



SBA Weekly News

September 12, 2012

SBA office hours: Monday, Wednesday & Thursday 10-3

Office Phone - 541-956-7588

My cell - 541-659-7261

Office Mail - 1252 Redwood Ave. #97, Grants Pass OR 97527

Office Location - 1832 Dowell Road, GP.

College Heights Baptist Church, Second floor.

E-mail: office@siskiyoubaptist.org

Web: www.siskiyoubaptist.org

Good afternoon everyone!

I just would like to encourage your church to be represented at the SBA Executive Board Meeting on September 24, 2012. We need to prepare for the Annual Meeting which is October 22, 2012. The Administration Committee met this week and will be recommending some additions and changes to the Financial Policies and Procedures. I will E-mail to you that information along with the Financial statement and Minutes of the last E-board No later than the 17th of September, next Monday. Hard copies of all will be at the meeting.

Please check out the rest of the dates etc.

I hope you are all doing great this beautiful almost Fall day.

Nancy

Annual Meeting October 22, 2012 - 7:00 PM

One of the items we do at the Annual Meeting is to elect new officers. Those officers include the Moderator, Vice-Moderator, Treasurer and Clerk. The current Moderator and Vice-Moderator have both come to the end of their tenure. The current Treasurer is willing to continue serving. The Clerk has been added to the Administrator's duties.

If you would like to have a table to share your ministry or upcoming events at your church please let me know so a table will be available for you to use.

Cluster Group in Rogue River - Pastors if you did not get the information regarding the upcoming Cluster Group please contact Joe Flegal - 360.882.2121-or me for the registration form.

Web Sites

I have been getting E-mails from "Managing Your Church.com" and "Church and Law Update" for awhile now. This week they have 2 free reports that may be interesting to you.

One is in regards to Roberts Rules of Order. This is what some of our churches base their business meetings on. There have been some changes that may help those who are intent on following these guidelines.

The other has to do with the personnel tax forms. W2, INS, etc. It tells you what is needed even for your pastor.

They have many other free items that you may be interested in.

• Prayer Needs and Praises:

- Let me know if your church has a prayer concern it will be posted here.
- Updates are a great thing.

- **Foothills Baptist Church** as they celebrate a new beginning with a name change this coming Sunday.
- **Prospect Baptist** as they Ordain two men this week and their Benefit concert (See below)
- **NWBC: Search Committee:** Clint Ashley, Barry Campbell, Ben Davis, Jamie Sims, Leslie Toll and Steve Schenewerk.
- **Building projects around our association: College Heights, Prospect and Grace.** Lampman needs one!
- **For upcoming events, that they would encourage and edify the Body of Christ here in So. Oregon.** That He will be glorified in all that happens, that many would come to know Jesus as Lord and Savior.
- **For So. Oregon New Work** that we will seek to see where God is leading and follow Him to reach many for Jesus.
- **College Heights** - Pastor Search Committee as they discern God's direction in regards to a new pastor. Pray that they will find the man God is leading to their church. Continue to pray for the reconstruction and all of what goes into that. There has been some setbacks.
- **Pray for these Pastors and their wives:**
 - Lenny and Sherry Brewer, Grace, Rogue River
 - Zach and Tabitha Badley
 - Jim and Beverly McKinney
- **Pray for a spirit of unity** among all of our Pastor's and wives, Region 4 Team, Missionaries (IMB and NAMB) and NWBC staff as they work together and with other ministry partners. Romans 15:5
- **Pastor Ron Lloyd, FBC Tule Lake, CA.** For FBC Tule Lake and their pastor search committee. Update??
- **Ben (the Bean) Allen** 5 years old (Ron and Jeanette's son) is at home and doing well though still healing from the surgery. He is speech is already more understandable.
- **Bruce Pearson:** Travel mercies for vacation time.
- **Good news from John Powell.** John is continuing to heal.
- **Be in prayer for Bill Crews, for his health and his family.**
- **Be in prayer for Sara Wisdom, Retired Women's Strategist/WMU Director of the NWBC. For her health.** Sara is back on the chemo and radiation regimen. I understand she is disappointed but in good spirits.
5500 NE 82nd Ave. Apt. 336
Vancouver, WA 98662
Phone: 360.885.9527
Email: swisdom05@gmail.com
- **For ministries throughout our SBA area that are reaching out to their greater community.**
- **For our churches that are struggling with both much and lack of growth and financial issues.**

