

Report of the President to the National Convocation Board of Trustees

December 6, 2019

Greetings in the name of Jesus,

The One who is able to do more than we can ever imagine or ask or think. The One whose Kingdom has no end and The One who loved us so much that he gave his own life so that we could be free.

It has been an honor and a privilege to serve as the president of this Board of Trustees and I do not take it lightly. On behalf of the National Convocation I have structured my time and resources to attend to three primary responsibilities:

- 1) The planning of the 2020 Experience in Fort Worth, TX in July 2020.
- 2) The routine work of supporting the Office of the National Convocation during the recent sabbatical of Rev. Dr. Timothy James.
- 3) The work of the Advisory Committee to identify the next Administrative Secretary.

While the bulk of this report will speak to the work of the Advisory Committee, I am happy to respond to questions about items 1& 2.

Recommendation

Typically the Executive Committee of the National Convocation Board meets in March of each year. This year in March 2020, in preparation for a new Administrative Secretary, I propose that there would be both an Executive Committee meeting followed by a full National Convocation Board of Trustees meeting for a session on board governance & structure. The purpose of this session would be to explore how board governance can support the work of the Office of the National Convocation and Administrative Secretary. Incoming officers would be invited to attend this session.

Report of the Advisory Committee

December 6, 2019

Members of the Committee: Donald K. Gillett, II - Chair, Teresa Hord Owens - General Minister and President, Christian Church (Disciples of Christ) United States and Canada, Sotello Long – President, Division of Homeland Ministries, Dwayne Bell, Jennifer Graves, Paula Holiday, William “Bill” Lee, Antonio Redd, Chrystal Williams,

The Advisory Committee met September 15-16 and November 22-23, 2019. The work of the committee involved PR/AR training, the creation of a survey to collect data from National Convocation Churches and the development of a position description. The survey was created by this committee and made available through Selah, the Black Ministers List-serve, and on all social media and from the office of the National Convocation.

SURVEY

The survey and tabulated results are included with this report as Appendix B. Basic survey information and highlights are as follows:

- The survey contained 15 questions, six of which can be considered demographic questions and the other nine were open-ended content based questions.
- **There were 46 distinct congregations represented in the survey results**
- The following geographic areas were represented in the survey results: Alabama/North West Florida Capital Area, CCIW, Georgia, Greater Kansas City, Kentucky, Great River Region, Illinois/Wisconsin, Indiana, Michigan, Mid-America, Northern California/Nevada, North Carolina, Ohio, Oklahoma, Oregon/ SW Idaho, Pacific Southwest, South Carolina, Tennessee, Texas, and Virginia
- **TCMF, Piedmont, Oklahoma fellowship groups were mentioned by name**
- There were 62 electronic responses, one emailed response and eight responses were received by mail. Those responses received by email or mail reflected the general tone and information of the 62 completed electronically.
- *Those responding to the survey were familiar with the Biennial Session of the National Convocation. The response rate of question 3 was 95.2%. This may indicate a group of knowledgeable and committed individuals responded to the survey. All other survey responses are upwards of 79%.*

Respondents expressed the following five general ideas from the content-based questions:

1. The Convocation should be engaged in advocacy related to leadership development, visioning, youth and equity for the Black Church
2. The Convocation should be/must become inclusive
3. The Convocation must be/become a factor in the daily lives of Black churches

4. Dr. James is known to the survey respondent, but it is not clear if he is well-known or if his role is well understood.
5. Convocation must be the leader of the Black Church and a relevant liaison to the larger church

Job Description

The committee reviewed the pertinent documents related to the Administrative Secretary (Merger Agreements, Articles of Operation, current and former job descriptions and other historical documents including previous Biennial Session minutes) and the general themes of the survey. This information was used to inform and create a draft position description. This document is provided for your review, discussion and approval as Attachment B.

Following a period of reflection, discussion and debate, the Advisory Committee presents the following five recommendations to the National Convocation Board of Directors:

Recommendation 1

The National Convocation Board of Trustees recommends hiring an Interim Administrative Secretary for a two-year term December 2018 – December 2020. This recommendation is presented following careful consideration of the survey results and based on the following factors.

- The Office Administrative Secretary/Associate General Minister has had several long-term servant-leaders and has not had a complete review of its operations and strategic needs in relationship to the needs of the Convocation and General Church following these periods of service.
- The Committee believes an interim tasked with these matters can help identify strategic needs and necessary resources and set the platform for the work of a permanent administrative secretary.

Recommendation 2

The National Convocation Board of Trustees authorize the Advisory Committee to act in the role of an Advisory Committee with the Interim Administrative Secretary through 2022.

- This will allow the Interim Administrative Secretary to have some assistance in preparing the Office for the next Administrative Secretary.
- This will allow the Convocation Board to focus its efforts on the ongoing work of the Administrative Secretary and receive the report of the Advisory Committee to inform the select of the next Administrative Secretary.

Recommendation 3

The National Convocation Board of Trustees would begin the process of renaming the position to better reflect the work of the Office.

- The current job title and organizational name do not communicate the scope and nature of the work on behalf of the African-American Church.

Recommendation 4

The National Convocation Board of Trustees authorizes the President of the Board to request of African-American Regional Pastors and of African-American Fellowship groups to assist with financial support for the one-month overlap between the current Administrative Secretary and Interim Administrative Secretary in December 2020.

- Should the Board agree to the recommendation for an Interim Administrative Secretary, we would need to secure resources to help finance the position for the overlap period of December 2020.

Recommendation 5

The National Convocation Board of Trustees approve the Position Description as outlined in Appendix C.

I thank you for your prayers and trust in this committee and the process.

Your Brother in Christ,

Rev. Dr. Donald K. Gillett, II
President, National Convocation Board of Trustees
Chair, Advisory Committee to Select the Incoming
Administrative Secretary of the National Convocation

Report of the Executive Committee To the National Convocation Board of Trustees

December 6, 2019

Members of the Committee: Donald K. Gillett, II - President, Teresa Hord Owens - General Minister and President, Christian Church (Disciples of Christ) United States and Canada, Irie Sesson – Vice-President, James Vertreese – Treasurer and Pamela Dubose – Secretary.

The Executive Committee met on Wednesday, December 4, 2019 in preparation for the Board meeting and to discuss the evaluation of the Administrative Secretary. The Executive Committee completed its progress evaluation of the Administrative Secretary, Timothy James and believes our conversation reflected Dr. James' goals and objectives and hopes for the next year. The Committee informed Dr. James that with the short window (March – December with 3-month Sabbatical) that his progress overall was effective with several areas that needed improvement. The Committee further charged Dr. James with the following four incremental tasks:

1. Dr. James is to distribute a complete **2020 Experience** Budget prior to January 31, 2020. Since this requires NAPAD and Obra Hispana, Dr. James is to submit to the committee a plan of action for this completion no later than December 13, 2019.
2. Dr. James is to have a meeting with the Presidents/Moderators of the State Convention/Fellowship organizations prior to the 2020 Experience. (It was suggested that has this meeting during the Black Ministers Retreat)
3. Dr. James show evidence of effective communication via written documentation- letters and emails concerning the budget (cc James Vertreese, treasurer) and other necessary communications, etc.
4. Dr. James ask for room on the agenda on the College of Regional Ministers to discuss issues relative to the black church, i.e. why the black church is not completing yearbook forms, how to make it effective.

