

# **PETER S. RHETTS**

## **HOME**

104 South D Street  
Marion, IN 46952  
765-662-0283

## **WORK**

Indiana Wesleyan University  
Division of Business  
4201 South Washington St  
Marion, IN 46953  
peter.rhetts@indwes.edu  
765-677-2356

## **EDUCATION**

### **JURIS DOCTOR**

Indiana University School of Law, Indianapolis, IN (1981)  
Concentration: Business, Probate, Tax

### **MASTER OF PUBLIC ADMINISTRATION**

Indiana University School of Public and Environmental Affairs, Bloomington, IN (1975)  
Concentration: Urban Economics  
Thesis: The Effect of Property on Urban Growth and Decline

### **BACHELOR OF ARTS**

Indiana University, Bloomington, IN (1973)  
Major: Economics

## **TEACHING EXPERIENCE**

### **INDIANA WESLEYAN UNIVERSITY**

#### **COLLEGE OF ARTS AND SCIENCES - ASSISTANT PROFESSOR:**

Division of Business – 2008 to present  
Subjects taught: Business Ethics, Business Law, Advanced Business Law, Human Resource Management, Accounting Survey

#### **COLLEGE OF ADULT & PROFESSIONAL STUDIES: 1995 to 2008**

Taught approximately 90 classes in the following subjects: Ethics (BA, MBA), Business Law (ASB, BA, MBA), Business Organizations (BA, MSM), Criminology (ASB, BA), Criminal Justice (BA)

### **WORLD GOSPEL MISSION**

Taught several estate planning and giving seminars in a variety of settings, including seminars for large groups

Participate in training of missionaries and our administration in developing fundraising and basic legal skills.

## **PROFESSIONAL EXPERIENCE**

### **GENERAL COUNSEL AND DONOR DEVELOPMENT-- World Gospel Mission (Marion, IN, 1992**

#### **Programs**

- Developed a fully functional "in-house" deferred giving program
- Developed church relationship program that connects churches directly with the work overseas (to my knowledge, we are the first mission's organization of our size to spearhead such a program)
- Developed "Vision Tour" program that enables key donors, pastors, and lay leaders to visit a field and see the work firsthand
- Secured funding for the "Vision Tour" program so that participants can travel free of charge (we are the only mission organization to offer regularly scheduled field visits at no charge)
- Responsible for direct-mail appeals
- Managed presidential tours around the country
- Led two large constituent groups to Europe for tours
- Accompanied key donors to the field to see firsthand the work they support
- Originated and authored our "Good Steward" publication
- Developed volunteer "outside counsel" network of professional advisers (saving WGM thousands of dollars)
- Founded WGM intern program in the Media, Stewardship and Accounting areas
- Founded program for successful business persons to participate in the management and finances of certain field operations.

#### **Legal Counsel**

- Serve as WGM general counsel (operates in 19 countries, annual budget of \$23 million)
- Work with legal advisers around the world
- Write or approve most legal documents
- Manage legal relationships with other entities and individuals
- Assist in the management of our property (including 2 nursing homes and 2 independent living facilities)
- Negotiate legal relationships
- Regularly conduct risk analysis of properties and activities
- Authored or approved HR documents and policies, including our employee manual
- Eliminated most of the need for outside counsel (saving WGM over \$100,000 per year)

#### **Administrative Duties**

- Administer a budget of over \$300,000
- Manage staff of eight
- Assign duties to staff
- Supervise general staff performance and insure the quality of work
- Assign duties that insure the effective operation of WGM
- Coordinate professional counsel relationships
- Assist the administration in legal compliance issues
- Generally assumed the management of employer-employee legal relationships and ended certain relationships when required

### Media Relations

- Managed Media Relations for three years
- Helped triple WGM video productions
- Began a highly successful intern program
- Streamlined processes that resulted in faster output at a higher quality level

### Significant Accomplishments

- Developed a successful current and deferred giving office
- Developed several valuable Christian professional relationships, which have benefited WGM significantly
- Spearheaded a new "business persons-church" relations effort at WGM with the goal of plugging successful business people more directly into missions, offering them the opportunity to invest in the field or project of their interest and be a part of the management team for that field or project
- Led the formation of a successful intern program for WGM media students from Indiana Wesleyan, Taylor University, Southern Illinois University, Ball State University, Regent University, and Asbury College
- Led several teams to the mission field
- Participate in the vision process for WGM
- Participated in the start-up of World Gospel Mission's Oaks at Avon Nursing Home and Oaks Village Retirement Center, both in Avon Park, Florida
- Provided advice and preparation of requisite documents for several non-profit start-ups
- Spend a considerable amount of time advising WGM and its leadership in areas of HR law
- Secured the largest current gift and the largest deferred gift in the history of WGM
- Provided legal advice to several churches and other Christian organizations

### **PRIVATE PRACTICE OF LAW** – Fairmount and Marion, IN, 1981 to 1992.

- Provided advice and general legal services to clients
- Managed two fully staffed law offices
- Designed and managed the office accounting and records systems
- Prepared and managed relevant timelines for business transactions
- Managed corporate client compliance, both federal and state
- Managed and advised start-up business clients to a significant degree of success

