



Business Advising Application

Personal Information					
Applicant Name			Birth Year	Spouse's Name	
Business Name		Business Mailing Address: City, State, Zip Code			
Business Phone	Cell Phone		Fax	Email	
Name of Congregation			Fellowship or Conference Affiliation		
Primary product/service of company		Number of people working in the company		Deacon's Name and Phone*	
Business Type	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> S-Corporation	<input type="checkbox"/> C-Corporation	LLC: <input type="checkbox"/> Single <input type="checkbox"/> Multi-Member
Ownership/Management of the company. Please list name and title below.					
Name			Title		
Year Business Began		Send information about this specific advisor(s):			

*AF is committed to integrating and connecting business leaders with their church leaders. By submitting this application, you are permitting us to use discretion to dialog with your local church leadership on behalf of the person(s) named above.

Have you attended any of our Business Workshops?

☐ **Human Resources** ☐ **Business Planning** ☐ **Business Succession** ☐ **Sales** ☐ **Marketing** ☐ **None**

Billing terms and conditions:

1. Standard business advising rate: \$120 per hour. For businesses with 21 or more people working in the company.
2. Small business advising rate: \$90 per hour. For businesses with 20 or less people working in the company.
3. Travel time rate: \$50 per hour.
4. Mileage rate: \$.57 per mile. (15% below IRS rate).
5. Lodging rate: Billed as incurred.
6. Financially struggling business rate: \$65 per hour. Check here to apply. ☐

Please select one of the following methods for the AF office to send you the profiles of several advisors:

☐ **Mail** ☐ **Fax** ☐ **Email**

Return the completed application to Anabaptist Financial. Upon approval of the application you will receive an invoice with the \$99 application fee.

Anabaptist Financial, 55 Whisper Creek Drive, Lewisburg, PA 17837.

Email: advising@afweb.org | Fax: (866) 230-6253.

Applicant Signature

Date

If the advising facilitator has not already discussed your situation with you, he will contact you upon receiving your application.

What are your primary purposes in requesting AF advising? Write your goals below and/or circle any of the items listed.

BIBLICAL PRINCIPLES OF BUSINESS AND WORK

1. Understanding Biblical stewardship
2. Business as ministry and mission
3. Business ethics
4. Business and family values
5. Business and brotherhood
6. Business and giving

BUSINESS LEADERSHIP

1. Values-Driven leadership
2. Visionary leadership
3. Administrative leadership
4. Strategic leadership
5. People Development leadership

BUSINESS STARTUP AND PLANNING

1. Entrepreneurial vision and purpose
2. Harness and guide the entrepreneurial spirit
3. Startup planning (vision, mission, values)
4. Business formation, launching, and roll-out
5. Annual strategic planning, and budgeting

FINANCE, ACCOUNTING AND TAXES

1. Understanding financial statements
2. Cash flow
3. Financial ratios and analysis
4. Understanding business and personal tax returns
5. Ethical accounting
6. Bookkeeping systems

EMPLOYEE MANAGEMENT & RELATIONS

1. Employee policy manual
2. Job descriptions, orientation and work instructions
3. Fitting employee skills, talent and personality to job role
4. Employee performance review
5. Developing key employees
6. Wage, benefits and profit sharing plans
7. Employee training and development
8. Effective managing

BUSINESS GOVERNANCE AND TRANSITIONS

1. Organizational structure and bylaws
2. Business valuation
3. Buy-Sell agreement
4. Business transition – family dynamics

5. Business transition – leadership dynamics

6. Estate planning and transition taxes

BUSINESS OPERATIONS

1. Teamwork for operational success
2. Problem solving: Finding the root cause
3. Organizing for productivity
4. Process flow and Inventory management
5. Building operational systems
6. Service management
7. Manufacturing management
8. Wholesale management
9. Retail management
10. Customer service
11. Technology, software and automation
12. Legal compliance
13. Work safety
14. Product/service research and development
15. Logistics

BUSINESS COMMUNICATIONS

1. Effective communications principles
2. Effective communication methods
3. Listening well
4. Enhancing communication through asking questions
5. Facilitating meetings and discussion
6. Barriers, bad habits, and consequences of poor communication
7. Leading crucial conversations
8. Business writing

BUSINESS AGREEMENTS

1. Vendor and suppliers agreements
2. Customer and distribution agreements
3. Fair negotiation for the common good
4. Basic principles of mediation and conflict resolution
5. Business law

SALES AND MARKETING

1. Biblical principles and ethics of sales and marketing
2. Marketing strategy, plans, and ROI
3. Lead generation, prospecting, and conversion
4. Effective salesmanship

Wish to receive Anabaptist Financial's free newsletter ***Stewardship Connections?***

☐ Yes, please add me to the mailing list

☐ I prefer to receive them via email: _____

Participation in AF programs is limited to members of local churches in the Conservative Anabaptist constituency. Business Advising participants must sign this Acknowledgment to confirm eligibility.