Following the progress evaluation we make the following two recommendations to the National Convocation Board of Trustees:

Recommendation 1

The National Convocation Board of Trustees recommends the Administrative Secretary have a full-year evaluation to be conducted following the July 2020 Experience and at this evaluation outline specific goals for a 6 month period.

Recommendation 2

The National Convocation Board of Trustees recommends that the Administrative Secretary have a final evaluation conducted prior to the December 2020 Board or Trustees Meeting. This final evaluation will evaluate the final six months of the year.

Recommendation 3

The National Convocation Board of Trustees recommends that the Interim Administrative Secretary have an initial evaluation that will outline work to be performed for the 2020-2022 Biennium that will have 6-month and 12-month goal setting with a mid-year progress evaluation.

Thank you for your prayers and trust.

Your Brother in Christ,

Rev. Dr. Donald K. Gillett, II
President, National Convocation Board of Trustees

**APPENDIX A
TIMELINE**

**INTERIM ADMINISTRATIVE SECRETARY
TIMELINE**

Sept – Dec 2019	Advisory Committee meets, creates, distributes and receives survey results, create position posting, present Position Description to Board of Trustees for Approval
January 2, 2020	Interim Administrative Secretary Position Posting
March	Receive and submit applications to outside screener
Apr - May 2020	Interview process
June 2020	Present Interim Administrative Secretary Nomination to National Convocation Board of Trustees and to the Administrative Committee of the General Board (Special Called Meetings)
July	Present next Interim Administrative Secretary at the 2020 Experience
December	December 1, Interim Administrative Secretary begins their work with and overlap with Administrative Secretary. December 31 Timothy James retires

APPENDIX B SURVEY RESULTS

1. Your Congregation			
62 Responses			
2. Your Region			
62 Responses			
3. Have you ever attended a Biennial Session of the National Convocation?		Number of Responses	Response Ratio
Yes		60	95.2%
No		2	3.1%
No Response		1	1.5%
Total		63	100%
4. Does your state/region have fellowship/convention gatherings?		Number of Responses	Response Ratio
Yes/ If yes, have you attended one?		47	75.8%
No		15	24.1%
Total		62	100%
35 comments			
5. Does your congregation contribute to Disciples Mission Fund (DMF)?		Number of Responses	Response Ratio
Yes		58	92%
No		4	6.3%
No Response		1	1.5%
Total		63	100%
6. What are your expectations of the ministry of the National Convocation?			
59 Responses			
7. Are you aware of the Administrative Secretary of the National Convocation?		Number of Responses	Response Ratio
Yes		50	79.3%
No		12	19%
No Response		1	1.5%
Total		63	100%
13 comments			
8. What is your current understanding of the role of the Administrative Secretary of the National Convocation?			

59 Reponses			
9. What are the three concerns that you feel the Administrative Secretary and the National Convocation must address?			
60 responses			
10. How can the Administrative Secretary be supportive to you and your ministry?			
60 responses			
11. What three skills do you feel are most important to the office of Administrative Secretary?			
59 responses			
12. What three issues do you feel should be part of the standing agenda for the Office of the National Convocation?			
59 responses			
13. What are your preferred methods of communication?		Number of Responses	Response Ration
Via Email		59	95.1%
Via Mail		8	12.9%
Via Phone		10	16.1%
Total		62	100%
14. What is your gender? (Optional)		Number of Responses	Response Ration
Male		16	25.3%
Female		41	65%
Prefer not to answer		4	6.3%
No response		2	3.1%
Total		63	100%
15. What is your age? (optional)		Number of Responses	Response Ration
Younger than 18		0	0%
18-24		0	0%
25-34		1	1.5%
35-44		5	7.9%
45-54		10	15.8%
55-64		19	30.1%
65 or older		25	39.6%
Prefer not to answer		2	3.1%
No response		1	1.5%
Total		63	100%

APPENDIX B
SURVEY RESULTS
Survey-Extended Responses

6. What are your expectations of the ministry of the National Convocation?

My expectations are to continue to keep the African American congregations involved, and engaged in the total church. Also work on ways to keep our younger people in the DOC, so that they can become tomorrow's leaders. Note, we teach them the foundation and for whatever the situation, they move to other denominations becoming leaders

Support for clergy and congregations of color in achieving the mission of the Christian Church (Disciples of Christ).

To have an opportunity to fellowship with in the Black Church experience while still recognizing the One Church.

None

Provide an avenue for African American disciples to learn more about discipleship, be a voice in the General Church for African Americans, hold a Convocation to provide for connection and spiritual renewal for African American DOC leaders.

Active and clear communication with Disciple Congregations Explore and educate congregations to survive(ministries) Clearer understanding of resources helpful for congregations More organized structure for aligning the Convocation to General Assembly resources Involve and get more lay members involved on the board and biennial sessions

1. Provide a program for enriching spiritual fellowship, and worshipping our Lord God Jesus the Christ. 2. Prepare an agenda that addresses current events and vital issues affecting church life and members of minority/oppressed communities. Promote an orderly forum for conducting the business of National Convocation.

Strengthen current Disciples to continue in the ministry. To bring and grow our youth (especially African American youth) into the ministry. Maintain the identity of the black church.

Strategic and innovative leadership; 2) inspiring and awareness of current congregational health trends; 3) incorporation of virtual tools to enhance ongoing contact (quarterly or semi-annual webinars); 4) engagement tools for regions to use to develop Pastors and leaders and engage other denominational Pastors

To lift up the faith and witness of the Historically Black Church to the rest of the church and community.

Biennial Session

I pray the three Convocations will have a workable relationship bringing lots joy to its participants.

To lead, represent, and build-up the African American Churches of the greater Church.

My expectation is that the National Convocation becomes the beacon light it once was! It was the resource that the Black Church needed and received to: grow spiritually, to train members, and to use all the gifts within so the Church would grow. The National Convocation must restore its Ministry!

6. What are your expectations of the ministry of the National Convocation?

Vision for future generations, leadership development, strengthening the work and witness of African American Disciples Congregations, connecting best practices for a prophetic witness through African American Contextual Ministry.

To be the place where our culture can be freely expressed. Where we as a people stay informed, educated on new and upcoming programs, opportunities, etc... Where our rich history is intentional promoted and the entire church is held accountable to continuing of the pro-reconciliation process.

Be a conduit for African American disciples

Providing advocacy, support, leadership training, and resource for African American DOC members. Building bridges in the whole church to weave community within all constituencies of the church.

To be informative and support the African American churches.

Share relative information about the denomination, wholesome fellowship and dynamic worship!!! Worship has often had some missing ingredients

Creating viable relationships, quality workshops and worship experiences

The Ministry of the National Convocation should be a hands-on ministry; building the black Congregation, by teaching history, illustrating models for Evangelism, helping black Ministers prepare for ministering/pastoring in the Black Church.

