

Moderator's Report
December 2018
Submitted to the MCC Governing Board on 20 December 2018

By the request of the Governing Board the format of this report has shifted to a more narrative report covering activities related to multiple leadership roles as Interim Moderator since the last monthly report.

2019 Budget Draft

Preparation of the draft for the 2019 Budget included multiple points of data and staff members, including the SLT and Governing Board Treasurer. Difficult reductions in staff and expenses in the last half of 2018 paved the way toward a balanced budget proposal for 2019. The challenges are not over, as demonstrated in the “bare bones” expenses in many cost centers, yet the operational integrity and value of staff skills and services are included to ensure professional and pastoral care of MCC Churches, Ministries, and Leaders.

HR Review

A need for revisions to HR records and process uncovered early in the Interim review of systems and structures is finally coming to a point of completion. Working with Jared Vazquez, the new HR Liaison, we have collaborated to address and review three areas of concern: Job Descriptions, Evaluation process and forms, and finally Employee Handbook. On the first point, all job descriptions are being streamlined from posting from position to a format which allows equitable evaluation and is in alignment with US Employment Law and appropriate postings and notices. Final versions will be ready for employee review and feedback at the beginning of 2019. The second point regarding evaluations goes to an SLT recommendation in early 2018 to create new evaluations for staff. This request pointed to the Job Descriptions previously mentioned and also reflects the needs for a more 21st century method of evaluation. Finally, the review of the Employee Handbook is a remnant of the 2015 version and staff requests for a review. An HR professional completed a Pro Bono review of the Employee Handbook. Previous staff comments were factored into the review. The next step is to create a joint team of Governing Board and Jared Vazquez for review and presentation to staff. The timeline for finalizing the process is as follows: January – New Job descriptions presented and GB/HR team forms. February – Revised Employee Handbook presented to staff. March – Staff Evaluations.

SLT and Staff engagement

- Listening to staff and SLT needs as work flow continues to adapt to the revised roles for many. Collaborating closely with Assessment Liaison as agreements are proposed and finalized.
- Working with Operations and data management to create reports needed to monitor giving and ensuring the health of churches and ministries.
- Working with Church and Transition SLT members to form a pilot project that includes spiritual support from Point Elders for churches in transition, especially when a pastor has died suddenly in both Charlotte, NC and Chattanooga, TN. Other ways of collaborating between SLT, staff, GB,

and COE are being explored for smaller churches when experiencing leadership transition to ensure the needs of the congregation are heard along with the local church board.

- Updated the Annual Reporting process to include Risk Management review and worked with Operations to streamline the submission process. This is required by the Bylaws for all Affiliated Churches.
- Addressing modern options for monthly Assessment Reports and updating to reflect new Assessment Rate before release of 2019 Forms.
- Continued work with General Conference planning for programming and worship through staff and as requested Volunteer Teams. Current project includes finalizing preachers for worship and presenters for programming.
- Virtual Staff meeting in early December which included gratitude to staff and highlighting many of their accomplishments in 2018.

Communications and Publicity: Church, Leader and Donor

- Finalizing End of Year presentation, to be shared with Leadership Bodies prior to release, emphasizing 2018 activities, milestones, and successes.
- Videos and Letters as requested from churches for memorial, anniversary, or other celebrations.
- Delivered Christmas Cards to donors and leadership.
- Finalized Christmas Video to MCC for release very soon.
- Preached at MCC of Baton Rouge for their 35th Anniversary and attended a special Anniversary Concert.
- Contact with church leaders as needed or requested.
- Signature on social justice campaigns and letter

GB - Committee Participation

- Working with Assessment Committee members and GB to complete and send letter to churches regarding Assessments in 2019 and GC 2019 voter eligibility.
- Finalizing letter to be delivered to churches six (6) months or more in arrears for Assessments and Reporting.
- Development Committee received ideas for renaming and rebranding of Moderator's Circle. Reaching out to key donors personally for initial feedback.

COE

- Meeting with Rev. Elder Ines-Paul to review Affiliation bylaws in order to prepare COE sponsored Bylaw proposal.
- Working with Steering Committee transitioning to new members and Convener for 2019.
- Coordinating Point Elders to churches as needed or requested.

General

Preparing for Transition of Leadership in mid-2019 through a comprehensive transitional document that includes recommendations for new Moderator and Governing Board.