



**www.CBA1.org**  
Church Business Administration Network

*Our Campus is Your Campus*

**Coming March 3, 2025**

Ministry resources every Pastor desires.  
Ministry training every Servant Leader  
needs.

W. H. Whitaker, II

[dr.whitaker@cba1.org](mailto:dr.whitaker@cba1.org)  
(804) 617-7855

# *"On Trial in the Church"*

The Monthly Training Guide for Pastors, Clergy,  
Servant Leaders, Staff, & Churches-in-Transition

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(Ready for Your Viewing)
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Home of the **S**ervant **L**eadership **C**lassroom (SLC)  
& **C**hurches **I**n **T**ransition Ministry  
(CIT Pronounced "Sight")



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# CBA1<sup>LLC</sup>



**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,

**W**hat a joy it is to welcome you to the Spring/2025 season of ministry training and development at **CBA1: The Church Business Administration Network**. Our staff and network of Ministry Consultants have been working tirelessly to prepare an impactful program of Servant Leadership ministry instruction with you in mind.

We are pleased and thankful to be able to announce **the launch of the CBA1 Virtual Campus** on Monday, March 3, 2025 ([www.CBA1.org](http://www.CBA1.org)). *The Church Business Administration Network* does not have a “website.” CBA1 has an interactive “virtual campus” which we call “**Our Campus is Your Campus.**” It is your/our virtual home that provides 24 hour-a-day Servant Leadership Training and ministry resources. Visit us on the web to keep your ministry relevant, high impact, & cutting edge within the religious community.

**The month of March/2025 is Church Meeting Training** month within our Network as CBA1 trains Servant Leaders on how to plan, coordinate, and implement the business of the church. Church Meetings are a common thread of governance within most churches and have the potential of greatly benefiting congregational ministry life. We invite Servant Leaders and church members to come learn how to transform your church meetings into spiritual gatherings that honor the Lord.

**In April/2025 the CBA1 Churches in Transition Ministry** is beginning its **Empty Pews/Vacant Pulpit Training**. Some of the topics to be covered are...

- Pulpit Search Committee Training
- Pastoral Search Process Development
- New/Interim/Itinerant Minister Training
- Baptist Doctrine/Polity Training
- Church Mergers, Sharing, Closings
- Preparing Congregations for a New Pastor
- Ministry Development & Momentum
- Bylaw/Constitution Writing

Whether your organization is a church, convention, ministers’ conference, Sunday School Union, seminary, Bible college, or a body of denominational leaders, we thank you for allowing **CBA1: The Church Business Administration Network** to be your source for Servant Leadership training and ministry development. We truly praise God for this opportunity to serve you.

May the Lord bless you and I look forward to seeing you in “class”.

*Dr. William H. Whitaker, II*  
CBA1: The Church Business Administration Network  
Founder and Director



## How to Access & Participate in CBA1

*The Church Business Administration Network* provides an average of five (5) monthly Servant Leader training sessions with multiple ways by which you, a Servant Leader of the Lord can attend.

### 1. Via Telephone: (804) 617-7855 (For Questions, Inquiries, & Information)



The **CBA1** staff has daily calls/meetings with client Servant Leaders, churches, and organizations to include weekends and would love to hear from you. Should you need assistance, please call the **CBA1** office at your earliest convenience. If you reach the voicemail, please leave a message and you will be contacted at our earliest opportunity.

### 2. Via Email: [dr.whitaker@cba1.org](mailto:dr.whitaker@cba1.org) (For Contact with Dr. Whitaker)



**CBA1** utilizes emails to send and receive information and communications to Servant Leaders and the religious community at large. If you are not receiving **CBA1** emails, please email your request to be added to the **CBA1** database. If you have already done so, please check your spam/junk folder.

### 3. Via Conference Call (To Hear **CBA1** Training Sessions):

For Servant Leaders desiring to attend training by phone, but not livestream...



- Dial the conference call #: 301-715-8592
- When asked for the meeting ID, key in 9643197945#
- When asked for the Participant ID, key in #.
- The conference call meeting password is 346044.