To get clear expectations on the churches mission and vision going forward. Also, to attend the many seminars and learning Opportunities That are available. I really enjoyed hearing about the many mission and strategic opportunities the church is involved with around the globe

The affirmation, advocacy, and care of Black Disciples beyond what the General Church provides.

To equip church leaders to effectively lead their congregations in the work of ministry, discipleship, and community engagement

Ways to help the local church...sharing of information and guidance to the future

To represent & be an active voice for the DOC Black Churches with sound leadership, sound biblical scholarship & professional integrity.

To minister, train, support the Regional Ministers, Pastors and Local congregations. Keep them informed of the National Churches position regarding current events, world crisis, Racial Reconciliation, Global Ministries and our financial support where needed.

Provide support through educational training, worship opportunities and a strong justice and liberation ministry.

To re-brand itself and market their vision and mission of the ministry.

To aid the African-American congregations in our denomination.

6. What are your expectations of the ministry of the National Convocation?

To keep my congregation apprised of the issues within the denomination, what's being done to address the issues, and how we might be involved in ways other than sending money. How can we actively participate in the discussions? How does National Convocation act to assist individual congregations?

As a church plant I have appreciated how the denomination offered support to us as a new church. However, since then I admit to not being to attend very much of the denominations events because they were prohibitive for me and my church in terms of cost and timing. I would appreciate if the plans for the Nat'l Convocation would keep that in mind.

Continued support of Convocation, through giving, participation, and learning about both the General Church as well as the present and historical facts regarding the life of NCMC/Convocation.

Represent African-Americans/issues with the church. To be unifying and highly relational with results. Well respected/connected and informed of past and present issues. Develop leaders lay/clergy with the church. Knowledgeable of individuals with gifts within the church - challenging, motivating, encouraging, etc...

Promote unity among all races and cultures Leadership training Prepare congregations for the future/next level

We expect the National Convocation to assist our region's ethnic constituency to more fully understand the intersections of intentionality. Just how do we live and breathe together as one unified body with so many differences? How are our voices heard and received as valuable to the larger ministry? Give our expression a relevant voice.

Not sure

To educate persons in and around ministry, so that we may as a community bridge the gaps that are keeping us from being effective as not only leaders but as children of the most high God.

I want the Convocations to be spirit filled events with loving fellowship for all Disciples of Christ. Along with great Bible based preaching, meaningful workshops and encouragement for mission focused ministries to try at the home church.

Continue to do justice

My expectation of the ministry of the National Convocation is that the person in charge should lead not just during the biennials but at all time focusing the attention on the members first and foremost on the Churches of color.

Growth after Sessions, inspiration, advice from teachings. fellowship

That's a difficult question because what I would like to see and what I expect are two different things. Now, I expect what I have already experienced. Which is basically a fellowship group of Black Disciples. I do expect The National Convocation to continue to provide funding opportunities for projects among the Black constituency.

Be inclusive and speak out concerning it and equality.

To provide resources and space within the CCDOC for African American constituency to experience leadership development, congregation sustainability, justice initiatives, and fellowship opportunities.

6. What are your expectations of the ministry of the National Convocation?

To spread the Gospel of Jesus Christ throughout the United States and Canada and to the world. To nurture and support all congregations but particularly African American congregations. Participate in the wider church as well.

To continue to unify the church. To continue to make sure all aspects of the church and all ethnicities of the church are continuing to participate and be involved in the entire church.

Provide cutting edge leadership, visioning, and opportunities to empower the black community (DOC) and beyond

To continue representing, responsibly, the vision of diversity that has been carefully and strategically developed over the last several years of new church development.

Networking of congregation's leadership development spiritual leadership for whole church

Someone who recognizes the climate that the nation and world is facing. One who is able to address and bring attention to issues that we are facing. One who reads and follows the gospel.

Support the work of local African American congregations, represent their concerns at the national level, be a voice on social justice issues

To be an advocate, support, and network

To unite black Disciples--pastors and congregations--for common social cause. To educate black disciples about their history (merger agreement) in this denomination. To build relationships with black pastors and congregations/fellowships who do not participate in National Convocation efforts. To increase giving.

N/A

To address concerns of the African American constituency of the Disciples. To provide leadership development and training.

That it be an effective "instrumentality" within the Christian Church (Disciples of Christ) to enable: liberation from the sin and consequences of racism; facilitate identification and actualization of the gifts of members of African descent; the emergence of the whole church of Jesus Christ. Learn more about it

7. Are you aware of the Administrative Secretary of the National Convocation?

I've worked with Dr James in the past.

Please consider someone with a Black Church focus within our One Church and not having to be one of the "minority" churches in the (Disciples of Christ)

This position is one of our most important positions for the African-American constituency.

Dr. James was a keynote speaker at our most recent regional assembly. He also led an anti-racism workshop, installed our regional church officers and preached in one of our local congregations. He was well received and appreciated by our regional church.

7. Are you aware of the Administrative Secretary of the National Convocation?

This person should be elected by the National Convocation. A person with knowledge and experience, of the church. Should have administrative skills, ability to work well with people.

Deeply grateful for Administrative Secretaries that: forced disciples into my life that walked with me as I became and "intentional disciple"; facilitated networks where I could be mentored and struggle with seasoned disciples to discern God's leading in the "equipping" of believers to be the church; opened opportunities for me to exercise my gifts in the enhancement of the regional and general church; enabled ecumenical arenas where I had the opportunity to dig deeper on my faith community.

I don't know what they do but I am aware of the position and how it came about.

Needs to be a well-respected person with charisma, intelligence, knowledge and highly spiritual. A leader that is not afraid to speak up!

This office must be more highly visible among the constituency of the denomination. The question of stark reality I am often asked, who is the Admin. Sec. of the Convocation and what does he do? Establishing a vision involves corporate engagement, but a strong, effective leader must help disseminate it with clarity.

I think the present Admin Sec is a pretty cool dude. His love for God and the church is real and greatly appreciated.

The position should follow the path of GMP and have term limits

I personally know the past three persons to hold this position

N/A

Deeply grateful for Administrative Secretaries that: forced disciples into my life that walked with me as I became and "intentional disciple"; facilitated networks where I could be mentored and struggle with seasoned disciples to discern God's leading in the "equipping" of believers to be the church; opened opportunities for me to exercise my gifts in the enhancement of the regional and general church; enabled ecumenical arenas where I had the opportunity to dig deeper on my faith community.

8. What is your current understanding of the role and function of the Administrative Secretary of the National Convocation?

S/he has the responsibility of being the liaison, representing the African American congregations of the denomination on the General Board, discussing important thoughts, concerns, issues and resolutions that will or will not make an impact to the Body of Christ and the Black church. The person also acts in consultation to /for ALL AA congregations as it relates to programs and services provided through the total church and it works. As well, provide leadership

Serve as a liaison between the National Convocation and the Church at large; ensure resources are sufficiently allocated to do this work; develop programs for clergy and congregations of color; participate in Board meetings; ensure transparency in communicating across the various interested bodies.