1963 Mennonite Confession of Faith

1. We believe in one God eternally existing as Father, Son, and Holy Spirit.
2. We believe that God has revealed Himself in the Scriptures of the Old and New Testaments, the inspired Word of God, and supremely in His Son, the Lord Jesus Christ.
3. We believe that in the beginning God created all things by His Son. He made man in the divine image, with free will, moral character, and a spiritual nature.
4. We believe that man fell into sin, bringing depravity and death upon the race; that as sinner, man is self-centered and self-willed, unwilling and unable to break with sin.
5. We believe that there is one Mediator between God and men, the Man Christ Jesus, Who died to redeem us from sin and arose for our justification.
6. We believe that salvation is by grace through faith in Christ, a free gift bestowed by God on those who repent and believe.
7. We believe that the Holy Spirit convicts of sin, effects the new birth, gives guidance in life, empowers for service, and enables perseverance in faith and holiness.
8. We believe that the church is the body of Christ, the brotherhood of the redeemed, a disciplined people obedient to the Word of God, and a fellowship of love, intercession, and healing.
Participants are required to be accountable and committed members in a church that practices brotherhood accountability and exercises church discipline over erring members.
9. We believe that Christ commissioned the church to go into all the world, making disciples of all the nations, and ministering to every human need.
10. We believe it is the will of God that there should be ministers to teach the Word, to serve as leaders, to administer the ordinances, to lead the church in the exercise of discipline, and to serve as pastors and teachers.
Participants may not hold membership in a church that ordains women into church leadership.
11. We believe that those who repent and believe should be baptized with water as a symbol of baptism with the Spirit, cleansing from sin, and commitment to Christ.
12. We believe that the church should observe the communion of the Lord's Supper as a symbol of His broken body and shed blood, and of the fellowship of His church, until His return.
13. We believe in the washing of the saints' feet as a symbol of brotherhood, cleansing, and service, and in giving the right hand of fellowship and the holy kiss as symbols of Christian love.

14. We believe that God has established unique roles for man and woman, symbolized by man's bared head in praying and prophesying, and by woman's veiled head.
Participant families are required to consistently practice the woman's head covering in all of public life.
15. We believe that Christian marriage is intended by God to be the union of one man and one woman for life, and that Christians shall marry only in the Lord.
Individuals who live in a divorced and remarried state are ineligible to participate.
16. We believe that Christians are not to be conformed to the world, but should seek to conform to Christ in every area of life.
17. We believe that Christians are to be open and transparent in life, ever speaking the truth, and employing no oaths.
18. We believe that it is the will of God for Christians to refrain from force and violence in human relations and to show Christian love to all men.
Participants may not enter military service, press charges in lawsuits, nor enter into bankruptcy for the purpose of avoiding debt repayment.
19. We believe that the state is ordained of God to maintain order in society, and that Christians should honor rulers, be subject to authorities, witness to the state, and pray for governments.
Participants may not engage in political activities, nor hold political offices.
20. We believe that at death the unsaved enter into everlasting punishment and the saved into conscious bliss with Christ, Who is coming again, and will raise the dead, sit in judgment, and bring in God's everlasting kingdom.

Acknowledgment

I understand that participation in Anabaptist Financial and Anabaptist Foundation programs is limited to members in good standing of local churches who believe and practice the Mennonite Confession of Faith of 1963, or earlier similar confessions of faith that support all of its 20 points as stated and explained, and have ordained church leadership. I agree to inform Anabaptist Financial if my eligibility changes and understand that I would then no longer qualify for Business Advising services from AF.

 Name of Church or District

 Church Conference or Affiliation

 Deacon Name

 Deacon Street Address

 Deacon Phone Number

 Deacon City, State, Zip

 Print Name

 Signature