



| 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*               |  |   |
| <b>Business Type</b>   | <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Partnership             | <input type="checkbox"/> S-Corporation | <input type="checkbox"/> C-Corporation | LLC: <input type="checkbox"/> Single<br><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:**

- Standard business advising rate: \$120 per hour. For businesses with 21 or more people working in the company.
- Small business advising rate: \$90 per hour. For businesses with 20 or less people working in the company.
- Travel time rate: \$50 per hour.
- Mileage rate: \$.56 per mile. (15% below IRS rate).
- Lodging rate: Billed as incurred.
- 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](mailto: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.

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### **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

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