To represent the National Convocation of the Christian Church (Disciples of Christ).

8. What is your current understanding of the role and function of the Administrative Secretary of the National Convocation?

I am not clear of the present role. I know that what is being done does not follow the job description that was part of the Merger Agreement or any of the documents that have been crafted post-merger.

Provide leadership (CEO) for the Convocation and represent its members in the General Church. Also, to help build up and support the state, area and regional ministries of the DOC African American.

To guide and serve the black disciple churches in conjunction with a healthy working relationship with the general church. To involve and encourage support for the National Convocation Visit and explore how to help congregations become vital participants in their communities. Work with the general church to establish relationships to support and understand the needs of the black disciple churches. Motivate and encourage lay involvement from all congregations.

The Administrative Secretary is a courageous leader who possesses respectable aptitude and sound Christian character—selected to serve as the primary representative for members and churches that make-up the National Convocation.

Coordinate and facilitate the business and assemblies for the National Convocation. Not knowing his job description, I am sure it entails much more.

Under the Merger Agreement, to serve as a leader for the African American DOC constituency and to further integrate culture into the overall DOC church.

Spiritual Leader and Administrative Leader. Part of the General Cabinet. Partner of the General Minister and President.

To coordinate the Biennial Session and represent the black churches in conversations with the rest of the Christian Church.

I know completely what the Secretary of the National Convocation does.

To lead, represent, and build-up the African American Churches of the greater Church.

The role has evolved into being the Associate General Minister of the Christian Church. The role of the Administrative Secretary of the National Convocation has diminished and become a head figure over the last fifteen+ years. The strength of the role and function of the Administrative Secretary is pivotal to the strength of the Black church. The role and function are pivotal in the Whole Church receiving and using the gifts of the Black Church. The role and function of the Administrative Secretary must lay the foundation for the preparation of Black Church members serving in Units and on Boards in the Christian Church.

Duties are multi-functional across the life of the DOC. Only focus on African American Churches is the National Convocation Conference every two years.

8. What is your current understanding of the role and function of the Administrative Secretary of the National Convocation?

The Administrative Secretary of the National Convocation represents African-Americans within the denomination within the Disciples of Christ. In this position, the person looks out for our best interest as well as making suggestions for boards, positions, etc... within the National office. Managing the day in and out of requests throughout our churches as well as connecting, mentoring, engaging, educating, sponsoring and leading within and without the church. This position manages the bi-annual National Convocation which should be inspiring, challenging and creative.

To serve as liaison between the black disciples and the General church.

To provide leadership for the work of the Convocation and communicate convocation mission within the whole church. Provide leadership in the OGMP as a colleague and pastor. To create opportunities for leaders in the church to implement the Mission of the convocation.

Has an understanding of the overall process of the Christian church. Attends meetings. Instruct and inform the National Convocation Board. Keep up with the finance.

Serve as the lead person to inform, publicize and help organize the convocation

To foster and maintain meaningful relationships between the African American pastors and congregations and sustaining a strong voice within the Christian Churches Disciples of Christ.

The roll is to work with the Whole church, keeping the black church informed, helping to find ways for gifting the whole church and making sure that the black church is being represented.

I don't know

To build connections among Disciple congregations, clergy, and regions that strengthen the affirmation, advocacy, and care of Black Disciples.

I have none

To act as a liaison or voice for the National Convocation to the National Church.

Oversees the merger agreement. Representative of & being the voice for social justice issues. Collaborates with the General Minister & President, Disciples Home Missions, Pension Fund & Minister of Reconciliation. Informs & keeps the black church updated on need-to-know agenda items in a timely manner.

I do not know the role and function.

I don't know the exact role but he has been very good at the job.

Priestly & prophetic. Mobilizer and facilitator

The AS provides leadership to black disciples. The AS works and functions within the general church and the AS salary is supported through the general minister and president's budget.

They are second in command to the OGMP. this position was created after a merger agreement to always have a person of color within the OGMP and serve the National Convocation.

8. What is your current understanding of the role and function of the Administrative Secretary of the National Convocation?

A person in the national office to provide leadership and guidance to the African-American pastors and congregations.

I am not aware of what the person in this position does. It would be helpful to have easily accessible information.

I do not have an understanding and am very interested in learning more about the role and responsibility,

Duties and responsibilities within the church holds the Administrative Secretary in oversight of the National Convocation.

They are the spokesperson for the African American congregations. They represent the African American denominational and

ecumenical tables, and serve as Associate General Minister and President.

Unable to answer.

not sure

I have little or no understanding of his duties

The role of the Admin sec is to serve the Lord with a whole heart. To serve the denomination with strong positive leadership and assist the GMP as much as they can. Of course, the Black church within the denomination gets much of the Admin Sec prayer time and focus. Their role is to keep the Black church informed and reasonably resourced for the work of Gospel ministry within and without the denomination.

Not sure

I understand that after the Merger Agreement that the person in the position of Administrative Secretary must fulfilled the outline duties according to the Merger.

I was not aware of the role prior to the email this email

My understanding is only based on what I have been able to observe, attend and contribute in meetings of the National Convocation. Assist the General Minister and President of the DOC in some way.

I am new to being active within the domination, so I don't have any understanding as to what the position entails.

To lead the National Convocation and represent the African American constituency at most tables at the General Ministry level, To also serve as the Associate General Minister of CCDOC... Casts vision for the life of the Black Church in this context, intentionally including next generation (people under 35)... Advocating when injustice is present... Providing spiritual guidance... Protect the legacy and assets of National Convocation... Inspire giving for future sustainability

To represent the black church in any meetings with all cultures of the denomination. To support and raise up black churches all over the country. To be a vehicle where blacks can get any needed information that cannot be obtained through the wider church. To be a conduit.....

8. What is your current understanding of the role and function of the Administrative Secretary of the National Convocation?

To ensure that all Members of color of the denomination Are aware of and participate in the entire life of the church.

The role has the capacity to advocate for the black constituency, provide leadership opportunities, represent the body as required within the wider scope of the church. The role is more than the biennial session and encompasses a variety of responsibilities.

My understanding of the role and function of the Administrative Secretary is one who supports and undergirds the General Minister & President; one who galvanizes, motivates, acts as an overseer to Disciples regions and functions as a conduit between the social ills of poverty, racism, moral failure and the Church.

Provide leadership in the OGMP office as well as provide leadership to the convocation to network the resources of the convocation and to keep alive an understanding of the convocation history and vitality of the merger agreement

One role is to be in the forefront leading the Christian church, by keeping us aware of critical issues that we should be standing, being vocal and supporting. Ex- the rise in poverty, the rise in mental illness, human trafficking, lack of affordable health care, etc.

Be a prophetic and pastoral leader at the national and international level of the church primarily but not exclusively on behalf of African Americans

Advocate for black voice, make sure the monies of convocation are protected and not misused by the general church. Be at the Table and help make decisions keeping in mind the black church. Plan convocation, BMR, visit and support churches and pastors and even lay members

To unite black Disciples--pastors and congregations--for common social cause. To educate black disciples about their history (merger agreement) in this denomination. To build relationships with black pastors and congregations/fellowships who do not participate in National Convocation efforts. To increase giving. To assist with National Church issues. Issues regarding black

Disciples take precedent.