\*Conference Call participants can hear and speak as a part of the training sessions, but cannot see the lecture presentations and visual aids.

### 4. Via Zoom Livestream (To View & Participate in **CBA1** Training Sessions):



Servant Leaders desiring to view and participate in live **CBA1** meetings and training sessions can do so by logging on to the Network (Zoom) at...

Meeting ID: 964 319 7945

Passcode: CBA1



Coming to [www.CBA1.org](http://www.CBA1.org) in April/2025.

# WhitNotes™

Dr. Whit's Notes

## On-Demand Virtual Media Library

*24 Hours-a-Day Ministry Training  
In the Comfort & Convenience of Your Home,  
Office, or Place of Your Choosing*

The Church Business Administration Network

On Demand ministry training is essential for meeting the needs of today's religious community. There was a time when churches and Servant Leaders waited months for a scheduled retreat or conference to receive training. However, with the rapid pace of changes taking place in today's churches and religious community, the *seasonal retreat* model has quickly become antiquated, outdated, and ineffective. Church challenges often require immediate attention and often cannot wait until the next "season" of the calendar year to be addressed.

**CBA1** has invested into the creation of the **WhitNotes™ On-Demand Virtual Media Library**, an interactive training resource where you choose the training you need at any given point-in-time. **WhitNotes™** is modeled after virtual libraries found in major seminaries, graduate universities, and post-graduate institutions of higher learning with one (1) exception. It was created with you in mind! Now, for a donation amount of your choice, Servant Leaders can receive seminary-level training without the cost of expensive tuition fees nor the need to wait 3, 6, or 9 months for a spring, summer, fall or winter leadership retreat to receive much-needed training.

In addition to the live training provided by the CBA1 Network of Ministry Consultants, **WhitNotes™** is now your one-stop-shop source for self-help, "*whenever you need it*" training that gives you and/or your ministry group **On-Demand** video training.

How do you utilize **CBA1**'s On-Demand Virtual Media Library? It's as simple as 1, 2, 3.  
1. Choose your time & place. 2. Choose your training topic. 3. Press "Play" and leave the rest to us!

# WhitNotes™ On-Demand

Dr. Whit's Notes

Church Business Administration Network



**Recordings are Available for the February/2025  
Servant Leadership Training Sessions**

## Available Today

Watch “My Church Hurts –  
Servant Leader Training (Pt. 1)”

**Copy & Paste This URL:**

[https://us06web.zoom.us/rec/share/hS7\\_s1W7K\\_E1w4OKMuOjptMMu8CfzkkYxlEGT-TuAelmG4S-tAjj0nHUQlTGq7lv.uqqBtJxDRJvc9FcF?startTime=1740242418000](https://us06web.zoom.us/rec/share/hS7_s1W7K_E1w4OKMuOjptMMu8CfzkkYxlEGT-TuAelmG4S-tAjj0nHUQlTGq7lv.uqqBtJxDRJvc9FcF?startTime=1740242418000)

**Passcode:** b#f6p=j9

Watch “My Church Hurts –  
Servant Leader Training (Pt. 2)”

**Copy & Paste This URL:**

[https://us06web.zoom.us/rec/share/LcchzrA0mHOo-K65LIDKVQ-jY1dQH9sorYQO2AbPVE91iWXC\\_H6afYtAhO-Bsyomy.UUB0ENYu66Z5aRiy?startTime=1739833711000](https://us06web.zoom.us/rec/share/LcchzrA0mHOo-K65LIDKVQ-jY1dQH9sorYQO2AbPVE91iWXC_H6afYtAhO-Bsyomy.UUB0ENYu66Z5aRiy?startTime=1739833711000)

**Passcode:** k&pv4.67

## Videos Coming to

**WhitNotes™ On-Demand  
in April/2025**

### **Doctrine Training On-Demand**

- Baptist & Methodist

### **Diaconate Training On-Demand**

- Deacon & Deaconess
- Diaconate Ordination Training
- Deaconess Consecration Training

### **The Ministry & The Pastorate On-Demand**

Preparing for...

