**Administration—addressing some miscellaneous subjects MALT Spring, 2016**

**Mary E. Wright with great help from documents by Laura Sherwood.**

**(Give credit to Laura)**

1. Administrative Tasks (Brainstorm each category)

Documents:

Communication methods

Places

Procedures & Processes

Church safety

Presbytery/governing body information

Organizational structure and staffing of committees, etc.

Paid and volunteer staff

Membership concerns

1. What do I do if…? (table communities)

Assign each table a scenario from the list

1. Mission Studies (hopefully, the presbytery has a suggested, required format)

**Mission Study** –

**WHAT IS IT**

***An intentional process for reflection and visioning*** for Churches and organizations during an Interim or Transitional time or at regular intervals in a Church’s life (as a matter of practice and/or in response to specific circumstances).

Usually required by Presbyteries for Churches that are between installed pastorates. Know your denominational/regional requirements, guidelines, resources.

**WHO DOES IT**

Mission Study Team leads the whole congregation in a process with guidance from Presbytery Consultant, outside consultant hired by Church, Interim Pastor (potentially). Know the presbytery guidelines!

**Find the language that resonates** – (pay attention to language that repels)

*Transformation Process, Strategic Planning, Re-Development*

**Key for all types of processes:**

* Congregation-wide involvement, understanding and ownership;
* Shared results – clear, consistent and integrated communication,
* Attainable and measurable goals;
* FOLLOW THROUGH – what do we do with it now that it’s done?

There are many resources listed in the documents in the dropbox. These are easy to access and usually without cost. The presbytery may be connected with other resources as well. Be sure to seek local organizations, like school systems, city government folks, city planners, builders that may have information.

Check out Youtube videos. There are several that help people understand the characteristics of strong mission and vision statements, as well as clarify the difference. <https://www.youtube.com/watch?v=LJhG3HZ7b4o>

***From On calling a Pastor….***

WHO ARE WE? WHO IS GOD CALLING US TO BE? WHERE IS GOD CALLING US TO GO?

***From the MIF….***

The narrative questions offer a knowledge to structure an experience towards.

***From Laura Sherwood’s workshop…..dropbox!***

Break! Be back in time! The next subject is one of the most important ones that you will encounter!

What do I do if….?

|  |  |
| --- | --- |
| Table # | Question |
| 1 | The previous pastor is hanging around, making hospital calls on church members, often arriving significantly before I do because the members calls the former pastor, and there is often Facebook interaction. |
| 2 | The church does not have a website. |
| 3 | The same person has served as clerk of Session for the last 20 years. |
| 4 | The first audit in 8 years reveals questionable financial activity? |
| 5 | The church secretary is distrustful of me. |
| 6. | The church building is used by several organizations throughout the week, but some members are concerned that the building is over used, left cluttered- last week a door was damaged and a piece of equipment is missing. |
| 7 | Members are complaining that the process is taking too long. |
| 8 | I am flattered when several influential church members take me to lunch and tell me that they want to submit my name to the PNC. |
| 9 | I have discovered that the staff is poorly compensated in comparison to people in comparable positions in other congregations and the community. |
| 10 | The Nominating Committee is constructed incorrectly, missing elders and representation from the deacons. |