N/A

To serve as an advocate of the African American Disciples, to address leadership development and training, to serve as a mentor for Disciples entering the ministry, and to serve as the national pastor.

8. What is your current understanding of the role and function of the Administrative Secretary of the National Convocation?

Actualization of the battle cry of the dreamers and advocates for the Convocation that "Under the one God, the one church has one mission in the world" the role, grossly misunderstood in modern church life, was to: 1) be "corporate secretary" of the merged/ adjourned/active through its board of trustees NCMC; 2) "administrative secretary" as applied to the leader of the "Home and State Missions Planning Council of UCMS Williard Wickizer. It was this "Planning Council" that identified, planned and enabled UCMS' response to the ministry needs of the entire church. Collectively the role was imaged as the care giver of heritage and resource charged within the ministry thrust of the church to facilitate the emergence of the "whole" church with access to all of the gifts of the church to enable that vision. The church's unresolved life beyond racism and NCMC's response to being included rather than agents of change have limited the present role to accommodation and false senses of resolve

9. What are the three concerns that you feel the Administrative Secretary and the National Convocation Must address?

Being more proactive for the church and the issues it faces today. 2. More Visibility - not just at Convocation, General Assembly, or being invited to state/region conventions Usage of the website not only for information, but as a teaching tool The loss of our young college age+ people who have benefited from the churches foundation in the AA (DOC) and somehow has move to other congregations or has moved on to another denomination using those leadership skills we have instilled.

Diminishing participation by Disciple churches, Declining membership in churches, Improve communication

1)Black Justice issues. 2) Partnership with other Black organization 3) Visibility in marches and speaking at national 4) gatherings. 5)Interest in more than preaching the Word but acting out the Word. 5) Attend more Black Events at the Regional and National

1.Is the Convocation a biennial event and the only responsibility of the Administrative Secretary? If the Convocation is more than a biennial event what is the mandate of Black Disciples that engages the Administrative Secretary and that Office full time.2. Creating a list of all Black Disciple Congregations and building a relationship with them.3. What is the role of merger staff in helping the Convocation with items 1 and 2?

Maintaining the Ministry of the Convocation, Teaching and encouraging the participation in the General Church by African Americans. Communicating the issues and decisions of the Church to Convocation ministries and churches.

Congregation Consultations, increasing participation in the biennial sessions, keeping a pulse on the needs and resources needed for black congregation growth

1.The concern for reducing and eventually eliminating "Black on Black Crime." -How can the church help identify destructive "value systems" currently being practiced, promoted, and protected by members of the Black community? How can the church help formulate new/different "values" that will create a hunger for the emergence of a spiritual renaissance--particularly in oppressed "Black" communities? -How can the church help facilitate an effective process for the training and re-enforcement of a different and improved "value system" that will result in oppressed people living in safer and healthier neighborhoods? 2. The concern for promoting quality education--especially for people who live in oppressed communities. 3. The concern for building stronger and more faithful relationships among black family members (i.e. mothers, fathers, children).

9. What are the three concerns that you feel the Administrative Secretary and the National Convocation Must address?

1. Maintaining the National Convocations identity. 2. Look innovative to bring younger persons into the church. 3. Look at ways more persons may be able to attend the National Convocations.

1) Church health and church growth; leadership development 2) Teaching, training, and mentoring - how effective are we at developing future Pastors and leaders 3) Create space for collaboration and connection outside of the Biennial session.

Strengthening the denomination. Being a witness to the wider church. Actively living out faith in Christ.

The Convocation moving from fellowship to a movement of black church justice work 2. Providing for the needs and learnings needed for the black church in this time. 3. Helping black churches survive and thrive.

Joining the General Assembly. IT is costly to have all the separations, but our church may become stronger without the separation. It would be awesome for NAPAD, CONVOCATION, and LATINO Convocation, just add one day to GA for these events. IT has gotten too expensive to do GA and Convocation each year it is held.

Declining membership in African American Churches, Greater inter-church relations between all African American Churches in our denomination. More visibility and pro-active activities to grow African American Churches spiritually as well as aggregately.

Three concerns that the Administrative Secretary and the National Convocation must address are: 1. rebuilding the infra-structure of the Nation Convocation, so it will be able to help the Black Church and send it forth, 2. returning to its foundation and restore the prominence of the National Convocation, 3. the division of the gifts and the use of the gifts of the laity and clergy together,

Leadership Development for African American Churches, Vision and Mission alignment of the 21st century church, connecting and strengthening African American Churches, and social justice.

Leadership Development via clergy and laity 2. Vision and identity 3. Giving individuals within the church the opportunity to serve and develop their gifts - not just recycling the same individuals throughout the board and boards in the church. 4. It is extremely important for the Administrative Secretary to know what churches have pulpits open and have a list of available clergy within the denomination that are trained and ready to serve. 5. Prayer - As a people, prayer sustained us and I believe prayer will help to shape us today. Development of a prayer ministry to undergird the National Convocation.

Organization and Planning, Making the Convocation relevant for today's black disciples, Sloppiness of the business meetings

Support for the minister of African American Congregations/leaders, Anti-Racism work, Whole church Community creation

The finance of the church, 2. The decline in membership 3. How do we continue to move forward?

Any unfairness or discrimination within the church Growing/dwindling membership within the church Issue of alternative lifestyles regarding serving in ministry Be sure the churches get all the information

9. What are the three concerns that you feel the Administrative Secretary and the National Convocation Must address?

Disunity of the African American Disciples Churches Lifting up the major concerns of the African American churches in relation to the overall vision and purpose of the Christian Churches As Administrative Secretary not to be limited to their immediate local and community

Funding 2. Evangelism 3. Local congregation participation.

I think we could have done common better than we did. we use one-piece communion at our Church and it could be distributed to Members upon arrival and all we would have to do is distribute communion to those who passed the distribution bases.

Connecting Black Disciples to visioning tables with the General Units. 2. Nurturing accountability in our Merger staff.3. Strategic plan for the National Convocation inclusive of fundraising, the development of 21st century resource materials for congregations, the establishment of more safe spaces for Black Disciples to gather and be heard, and leader formation ages 15-30.

That they effectively communicate to all of the DOC Pastors Ensure that policies and procedures are in place for a streamline organization

Youth and future of the church 2. Future of the church 3. Less traditional/religious acts and be open to hand off to the future of the church.

Uphold & Maintaining the integrity of the 1960 (hope this is the correct date) merger agreement. Assist in strengthening the black church with emerging & relevant educational programs. Be a visible & strong voice for DOC black congregations.

The needs of the entire Church, Justice, Racial Reconciliation

Issues that concern the black communities. The national church has made a resolution for the gay and lesbian community. But I feel there are a lot of churches in the region including mine that have not bought into this resolution. And that needs to be addressed. How do we address what the scripture says and where we are going as a church?

