



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 Sole Proprietor Partnership S-Corporation C-Corporation LLC: Single 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: \$.53 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 along with a \$99 application fee payable to Stewardship Resources. To pay your application fee with a credit card, please call 1-800-653-9817. Credit Card payments are accepted for initial fee or business advising invoices.

Stewardship Resources, 55 Whisper Creek Drive, Lewisburg, PA 17837.
Email: advising@afweb.org | Fax: (866) 230-6253.

Applicant Signature

Date

Upon receiving this application, our advising facilitator will contact you.
Updated July 2023

continued on next page >

What are your primary purposes in requesting AF advising? Write your goals below and/or check 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. Encouragement leadership
4. Administrative leadership
5. Strategic leadership
6. People Development leadership
7. Humble 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 rollout
5. Annual strategic planning, and budgeting

FINANCE, ACCOUNTING AND TAXES

1. Accounting principles and terms
2. Understanding financial statements
3. Capital management and banking
4. Cash flow
5. Financial ratios and analysis
6. Understanding business and personal tax returns
7. Ethical accounting
8. 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. Teamwork and cross training
8. Employee training and development
9. Effective managing

BUSINESS GOVERNANCE AND TRANSITIONS

1. Organizational structure, bylaws and charter
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. Problem solving: Continuous improvement
4. Organizing for productivity
5. Process flow and Inventory management
6. Standardizing the best known process
7. Building operational systems
8. Service management
9. Manufacturing management
10. Wholesale management
11. Retail management
12. Customer service
13. Technology, software and automation
14. Legal compliance
15. Work safety
16. Managing risk and liability
17. Product/service research and development
18. 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. Advanced conflict resolution and third party intervention
6. 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. Marketing content that communicates
5. Marketing tools and methods
6. Effective salesmanship
7. Advanced selling techniques