### **ACCOUNTANT** – Fairmount, IN, 1975 to 1981

- Managed a fully staffed accounting office and at times, employed a second accountant
- Managed client tax compliance, both federal and state
- Opened a start-up accounting service, eventually building it into a fairly successful practice while attending law school at the same time
- Provided advice and general ledger services to clients (mainly small businesses)
- Prepared the following: P&L, Cash Flow, Balance Sheet, Federal Tax Returns (941, 940, 1120, 1065, etc.), State Returns (sales tax, employee withholding, property tax, etc)
- Reconciled checking accounts
- Provided advice and representation of my clients with lenders and venture capitalists

## **PROFESSIONAL MEETINGS ATTENDED**

- “Indiana Continuing Education Forums” (two per year)
- “National Planned Giving Council Annual Conferences”
- Approximately 30 lectures and professional meetings for development and non-profit management professionals provided by various groups (IRS, institutional) and non-profit experts (Bruce Hopkins, Conrad Teitell, Laura Hansen Dean)

## **PROFESSIONAL MEMBERSHIPS**

- Grant County, Indiana, and American Bar Associations
- Christian Businessmen’s Association
- Estate, Corporate and Trust Divisions of the Indiana Bar Association
- Licensed in Federal Courts and State of Indiana Courts (including Indiana Supreme Court)

## **RECENT ARTICLES AND OTHER PROFESSIONAL WRITINGS**

### **“THE SECRETS OF FUNDRAISING”**

A 35-page primer for organizations considering a direct fundraising presence

### **“POLICY MANUALS AND EMPLOYMENT STATUS”**

A 50-page review of the law of policy manuals and their effect on the employer right to terminate at will

### **“SECTION 107 – HOUSING ALLOWANCE”**

A 100-page review of the housing allowance under IRC Sec. 107

### **“THE DEMISE OF THE NON-PROFIT”**

A 20-page review of the signs of a non-profit in decline

### **“OVERTIME CONSIDERATIONS IN A CHRISTIAN NON-PROFIT SETTING”**

A legal review of overtime law

### **“THE ADA AND THE CHURCH”**

A review of the Americans with Disabilities Act in a church setting

### **“IRC §§512, 513 AND 514: UNRELATED DEBT FINANCED INCOME AND IT’S EFFECT ON NON-PROFITS”**

An analysis of unrelated debt-financed income and the negative impact it can have on a non-profit organization

### **“ORDINATION AND THE LAW”**

A review of the legal requirements for a bona-fide ordination process

## **“CONVERTING A PRE 1969 CHARITABLE TRUST TO A CHARITABLE REMAINDER UNITRUST”**

A letter ruling request currently before the IRS

### **COMMUNITY ACTIVITIES**

- Music team member at Lakeview Wesleyan Church
- Served on Rescue Mission Board of Directors for several years
- Taught Adult, Youth and Children's Sunday School
- Performed legal services for Lakeview Wesleyan Church, Lakeview Christian School and several other Christian organizations
- Musician for Steve Wingfield Evangelistic Association -- 10 years

### **ADDITIONAL INFORMATION**

- Served on a doctoral committee at Indiana State University, Education Division
- Additional subjects and activities that I can offer include the following:
  - Internships for students in the non profit world
  - Leading student teams to the mission field for short-term (one month or less) work providing business services for missionaries and nationals—I have led several mission teams to the field and am well acquainted with the various business services provided on the field—Further, I have developed many positive relationships with missionaries and nationals through my work at WGM and would not hesitate to pursue those relationships for the benefit of our students
  - Classes in Non-profit Management and Finance, International Law, and Non-profit/For profit Start-ups

### **REFERENCES**

#### **Professional**

Dr. Douglas Carter  
EQUIP USA  
12000 Findley Rd., Ste. 150  
Duluth, GA 30097  
Direct: 678-225-3300  
Toll Free: 888-993-7847 ext 3310  
Fax: 678-225-3349

#### **Professional**

Dr. Thomas Hermiz  
General Superintendent  
Churches of Christ in Christian Union  
1426 Lancaster Pike, Box 10  
Circleville, Ohio 43113  
Phone 740-474-8856  
Fax 740-477-7766

#### **Pastoral**

Rev. Duane Seitz  
Senior Pastor  
Lakeview Wesleyan Church  
5316 South Western Avenue  
Marion, Indiana 46953

## **CURRICULUM VITAE UPDATE**

**JANUARY 15, 2010**

### **PROFESSIONAL EXPERIENCE**

INDIANA WESLEYAN UNIVERSITY  
DIVISION OF BUSINESS  
COLLEGE OF ARTS AND SCIENCES

#### **OTHER ACTIVITIES**

Developed a non-profit curriculum component for Advanced Business Law (300 level course) in which students assist in formation of a Christian Indiana Non-Profit Corporation, including filing IRS Form 1023, Application For Tax Exempt Status.

Attend professional education seminars.

Participate in all faculty meetings and seminars.

Participate in chapel services for university students.

Led a team of students to Honduras to participate in Christian charitable work.