

## **Six-Month Guidelines: Western North Carolina Association Operations**

**Timeline:** January 1, 2012- June 30, 2012

**Goal:** Provide pastoral and logistical support to churches, ministers and members of the Western North Carolina Association.

### **Objectives:**

1. Provide mission and ministry opportunities to our churches and their members and/or support opportunities they raise to the Association.
2. Maintain regular contact with each church in the association.
3. Provide support when needed to pastors.
4. Provide support when needed to church councils/consistories.
5. Maintain contact with the Southern Conference, and share any information received from them with our churches and their members.
6. Deal fairly and openly with our staff, as we work through the transition.

### **Resources:**

Libby Parker, Executive Assistant-  
16 hours per week (\$650/month)  
Jerry Rhyne, Associate Conference  
Minister- 22 hours per week  
(\$2,628/month + expenses)  
- Possible schedule: two 6-hour  
days/wk. at the office; two 3-  
hour days/wk. at home; four  
hours each Sunday

WNCA Board of Directors  
District Ministerium members  
Association office  
Potential funding from the Southern  
Conference  
Committee on Ministry

### **Potential Structure**

See page 3.

### **Budget (TBA)**

### **Communication Plan**

Communication opportunities requested by churches will be referred to the Association office to activate the phone tree or mailings (either postal or e-blasts) or to Elizabeth for web updates. In most cases, both the website and an email blast will be useful (and hard copy mailings for churches without access), as not all churches may receive the email blast. It would also be useful to find at least one individual contact per church who does have frequent access to email.

#### Tools:

- Phone tree (for immediate needs- death notifications, upcoming events)
- Website work- able to readily share news updates
  - Task out (Libby vs. Elizabeth)
  - Create a schedule
- Good mailing list
- Possible IT intern (data entry, website maintenance)

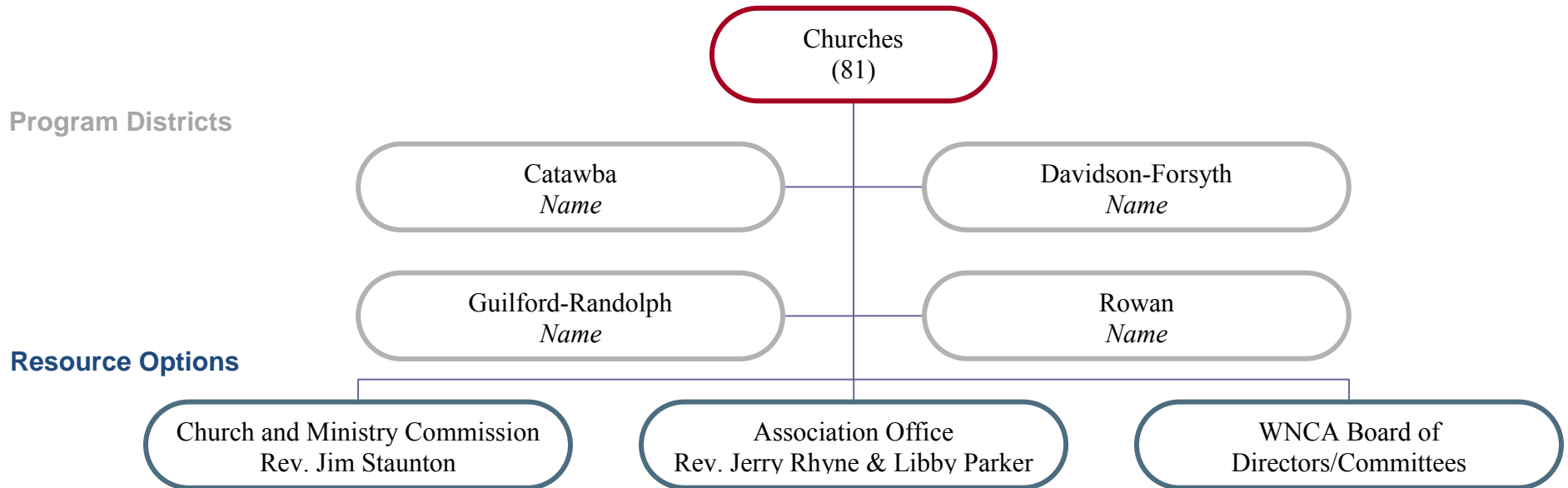
**Needs-** Map/contact for each ministerium meeting; List of church contacts (by District) for each Board rep (Libby); Dashboard report- churches → district contacts (membership, average attendance, special events, contact updates, and planned giving (yes/no) to OCWM and dues)

