISTRATIVE LEGAL BRIEFS**
- **SCRIPTURAL INSIGHTS INTO ADMINISTRATION**
- **RSAS ADS & UPDATES**

Periodically, **Rock Solid Administrative Services** provides a newsletter to assist ministry leaders with administrative issues. Just as a building contractor uses a blueprint to build structural excellence that holds the weight of the entire building, **THE BLUEPRINT** provides the kind of information that will help leaders build solid features into their organization that produces enduring excellence.

## Administrative Feature

### ADMINISTRATION, MINISTRY & THE MARKETPLACE



If there is any current area of administration that we at **Rock Solid Administrative Services** would encourage pastors, authoritative boards and other leaders in the nonprofit community to monitor and seek out education, it would be the in the recent developments occurring between ministry and the marketplace. Christian businesspersons, entrepreneurs, small business owners, professionals of every regard, etc., are quickly becoming vital ingredients in the growth and the power of ministry today. What they bring to the table in the advancing of the Gospel of Jesus Christ is both powerful and Scriptural. However, ministry and organizational leaders must step up and embrace and encourage those in the marketplace if their involvement is desired. In that regard, we encourage everyone that does not have a clear administrative component to this move to make a high priority of doing so. We believe that Christendom is moving towards a great revival and much of it will occur in the marketplace—outside the walls of our church buildings. After all, didn't Jesus spend most of his public ministry out in the marketplace among the people? Wow! What a concept!

### RSAS Experience



RSAS has, over the past several years, been gaining experience and establishing relationships across the United States and internationally to understand and provide assistance for this emerging aspect of ministry. We have provided training for



executive leadership at 2 major international corporations in behavior motivation assessment/training which has given us a “feel” of how that level of major business functions. RSAS has developed a relational tie with a real estate development and investment endeavor that is purposed to direct finances toward advancing the Kingdom of God. In 2003 RSAS Board Secretary, Mr. Edward Turose, started **Ministers of Kingdom Finance** as a ministry program of **Rock Solid Administrative Services** to bridge the gap between the ministry and the

*Administrative Partners for Building the Kingdom of God*

*Matt. 7:24-25*

*1 Cor. 9:28*

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marketplace. For over 20 years, Pastor Sanderbeck has been providing strategic plan development for ministries and, now for four years has served as a consultant to [Victory Corporate Consulting](#) to assist in the development of strategic business plans for major corporations, Christian business owners and Christian entrepreneurs.

**Unifying Efforts Worth Noting**

Resources are springing up around the world to help us better understand the emerging dynamics of marketplace ministry. Leaders such as [Ed Silvoso](#) of Harvest Evangelism, who has pioneered the area of marketplace transformation, and author [Rick Heeren](#) and the [Elk River Story](#), have programs, testimonies and training of tremendous dimensions. [Apostle John Kelly](#) of [LEAD, Inc.](#) has been instrumental in the development of a new effort called [International Christian WealthBuilders Foundation](#) that is designed to train and network ministries, ministers and businesses and professionals. [Bishop Bart Pierce](#) of [Rock Church](#) (Baltimore, MD) and the [Global Compassion Network](#) has been incredibly proactive with a prototype ministry and marketplace exercise that brings together government, educational, financial and business components that is changing a cities’ culture. These are just a few resources that are actually not just talking **but doing** amazing things in touching the marketplace and their territories for Jesus Christ.

**Ingredients**

Every resource that is proactively involved with fruit will endorse these ingredients:

1. Sharing the love of Jesus Christ through emerging relationships
2. A building the Kingdom of God mindset and heart so that the Gospel of the Kingdom will be preached in all the earth—especially the “local” territory.
3. Humility overcoming pride
4. People, institutions and agencies working as a single team

*Administrative Partners for Building the Kingdom of God  
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1 Cor. 9:28*

5. Tireless energy and untold hours of work, **AND**
6. Administrative planning, coordinating and networking

There are more ingredients that these, but these characteristics are vital.

**The Administrative Link**

In addition to the spiritual and business components of marketplace ministry, there must be an administrative component that plans, organizes, and networks the various people, places and agencies of a city or territory. Without that component, the depth and breadth of the potential impact will never be achieved.

This type of administration goes beyond policy writing and internal operations. This is a big step and it requires excellence in all aspects of the outreach into a territory. This type of ministry is designed to change the culture so, therefore, there must be administration that executes.