Clarifying and articulating the essence of the diverse gift sets in the church that is presently ordered to accommodate the possible at the expense of limiting the emergence of the kingdom. 2. Framing that image in partnership with others to cast a vision of what that rightly mission directed "whole" church would look like. 3. Working prophetically with all the gifts of the church to bring the vision into reality.

Assessment of our congregations, congregants and utilizing their strength for the collective masses, REC & collectively Church

Strengthening black disciple churches, recruiting dynamic clergy to the church and navigating the struggle that the church universal (including disciples) find ourselves in.

Identity 2. Communication plan with what step needs to be 3. Partnership with all the other racial ministry

Support to African-American pastors 2. Support to African-American congregations 3. Liaison to the General Minister and President and the congregations and pastors.

9. What are the three concerns that you feel the Administrative Secretary and the National Convocation must address?

Inclusivity, Transparency, Social justice activities

I need more information to offer an informed response.

Indoctrinating more youth and young adults in the involvement and work within the Convocation. Becoming more knowledgeable of our history. Training someone to carry-on this teaching and learning and recording of our historical data.

Changing the overall feel of the Convocation from a "Family Reunion" to informative, highly spirit-filled and educational. 2. Exchange of knowledge/wisdom 3. Relationship building 4. Move from complacency to organizing, strategizing around issues that affect people of color within and outside the church.

Can't think of any

Visibility among the regions 2. A strategic plan of action for forwarding movement, especially in light of the It's Real event coming forward in 2020. What will follow It Real 2020? What will our educational focus be for the next several years? How will we call our people to arms for economic solvency as we see wealth moving to their corners of protection? What about Social Justice that creates change that people can experience? Do people of color believe in Climate change? Political impacts upon communities of color and grass-roots movements that give voice and hope to the powerless. 3. Ask the people what they need. The average church of color in NC is 100 or less. Ten years ago, it was 150 or less. With this kind of decline, have we stated the real problem? Our GMP, Terri Hord Owens, invited us back to Scripture and Covenant, and Evangelism. When we stay close to God's word, the message of Abundance replaces scarcity! Ask local pastors, what they need from the Convocation.

not sure

Spiritual balance within the Christian community, commitment to the process of transformation, Understanding Communion

Identity 2. Communication plan with what step needs to be 3. Partnership with all the other racial ministry

Support to African-American pastors 2. Support to African-American congregations 3. Liaison to the General Minister and President and the congregations and pastors.

Please address the breakdown of our families, please address a renewed commitment to Jesus Christ and the church., Please address the systemic and institutional racism in America and in our churches. Please address the retention of our young people in our churches and our communities.

Anti-racism Gun violence

My concerns are with the dwindling funds in the church the Administrative Secretary is stretched too thin.

the distance, it's always a struggle to attend

Clergy Sustainability 2. Racial Justice and Equity 3. Congregational Flourishing

19. What are the three concerns that you feel the Administrative Secretary and the National Convocation must address?

Inclusive support and active presence; LGBTQI Bringing more awareness and opportunities for understanding the importance of combining faith/spirituality and psychology for holistic healing.

Congregation Transformation, Next Generation Leadership Development, Righteous Advocate for human rights

Support the black churches by any means necessary. To be a leader and represent the black community concerning issues that come up in the denomination. Stand up for the rights and justice of Blacks. Be a role model for all. Take care of the job description she/he is hired to do.

Continue to promote unity in the church 2. Continue the Family type atmosphere 3. Continue the Clergy Retreat at the Beginning of the Session, promoting the causes and Making Sure the Word is proclaimed.

Consistent decrease in DMF giving which impacts the merger positions, as well as the A.S., The role of Associate GMP and time constraints that may place of effective leadership as A.S. The effective leadership and size of the N.C. Board; long range and strategic plans

Strategizing new and different ways in addressing the same initiatives and regional concerns we have not yet accomplished. 2. Ensuring that whoever steps into the role of Administrative Secretary will be integritous, sensitive and remain true to the ideologies and agenda of the Black Church. Do not have a third concern; I believe the National Convocation has done/is doing a good job. We simply need to be deliberate about reinforcing and maintaining the hard work!

Resources for congregations and their leaders needs to provide vital ministry Connecting convocation within the work and ministry of the whole church, Representing the convocation at tables of decision Representing the convocation at tables of decision

Why the Church is not being more vocal/more present in regards to the immigration crisis at the border, lack of affordable health care for all. Where is the Church's voice. Why is it not being heard and recognized especially during these critical times that we are facing

Provide leadership for the development, implementation, and assessment of a strategy to advance diversity, equity, and inclusion throughout and beyond the CC(DOC) and beyond in a manner that honored Christ, A. ddress development of the next generation of leaders, lay and clergy, Address church growth and the ongoing spreading of the Gospel

Finding a space of safety for black queer disciples (to support and advocate) 2. Finding space for women and advocating for women to be in principal roles 3. Advocating for young adults and helping with ministry transitions of power

Connecting with black Disciples who do not know or care about the National Convocation Reach out to new black pastors, Increase giving

N/A

Leadership development, leadership development, leadership development. Got it?

Clarifying and articulating the essence of the diverse gift sets in the church that is presently ordered to accommodate the possible at the expense of limiting the emergence of the kingdom. 2. Framing that image in partnership with others to cast a vision of what that rightly mission directed "whole" church would look like. 3. Working prophetically with all the gifts of the church to bring the vision into reality.

10. How can the Administrative Secretary be supportive to you and your ministry?

Continue to provide leadership skills through updated workshops, webinars, etc 2. Somehow, assist in ways to help declining churches before closure. For example, church in town has closed its doors. Let's find ways to effectively communicate to do everything possible to keep this from happening. 3. Put a task force together to ensure that congregations have quality ministers. Yes, they go to Seminary and come out with a large debt, but we must find creative ways to get them back into OUR churches 4. Continue making sure the AA constituents have the opportunities to be represented at the table of all decision-making processes as it relates to the total church. Especially when it impacts us! Make sure that positions held by AA, because of the Merger, are also working for us as well. Not just because of position!

Providing programs and opportunities to grow as clergy

Appearance within the Regions and seen standing with others concerning Black Issues,

I would not know how the Convocation or Administrative Secretary could have been supportive to me and my ministry. I only have engaged that office over the years in the biennial session. Don't know what gift sets are possessed by the Administrative Secretary. Dreaming, it would have been very helpful if we had someone with the skills to do pastoral evaluations, mediation and pastoral search.

Be present in state Conventions and Fellowship Assemblies to encourage and inform them of important movements, etc. Be the leader to keep the Convocation serving the functions it currently supports and continue improving them.

Focus and share on successful ministries working in black congregations. Make sure ministers understand how to get and use resources to help their congregations grow More ministry training events to help keep churches connected and growing. Surround lay members involvement in planning.

Continue to be a visible advocate for local congregations and ministers who serve to win souls for Jesus the Christ. 2. Communicate strongly specific concerns voiced by local congregations to those who are regional and general church leaders. 3. Seriously consider "Identifying the Presence of Black People in the Bible" as the "central theme" for the next National Convocation. Credible biblical scholarship proves Carter G. Woodson correct in his contention that "African Americans" have been "Mis-educated." This contention is especially true concerning traditional church teachings that fail to acknowledge major contributions, and the prominent presence of African people in the Bible.