- Ministry Licensing & Ordination Training
- Associate Minister Training
- Clergy Support & Care

### **Entrusted: Church Trustee Training**

- Church Legalities
- Church Employment Training
- Facilities Management Training

Coming to [www.CBA1.org](http://www.CBA1.org) in April/2025.

# WhitNotes™

Dr. Whit's Notes

## Virtual Resource Library

*24 Hours-a-Day Ministry Resources  
How, When, & Where You Need Them the Most.*

The Church Business Administration Network

Virtual “shelves” are currently being built for **WhitNotes™** ...

- I. **Sermon Manuscripts** (Old & New Testament)
- II. **Bible Study Packets** (Old & New Testament)
  - Teacher's Notes, Student Handouts, & PowerPoints
- III. **Church Governance Documents**
  - Sample Bylaws & Constitutions
- IV. **Church Operations & Internal Controls**
  - Policies
  - Forms
  - Sample Church Finance Reports
  - Requisitioning Process
  - Check Writing/Distribution Process
- V. **Ministry Policies**
  - Finance, Building/Facility Usage, Staff/Employment, Food Service, etc.
- VI. **Ministry Group Descriptions**
  - Christian Education, Music, Ushers, etc.
- VII. **Ministry Position Descriptions**
  - Pastor, Deacon, Deaconess, Trustee, etc.
- VIII. **Church Staff Position Descriptions**
  - Ministerial Staff (i.e. Minister of Music, Christian Education, Discipleship, Congregational Care, etc.)
  - Support Staff (Secretary, Bookkeeper, Financial Secretary, Custodian, etc.)



# March/2025 Servant Leader Training

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



# CBA1

Church Business Administration Network LLC  
dr.whitaker@cba1.org (804) 617-7855

www.cba1.org  
Virtual Campus  
Coming  
March 3, 2025

## 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”.*



Meeting ID: 964 319 7945  
Passcode: CBA1  
Conference Call: (301) 715-8592

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

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Virtual Campus  
Coming  
March 3, 2025

## 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?

*“Opponents must be gently instructed, in the hope that God will grant  
them repentance leading them to a knowledge of the truth...”*

(2 Timothy 2:25 NIV)



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



# March/2025 Servant Leader Training



# CBA1

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www.cba1.org  
Virtual Campus  
Coming  
March 3, 2025

## 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



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

Meeting ID: 964 319 7945

Passcode: CBA1

Conference Call: (301) 715-8592

Training is "free" for March/2025. No registration required.



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dr.whitaker@cba1.org (804) 617-7855

www.cba1.org  
Virtual Campus  
Coming  
March 3, 2025

## 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



## Churches In Transition Ministry

CIT Pronounced "Sight"

Starting April/2025!

### Empty Pews/Vacant Pulpit Training

Search Committee Training

Preparing Congregations for Transition

Interim/Itinerant Minister Training

Diaconate/Church Officer Training

Shared Ministry/Congregational Growth

Church Facility Usage/Rental Programs

Church Mergers

Church Closings

...and More



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

### A Donation of an Amount of Your Discernment is Requested for this Training.

Congregational transitions vary from church to church, every church, regardless of size and location is in the process of some form of transition. There are...

1. Churches in "Decline"
2. Churches in "Overflow"
3. Churches in "Pastoral Interim"
4. Churches in the Process of Closing

The challenge for today's Servant Leaders is being prepared and positioned to successfully lead their churches through the transitions.

As the landscape of the religious community continues to transition, many Pastors, servant leaders, and congregations are uncertain about their "tomorrow". *What will happen to our church when our current generation of leaders and members pass away? How much longer can we afford to maintain our church facilities with such a small congregation and budget?* Starting in April/2025, the **Churches In Transition (CIT pronounced "sight") Ministry** is training Pastors and Servant Leaders on **Empty Pew/Vacant Pulpit** related matters to prepare today's churches for congregation-wide change.