If there is anything that stands out today it is the difference between the organization that means well and talks in cooperative agreement and the organization that does both of those things and then executes. When RSAS does team building seminars we discuss TEAMS as an acronym that identifies the roles required to make the whole greater than the some of its parts. Those roles are:

- **THEORISTS** – idea generators
- **EXECUTORS** – direct and perform to produce results
- **ANALYSTS** – examine information
- **MANAGERS** – care for people and develop systems
- **STRATEGISTS** – develop strategy

The order flow within this dynamic organizational structure is: The *THEORISTS* provide the ideas and give vision thereby establishing direction. The *ANALYSTS* examine the data and information to determine if the idea and direction can succeed. The *STRATEGISTS* put together a plan that will get the idea or vision from A to Z. The *MANAGERS*, identify and assist people while developing systems that establish process. The *EXECUTORS* move the vision to completion through action and accountability. Most organizations have

every component but execution. It is why so many businesses and ministries fail.

This type of administrative process is required to change culture and take territory. We encourage you to get on board with this move of God by learning what is happening globally, assess and determine your organization's role in the territory where you are positioned, and then go to work so as to become part of the force that will advance the Kingdom of God. Contact [Rock Solid Administrative Services](#) with questions, comments and service requests.

### Legal Brief



## ACCURACY IN YOUR CHARITABLE CONTRIBUTION RECEIPTS

A recent article came across our desk regarding a tax case for a lady who had reported \$22,000 in cash and property gifts to her church as charitable contributions. The gifts came in various cash denominations and noncash items that had established assessed value of amounts both over and under \$250. No single gift was over \$5,000. We have known for some time that it is a clear requirement of law that all charitable contributions of \$250 or more must be individually receipted by the recipient organization in order for a donor to claim them for deduction. Interestingly enough, as I read the article, EVERY item of cash and the "gifts in kind" in this situation were individually receipted by her church. So what was the problem?

Actually, there were two.

1. The church, in its contribution receipt, had failed to demonstrate to the court that no gifts or services had been received for the contributions as is

required by the tax code. Therefore, all gifts over \$250 were disallowed.

2. The church also failed to adequately describe the donated items of property. In this case, furniture, a television, kitchen equipment and clothing were identified items given as a "gift in kind."

Even though the woman appealed to the Tax Court, the judgment only allowed the cash gifts of less than \$250 to be deductible.

Here are the requirements: (1) The Tax Court pointed out that the tax code requires special documentation for individual contributions of \$250 or more. The documentation must include a written acknowledgment from the charity that contains a statement of whether the charity provided any goods or services in exchange for the contributions or, if such goods or services consist solely of **intangible religious benefits**. (2) The Tax Court also pointed out that the church's receipt failed to substantiate any contributions of noncash property valued at \$250 or more. In other

words, the church provided no description of the “gifts in kind”.

The results were that this woman only was able to deduct those cash gifts that were less than \$250. Here is what we tell our clients to include in every receipt they issue.

1. Make sure that every contribution (cash or noncash), no matter its amount or proclaimed value, has the date when the gift was given on the receipt.
2. Make sure that every contribution is identified as cash or noncash.
3. Make sure that every cash contribution that has no tangible gift or service linked to it is clearly identified with the statement “all proceeds were for intangible religious benefit.”
4. Make sure that every cash contribution that has a tangible gift or service linked to it has the value of the gift or service

clearly deducted from the total of the gift.

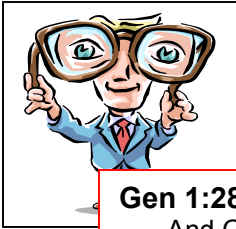
5. Make sure that every noncash gift is clearly described or defined (e.g. a 2002 [make & model] car with a radio, CD player, sun roof, power locks and windows, etc.) on the receipt. Also note that the receiving organization cannot establish the value of the noncash gift. Fixing value is the responsibility of the donor and they should use an acceptable source of value. (e.g. blue book value for a car in good condition and at trade-in value [or whatever category being identified])
6. Make sure you are familiar with IRS Government Form 8283 and Form 8594 to comply with specific gifts and acquisitions.

If you have questions on this issue, contact [RSAS](#), the IRS, or your tax accountant.

## SCRIPTURAL INSIGHTS

**CHRISTIANS ARE CITIZENS OF THE KINGDOM OF GOD WHOSE KING HAS COMMANDED AND POSITIONED THEM TO RULE AND REIGN – IN THIS WORLD AS WELL AS THE WORLD TO COME.**

**ADMINISTRATION IS A GOVERNMENTAL COMPONENT THAT IS A VITAL LINK TO EFFECTIVE RULING AND REIGNING.**



### **NO ADMINISTRATION = CHAOS**

#### **Gen 1:28**

And God blessed them and said to them, Be fruitful, multiply, and fill the earth, and subdue it [*using all its vast resources in the service of God and man*]; and have dominion over the fish of the sea, the birds of the air, and over every living creature that moves upon the earth. (AMP Bible)