Continue National Convocations which is inclusive of the needs for changes in the church today. Provide innovative ways to deal with these changes.

share vision engage Pastors virtually duplicate what local ministries are doing well for the benefit of the whole

Role Model, Open Door (email), Good communication Partnerships

10. How can the Administrative Secretary be supportive to you and your ministry?

Not sure, based on the past.

Good Question.

Invitations to National, Regional, and local events and frequent updates on the activities of the Admin. Sec.

She can be supportive of my ministry of preparing Laity, and seeking to have Laity and Clergy work together for the making of a great Church!

In the current state of the church, not a whole lot.

To acknowledge, develop and serve as a significant connector within the church. Someone who is knowledgeable, mature, articulate and unashamed of the Gospel. Someone that has been in the midst is important! Someone that is in relationship or can develop relationships throughout the church and connect ministries, people, opportunities.

Not sure, based on the past.

Good Question.

Invitations to National, Regional, and local events and frequent updates on the activities of the Admin. Sec.

I Don't know

Making themselves available to regional churches to embody the work of the convocation on the ground.

Just continue to be informative and answer any questions I may have.

Prayer

Connect with us more than just at Convocation times.

Serving all congregations, touching base, to the best of his ability.2. Helping with our young adult growth.

Nothing, really enjoyed my first Convocation.

Live into the Merger.

Make sure our congregation is updated with viable information and equipped with viable resources

Same as above.

In planning the Program for National Convocation to use all Pastors, Ministers, Laity, Youth, Genders to preach, teach, lead Worship, serve at the Communion Table.

Here in California we have had no support. We feel very unconnected to the national convocation. I have wanted to build

a black coalition here in the west but have had no support.

10. How can the Administrative Secretary be supportive to you and your ministry?

Once I understand that my ministry is in fact God's ministry and that God has equipped believers through the Holy Spirit with gifts to enable that ministry, I can see "equipping" as a role of all of her gifts. If the "equipping" is a role of all the gifts working through believers then my need from other believers and the systems that they influence is to be sensitive and obedient to those gifts. Such a posture moves me to an understanding that we do this ministry together which requires critical leaders to call diverse/representative gift sets into community, pose critical questions to those communities, press for reflective resolve and struggle with those communities to determine ways and means of fulfilling those resolves -- the implementation of the administrative secrecy role as imaged by UCMS.

Organizing and matching up similar ministries to benefit each congregation, as iron sharpens iron.

By working tirelessly on question 9!

Understanding how others can be involved

Providing training and information that can be used in our congregations.

Provide more information about what resources are available and how to gain access to those resources. Plan a well publicized visit to the area to provide information about the functions and offices of the National Convocation.

I need more information to offer an informed response.

Maintaining communication between the OGMP and the Convocation.

Be informed and share the resources of information throughout the church. Staying connected...

Some are listed above

Answered in the previous statements.

not sure

by to continue to support our region and district

I need the prayers, love and support through friendship and communication.

Tips on safety for congregation when we meet

The Administrative Secretary can be supportive in my ministry by providing helpful tools needed to minister in the 21st century.

Provide workshop's close to our region

By tending to #9

The same as number 9.

10. How can the Administrative Secretary be supportive to you and your ministry?

By being available to give wise counsel on navigating ministry within CCDOC

Be available for conversation and correct if necessary. Speak up when necessary, even when it may be unpopular.

Visit congregations, hold Conference calls, as well as video conference calls, even Webinars.

Difficult to answer. The congregation has never required assistance for the A.S. Dr James most recently was a preaching presence at our regional assembly, led workshop on antiracism, and installed our regional leaders he also preached in a local congregation

Bring the issues to the forefront on a regular basis to ensure that the Church is aware of these critical issues at hand. Follow the example of the life of our perfect Savior and the gospels.

Develop methods to make the national convocation more present and meaningful at the local level. Provide more visible and meaningful leadership in addressing national and global issues related to social justice, i.e., education, healthcare, sustainability, imprisonment

Resourcing and helping to curate space for queer ministers and lay persons and their families

n/a

N/A

To assist Global Ministries to better relate to the constituency of the National Convocation.

Once I understand that my ministry is in fact God's ministry and that God has equipped believers through the Holy Spirit with gifts to enable that ministry, I can see "equipping" as a role of all of her gifts. If the "equipping" is a role of all the gifts working through believers then my need from other believers and the systems that they influence is to be sensitive and obedient to those gifts. Such a posture moves me to an understanding that we do this ministry together which requires critical leaders to call diverse/representative gift sets into community, pose critical questions to those communities, press for reflective resolve and struggle with those communities to determine ways and means of fulfilling those resolves – the implementation of the administrative secrecy role as imaged by UCMS.

11. What three skills do you feel are most important to the office of Administrative Secretary?

Must be a people person 2. Ensure that ALL congregations be a part of the total mission of the church. 3. Be a GO-GETTER in a Positive Ways, do not sit idly by while for others to pass you by! ABOVE ALL HAVE A LOVE FOR CHRIST IN EVERYTHING YOU DO!

Understanding the 21st century church and its challenges

Must be an African American, Male or Female, Academically Trained in Theology with a minimum of Master's degree, preferred Doctorate. Ability to travel national and international. Not the same people we've seen for the last, 50 years. New Blood.

11. What three skills do you feel are most important to the office of Administrative Secretary?

Skills to build relationships in a small complex organization 2. Skills to understand the present Black Church Culture and how to connect using all of the latest technology. 3. Skills to use present Black Conventions and fellowship groups

to advance the work of the Convocation

Spiritual Leadership Skills and experiences. Excellent communication and relationship skills. Vision and zeal to work with Convocation members and board to advance the mission of the organization.

Oral and Written Communicator, Planner/Organizer, Proficient in Technology

Spiritual Directions 2. Preaching/Teaching 3. Administrative

1. Knowledge about the Christian Church Disciples of Christ and the history of the black church. 2. The ability to organize and implement what is needed for the business of the church and Assemblies. 3. Must be able to communicate what the needs of

the convocation when and where needed and carrying out those needs.

strategic - engaging in current state and driven to develop others for future vision, accountability - define ministry goals and communicate goals; willing to take and maximize risks. 3) inspiring - ability to motivate and inspire

Strong Active Faith (spiritual life), Good Communication - building bridges of love - Joyful, Hopeful Leader

Organizer, Administrator, Creative

From the African American perspective, I don't like the division.

Leadership Pastoral Experience Academic and Biblical Education

Three skills that I believe are most important to the Office of Administrative Secretary are: 1. great administrative skills - one who really understands the value of the work and can prioritize it, 2. true leadership skills - one who has a vision and can work with others in adopting the vision and helping to carry it out, 3. must have a call for the work of the National Convocation - one who understands just how important the National Convocation is to the Black Church and to the Christian Church (Disciples of Christ).

Visioning Capacity, Strategic Planning and Organizational Development.