## Work Plan:

- Late November
  - Letter to SOC Board and Executive Committee (Doug Sink, WNCA Board President)
  - Letter/postcard to churches (from Rev. Rhyne and Doug)
    - WNCA office will be open part-time
    - Share Rev. Rhyne's contact information (home phone and cell phone numbers) and updated schedule
    - Association Board will meet in December and will share a plan following that meeting
    - To support the association's work, churches need to provide financial support to the association
  - Draft project plan (Elizabeth Schiemann)
- Early December
  - 12/01/11 WNCA website will be accessible and updated (Elizabeth)
  - Contact Linda/Libby re: parameters for past WNCA-hosted SOC Annual Gatherings, costs, numbers, process, etc. (Elizabeth)
  - 12/10/11- WNCA Board meeting
    - Discuss/revise draft plan
    - Create committee for SOC Annual Gathering (work with SOC office to plan)
    - Request estimate of income for WNCA from Southern Conference
  - 12/13/11- SOC Executive Committee Meeting
  - Letter to churches (WNCA) regarding our plan
    - Share phone tree (of churches) by district
    - Share new website
- January 2012
  - Designated Conference Minister (Rev. Ed Davis) begins
  - WNCA Executive Committee meeting (based on proposed structure A)
  - WNCA Board members (clergy and lay district representatives begin contacting each church in their area) continuing into February
  - Finalize location for SOC Annual Gathering (Committee + SOC office)
  - Youth Weekend (Confirmation Retreat ?) Blowing Rock
- February 2012
  - Possible plan for Conference work from Working Groups
  - 02/11/2012- WNCA Board Meeting (and District Contact meeting prior, if necessary)
    - Continue planning SOC Annual Gathering
    - Consider supporting youth going to NYE
    - Discuss possible constitutional changes for WNCA (to finalize at May meeting, in order to present for fall WNCA Annual Gathering)
- March 2012
  - WNCA Executive Committee meeting (based on proposed structure A)
    - Does it appear SOC is moving forward?
      - If so, begin to transition towards that outcome
      - If not, begin revising our six month strategy with an extension
  - Begin planning WNCA Annual Gathering (possible)
- April 2012
  - WNCA District Contact Meeting

- Finalize all plans for Southern Conference Annual Gathering
- May 2012
  - WNCA Board Meeting
    - Review plan, and begin developing other
    - Send message to churches updating on future plan
    - Review, possibly vote to recommend changes to the WNCA Constitution for the fall WNCA Annual Gathering
  - WNCA Executive Committee Meeting, if necessary
- June
  - WNCA District Contact Meeting
  - Mt. Zion UCC- China Grove hosting GROUP Workcamp (possible mission opportunity)

## Structure



- A) An administrative structure built to support the churches it serves. Each church is a member of one of four districts, and each district will have a contact person from the Board of Directors.
- Office Hours- the Association office will be open part-time, with Jerry and Libby working two days per week in the office. Jerry will also provide two days per week from his home office.
  - Should a church or individual have questions regarding Conference/ Association updates, confidential issues, or work that would normally go to the conference office on days that the office is closed, their district contact person will be the primary contact.
    - District contacts will provide the appropriate contact information, and link the church/ minister/ individual to that person/group within two business days of a request.
    - Three main resources that the district contacts will be expected to maintain communication with will be: the Church and Ministry Commission through its Chair, Jim Staunton; the Association Office through either Libby or Jerry (Tasks- to initiate a phone tree/ mass contact, get ministerial counsel/advice, etc.); or the WNCA Board of Directors (Tasks- funding requests, comments to the Southern Conference Board of Directors, etc.).
  - On odd months (either in-person or by phone) the WNCA Board's Executive Committee will meet to discuss the Committees' ongoing work, check-in with the ACM, review the budget, and gather/pursue feedback on the Conference's progress to-date.
  - The District Contacts and their three main resource people (Jim, Jerry, and Doug) will meet on even months (either in person or by phone) beginning in February 2012 to:
    - Share work being requested
    - Update the ACM on any ongoing work
    - Follow-up with each request that has been referred.
- They should be in contact with the resource people on an ongoing basis as needed for the support of the churches in their district.