This *CIT (sight)* training is for all positions in the church as transitions impact all areas of Servant Leadership. No matter whether the transition need is to organize the overflow, increase ministry during the decline, or prepare for an interim, *CIT* training prepares today's Servant Leaders for your congregation's tomorrow.



# April/2025 Servant Leadership Training

www.cba1.org  
dr.whitaker@cba1.org  
(804) 617-7855

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Churches In Transition - CIT (Sight) Ministry

www.cba1.org  
Virtual Campus  
Coming  
March 3, 2025

## Empty Pews/Vacant Pulpits (Pt. 1): Where (Why) Have Our Members Gone?

Monday, April 7, 2025 @ 12NOON (EST)

There was once a time when the pews of the religious community overflowed with worshippers. Today, many have not returned to the pews they once occupied. Come learn the causes of the lack of attendance from the organized church and what we, as Servant Leaders of the Lord can do to encourage their return.



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

Meeting ID: 964 319 7945

Passcode: CBA1

Conference Call: (301) 715-8592

**A Donation of an Amount of Your Discernment is Requested for this Training.**

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## Empty Pews/Vacant Pulpits (Pt. 2): The ~~Non~~-Essential Church

*Is the Church still the "heart" of the community?*

*In 1918, the Influenza (Swine Flu) Pandemic swept across America causing civic governments to declare a nation-wide quarantine. They placed moratoriums on assembling, banned large gatherings, and declared churches as "Non-Essential" mandating that all churches close until the quarantine was lifted. However, local poolrooms and pubs were allowed to remain open to be filled with patrons.*

*Some Pastors defied the moratoriums and went to jail for holding in-person worship during the quarantine. The Religious Community bounced back then. Why are we not able to do the same now?*

## Churches In Transition - CIT Ministry (CIT Pronounced "Sight")

Monday, April 7, 2025 @ 6:00PM (EST)

W. H. Whitaker, II

Meeting ID: 964 319 7945

Passcode: CBA1

Conference Call: (301) 715-8592



# CBA1

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Churches In Transition - CIT (Sight) Ministry

*Empty Pews/Vacant Pulpits Training (Pt. 3):*

## Deacon/Diaconate Responsibilities:

*Congregational Servant Leadership in the  
Absence of a Pastor*

Monday, April 21, 2025 @ 12NOON (EST)

www.cba1.org  
Virtual Campus  
Coming  
March 3, 2025



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**A Donation of an Amount of Your Discernment is Requested for this Training.**



# CBA1

Church Business Administration Network LLC

Churches In Transition

CIT (Sight) Ministry

**Empty Pews/Vacant**

**Pulpits Training (Pt. 4)**

***Pastoral Search***

***Committee Formation***

***& Responsibilities***

*Praying Together, Planning Together, Preparing Together. Amen.*

Monday, April 21, 2025 @ 6:00PM (EST)

www.cba1.org  
Virtual Campus  
Coming  
March 3, 2025



dr.whitaker@cba1.org  
(804) 617-7855

Meeting ID: 964 319 7945

Passcode: CBA1

Conference Call: (301) 715-8592



## The Church Business Administration Network

My Dear Brother/Sister in Christ,

“Thank You” is a word that can never be said enough, but on behalf of the CBA1 Network of ministry consultants and staff, I would like to say “thank you” for allowing ***CBA1: The Church Business Administration Network*** to be your source for Servant Leadership training and ministry development.

We are extremely excited about the Spring/2025 training season and believe that it will be filled with an overflow of unmerited grace and favor for the Body of Christ. What a WONDERFUL time it is to be a Servant of the Lord! If there is anything our Network can do to assist, support, or serve you in your ministry, please do not hesitate to contact us in our office to let us know how we may be of service to you.

Until next month...

*May the Lord bless you and keep you. May the Lord make His face shine upon you and be gracious to you. May the Lord turn His face toward you and give you peace.*

Be blessed my family. God is in control.



***Dr. William H. Whitaker, II***

CBA1: The Church Business Administration Network  
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