Reminders of upcoming Current Calendar Information:

541-659-7261 or E-mail office@siskiyoubaptist.org

The rest of this year's calendar for SBA is listed here. Please make note and attend as much as possible.

September Birthdays and Anniversaries: Please remember to pray for these on their special days.

Bruce and Cheryl Pearson - 12th; Kean Lynch - 15th; JC Barnett - 18th

September 1, Annual Church Profile - Have you received your ACP (Annual Church Profile or Annual Letter) If your church has not received it please let me know. I can print it for you. 541-659-7261 gets to me most anytime. A lot of this can be done before the deadline of October 1. Please plan ahead. If all you need is the instructions to get to the site and print your packet please let me know. If you need me to post your information either mail it or contact me and we'll arrange something. I am always available to come to your church if you need assistance in this.

Student Middle East Trip - NWBC - Registration Sept 1-Nov 16, 2012: The trip is August 7 - 17, 2013.

Your church should have received a mailing from Danny Kuykendall. If you are interested and do not have the info let me know or give Danny a call. office: 360-882-2117 or cell: 360-921-9587

Week of Prayer for NW Missions/Sylvia Wilson Mission Offering

Prospect Ordination and Benefit Concert - September 15 Council is to meet at 1400 hrs. (That's 2 pm for you non-military or non-fire folks.) All are invited! The church has called for the ordination of Ben Breiholz into the gospel ministry and Matt Wasson as deacon for Prospect Baptist Church. After the ordination service, there will be a benefit concert by Long Mountain Revival. Concert is to be held at the Community Center 6-8 pm. Donations and gifts to benefit the building fund for Prospect Baptist. Bruce Sloan has agreed to be the Council Chair. Looking forward to the fellowship! Bob" 541-560-1153; 541-621-3289

E-Board Meeting September 24th - 7:00 PM - Lampman Road, Gold Hill - 541-956-7588 SBA office This E-Board meeting will include items that need to be presented at the Annual Meeting if approved by the E-Board. Please make it a point to be in attendance.

September 29 - "Rural Missional Leadership Conference"

Saturday, September 29, 2012 845 AM. Please save this date on your calendars. This year's theme will be **Rural Church Planting & Missional Leadership Development**. The conference will be at **Fairfield Baptist Church, Eugene, OR**.

Your Region 4 Team Bruce Sloan, Danny Kuykendall for more information call 360.921.9587 or check www.Siskiyoubaptist.org info tab/Weekly News/8/22/12.

SBA 5th Sunday Singspiration September 30th --Trinity Baptist, White City - See Flyer on the web site, www.siskiyoubaptist.org Look under info where the Weekly News is located. Sherry Brewer 541-582-1617 lennynsherry@msn.com

October Birthdays and Anniversaries: Please remember to pray for these on their special days.

Jeanette Allen - 8th; Bob Batte - 17th; John Dawson - 19th; Ron Allen - 26th; Dwayne Johnson - 30th

Annual Church Profiles Due - October 1 - Annual Church Profiles are due. Thank you!!!! If you cannot make this date please let me know when I can expect it to be either on line or in the mail to me.

Pastor & Wife Appreciation Dinner - October 12 - Watch for details soon. Sherry Brewer 541-582-1617

SBA Annual Meeting (Note time change) - October 22nd -- SBA Annual Meeting - College Heights, Grants Pass (place may change as well?) 6:00 Potluck 7:00 meeting. Zach Merritt - preacher - 541-956-7588 SBA office

Senior Adult Conference - October 29-31, 2012: Cannon Beach. I have a registration form here or call Marsha Gray at 360-882-2102.