#### **Acts 17:26**

And He made from one [*common origin, one source, one blood*] all nations of men to settle on the face of the earth, having definitely determined [*their*] allotted periods of time and the fixed boundaries of their habitation (their settlements, lands, and abodes) (AMP Bible)

It is worthwhile for us to ask the personal and corporate question **“how are you doing, as a Christian, in terms of ruling and dominating the territory where you reside?”** The Scriptures are clear on this matter and so are the realities. We’ve fallen far short. However, the good news is that we have not been left unequipped and we have not been left powerless so that our enemy can continually triumph. God has promised and He is faithful. Our responsibility is to exercise our faith and be obedient in all things. The season has come for all Christendom to stop being passive participants in the things of God. Get out of the bleachers and on to the playing field. We are all Kings and Priests of the Most High God destined to rule with our King – Jesus. Get in the Word of God; find out who you are and how you are supposed to conduct yourself in the things of the Kingdom. Then, get out of your comfortable place, into the “groan zone” and begin to be obedient to what God has told us to do. We have been predestined to the season and time of our habitation and it is our obedient responsibility to take dominion in that place.

# 2007 ADMINISTRATION

## RSAS WORKS FOR YOUR BENEFIT

**Any Christian ministry, organization or business that is in need of consulting or short-term administrative assistance is able to contact our office without fear of missing any of our service provisions.** We

will work with your ministry or business based on our needs assessment and each individual circumstance. As a nonprofit corporation ourselves, we feel that our main purpose to advance the Kingdom of God through administration should not be withheld from any serious Christian endeavor that is in need of administrative help. **WE WANT TO SERVE YOU!!** Please call and notify your ministry colleagues of this tremendous opportunity.



PHONE/FAX: 724-528-4575  
 EMAIL: [info@rocksolidas.com](mailto:info@rocksolidas.com)  
 WEBSITE: [www.rocksolidas.com](http://www.rocksolidas.com)

## PRODUCTS & SERVICES OVERVIEW

### STRATEGIC PLANNING

**Strategic Planning** is a vital key to success. Our God is not the God of the “Ten Suggestions.” He has always had a plan and He is following that plan explicitly. Find out the **basics** of Strategic Planning and find out about **Ministry and Marketplace Strategic Planning Solutions** by visiting the RSAS Website. It will literally move your organization from where you are to where you want to be.

### WORKSHOPS

**CONTACT THE RSAS OFFICE TO FIND OUT ABOUT THE 2007 LINE UP OF TRAINING WORKSHOPS AVAILABLE.**

(**THE BLUEPRINT** on the web, click any workshop for a direct link to the **RSAS** Workshops)

- **ADMINISTRATIVE POLICY DEVELOPMENT WORKSHOP**

**\*\*BRAND NEW PRODUCT SUPPLEMENT OF THIS WORKSHOP:**

### **7 CRITICAL POLICIES FOR THE 21ST CENTURY**

(On the web, click the title above for a complete descriptive) This is a fantastic interactive CD that provides you with a Word Document file that includes the 7 policies vital for the life of your organization today and 22 working forms to assist in the administration of the policies. Years of experience have produced this **FAST & INEXPENSIVE** way to get you started in updating and bringing your organization up to speed for the 21<sup>st</sup> century. Available through the **RSAS** website product page ([www.rocksolidas.com/products/cfm](http://www.rocksolidas.com/products/cfm)) for only \$25 + shipping. That's less than \$1/CD file.

- **SPIRITUAL GIFT IDENTIFICATION WORKSHOP**
- **ABUSE PROTECTION WORKSHOP**
- **LEADERSHIP AND TEAM DEVELOPMENT WORKSHOPS**
- **FINANCIAL MANAGEMENT WORKSHOP**

## CONSULTING

**Rock Solid Administrative Services** will be glad to sit down with your leadership team to discuss and assess your organization's current position and needs. From that assessment interview, we can guide you to the next level of success. Visit the **RSAS** website at [www.rocksolidas.com](http://www.rocksolidas.com) for details

## **OUTSOURCED BOOKKEEPING BUDGETING & FINANCIAL MGMT. ISSUES**

(When reading **THE BLUEPRINT** as a pdf file, click the title above for a direct link to the instructional **RSAS** website finance program section)

We have a tremendous **outsourced bookkeeping service** for smaller ministries and organizations needing help with accounts receivable, accounts payable, payroll and tax filing. Contact us with questions or for details.

CALL OR FAX 724-528-4575

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WEBSITE: <http://www.rocksolidas.com/>

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BE EXCELLENT  
BE VICTORIOUS**