SBA 5th Sunday Singspiration December 30th we may have a Singspiration. Keep watch here for confirmation.

What Legal Forms Do We Use for New Employees?

Federal law says these four forms are required.

Richard R. Hammar

Question. I am a new bookkeeper at my church, and I am responsible for making sure that our church complies with federal and state laws in how we handle our employees. When we hire a new employee, what legal forms should we be using?

Answer. There are four principal forms under federal law that you should be using whenever you hire a new employee. Let me summarize them for you.

(1) eligibility for employment

You must verify that each new employee is legally eligible to work in the United States. This will include completing the U.S. Citizenship and Immigration Services (USCIS) Form I-9, Employment Eligibility Verification. You can get the form from USCIS offices or by calling 1-800-870-3676. Contact the USCIS at 1-800-375-5283, or visit the USCIS website at uscis.gov for further information.

(2) new hire reporting

You are required to report any new employee to a designated state new hire registry. Many states accept a copy of Form W-4 with employer information added. Visit the Office of Child Support Enforcement Pay website at www.acf.hhs.gov/programs/cse/newhire for more information.

(3) W-4 request

To know how much income tax to withhold from your employees' wages, you should have a Form W-4, Employee's Withholding Allowance Certificate, on file for each employee. Ask all new employees to give you a signed Form W-4 when they start work. Make the form effective with the first wage payment. If employees claim exemption from income tax withholding, they must indicate this on their W-4. The amount of income tax withholding must be based on filing status and withholding allowances as indicated on the form. If a new employee does not give you a completed Form W-4, withhold tax as if he or she is single, with no withholding allowances. Additional withholding may be required on wages paid to non-resident aliens.

A Form W-4 remains in effect until the employee gives you a new one. If employees claim exemption from income tax withholding, they must give you a new Form W-4 each year. If an employee gives you a Form W-4 that replaces an existing Form W-4, begin withholding no later than the start of the first payroll period ending on, or after, the 30th day from the date you received the replacement Form W-4. For exceptions and invalid Forms W-4, refer to *IRS Publication 15, Employer's Tax Guide*.

You may also refer your employees to the withholding allowance calculator on the IRS website. Remember that this application is to help employees to ensure that they do not have too much or too little income tax withheld from their pay. It is not a replacement for Form W-4, but most people will find it more accurate and easier to use than the worksheets that accompany Form W-4. They may use the results of this program to help them complete a new Form W-4, which they will submit to their employer.

Note that ministers' wages are exempt from income tax withholding, so they do not need to report withholding allowances to their employing church unless they have elected voluntary withholding of income taxes by submitting a completed W-4 form to the church.

(4) name and Social Security number

You are required to get each employee's name and Social Security Number (SSN) and to enter them on Form W-2. You should ask your employee to show you his or her Social Security card. The employee may show the card if it is available. You may, but are not required to, photocopy the Social Security card if the employee provides it. Record each new employee's name and Social Security number from his or her Social Security card. Any employee without a Social Security card should apply for one using Form SS-5, Application for Social Security Card. The Social Security Administration (SSA) offers Social Security number (SSN) verification and quick access to relevant forms and publications.

Do not accept an ITIN in place of an SSN for employee identification or for work. An ITIN is only available to resident and nonresident aliens who are not eligible for U.S. employment and need identification for other tax purposes. You can identify an ITIN because it is a 9-digit number, beginning with the number "9" and is formatted like an SSN (NNN-NN-NNN).

There also may be forms under state law that you will need to complete. And, many churches have new employees review various employment-related policies and sign a form acknowledging their familiarity with the policies and expressing their consent to them.

This Q&A first appeared in the January/February 2012 edition of Church Law & Tax Report. Get timely access to Q&As from each edition by [subscribing to the newsletter](#). Get access to all Q&As from Church Law & Tax Report by [becoming a member](#) of ChurchLawAndTax.com.