Administrative skills - Knowledge of new ways of reaching out via marketing and media. (Being able to surround themselves

with individuals within the churches that have that knowledge to make recommendation) Relationship Building skills - Able to pull people together to make a difference (ignite change), organizer. Educated and articulate. Someone that has been among the people. Exhibit planning skills via ministry development, leadership development, event planning, etc... Ability to communicate well and be aware of the Anti-racism Pro-reconciling initiative 6. Being able to connect to Church of Christ (DOC) as well.

Visioning Communication Delegation

11. What three skills do you feel are most important to the office of Administrative Secretary?

Casting vision, Speaking/encouraging/preaching, Administrative skills of networking through the whole church network.

Filled with the Holy Spirit, Ability to communicate with all type of people, Strong management skills

Organizer, Motivator, Grounded in the Disciples tradition particularly as it relates to the African American churches noted in number 6

Organization, Communication, Flexibility.

Prophetic oratory, Project Management Resource Development ,Faith

Great communicator, Efficient in multimedia ,Sound in systemic strategies for a thriving organization

Visioning Capacity, Strategic Planning and Organizational Development.

Administrative skills - Knowledge of new ways of reaching out via marketing and media. (Being able to surround themselves with individuals within the churches that have that knowledge to make recommendation) Relationship Building skills - Able to pull people together to make a difference (ignite change), organizer. Educated and articulate. Someone that has been among the people. Exhibit planning skills via ministry development, leadership development, event planning, etc...Ability to communicate well and be aware of the Anti-racism Pro-reconciling initiative 6. Being able to connect to Church of Christ (DOC) as well.

Visioning Communication Delegation

Casting vision, Speaking/encouraging/preaching, Administrative skills of networking through the whole church network.

Courage, Personal relationship with Christ., Voice/advocate for the local churches of the convocation

Socially Competent & Emotionally Well Adjusted Strong track record as an engaging leader Solid Biblical Scholarship

To involve Youth, Young Adults in a Conference for their age group during the National Convocation, etc.

I cannot answer that question because I am not sure what the role entails.

Discernment through interaction with the Black church and her comprehensive relation/gift status in the whole community.2. Vision casting in ways that enable the communities from which the ingredients of the vision were formulated to receive and celebrate the vision as being theirs.3. Prophetic proclamation and strategic planning of the gift sets of the community to create vehicle through which the vision becomes reality.

Organizing administrative, Visioning and planning, Articulating a clear theology of liberation and reconciliation

Dynamic Preacher, Marketing Genius and Gifted Pastor.

Visionary, 2. Personable, 3. Business Savvy

Organized. 2 Visible to congregations and pastors3. Outspoken when necessary

11. What three skills do you feel are most important to the office of Administrative Secretary?

Leadership, communication (speaking and listening) and openness (to new ideas and ways of operating)

I need more information to offer an informed response.

Administration, communication and theology.

Being down to earth – Friendly, Knowledgeable of the church as a whole and knowledgeable of our history Gifted in Administration Event Planning. Charismatic - Excellent Preacher/Teacher Known within the Church - have been apart of the body. Not seen as just coming in!

Great communicator, Compassion, Visionary

A comprehensive understanding of the denomination and how his/her work helps tie the National Convocation into the larger body without losing identity. 2. Our next Admin. Sec. needs the grace and gift of multi-leveled preaching and teaching.3. Fundraising skills would be helpful to give the National Convocation a resource for more financial independence. More scholarships, travel opportunities, study grants, consortiums and symposiums for the equipping of leaders and laity would be helpful. Money also gives you a front-row seat into conversations with a more capitalistic bent. To make money, money must be spent. National Convocation could sponsor more life-changing, policy-making events. Without a leader present at the decision-making tables with a strong financial voice, the group remains vulnerable.

Be a good administrator?

vision, a sincere display of Love for all, be able to direct, instructor, oversee operations on the Church behalf in an effective manner leaving always on the guidance of the Holy Spirit.

Leadership, Administrative, Pastoral

Compassion, Knowledge. Servant-Leader

The three skills I feel the office of Administrative Secretary should have: Caring and compassionate about people
2.Business

skills ,computer and technology savvy. 3. Administrative skills

Multitask, prioritize, leadership skills.

Creativity 2. Innovation 3. Courage

Filtering information in a timely manner. Making sure all are kept abreast of happenings and needs across the domination

and opportunities that may arise.

Effective Communicator Organized Administrator Insightful Team Player

A great prayer life....Be a person of your word....follow through on actions. Speak with integrity, wisdom, and say what you mean and produce.....

11. What three skills do you feel are most important to the office of Administrative Secretary?

Leadership. A Servants Heart Mentorship

Exemplary administrative and communication skills Visionary/ability to consider options and opportunities for transformation. Proactive leadership, Ability to identify and recruit talent and potential within the constituency

Strong communication! Keep the Church engaged in sacred conversations, open dialogue and small group actable talk about the direction of the Christian Church (DOC). Though challenging, try using the many different gifts for projects/events instead of the same people every conference! There is a lot of critical thinking & significant dialogue out there! Endurance wrapped in a public, positive persona!

Good networking skills Helpful preaching presence Vision caster

Must be a student who has studied and is equipped to lead God's church. One who recognizes that everyone matters and they have a voice that should be heard regardless of their race, gender, sexual orientation or economic status. Ultimately, one who believes that Christ is the one who's life we, the church must pattern ourselves after

Ability to give strong interculturally competent senior-level leadership in a complex organizational structure Ability to be prophetic and keep people who may disagree on complex issues at the table A profound sense of calling to do the work

Cultural competency around black trauma and internalized racism 2. Intersectional outlook on justice and ministry

3. Open mindedness

Bridge building/Grassroots organizing Effective interpersonal/communication skills Knowing the priority of the position (black churches) and not getting pulled away from that priority

N/A

Pastoral, administrative, and ability to articulate a vision.

Discernment through interaction with the Black church and her comprehensive relation/gift status in the whole community. 2. Vision casting in ways that enable the communities from which the ingredients of the vision were formulated to receive and celebrate the vision as being theirs. 3. Prophetic proclamation and strategic planning of the gift sets of the community to create vehicle through which the vision becomes reality

Like to see it.

12. What three issues do you feel should be part of the standing agenda for the Office of the National Convocation?

The position should be one with the best qualifications, Please note that it does not have to be of a specific gender, as seen over past administrations. It is not necessary to be a minister either, it can be a lay person.2. Able to work for the good All, keeping Christ at the head in everything that is done. 3. Be an effective problem solver in a timely manner. Additionally, having a positive track record in working with the congregations

12. What three issues do you feel should be part of the standing agenda for the Office of the National Convocation?

Church growth Minority representation in church agendas

Address Black justice issues as we support others regardless of race. 2. Maintain the Black Agenda Concerns across the nation and global in support of others. 3. Address Reconciliation and Racism across the Church, Nationally and Globally.

Building relationships with Black Churches 2. Building relationships with Black Convention 3. Building relationships with Black pastors/minister

Maintaining the ministry of the Convocation beyond the Merger Agreement. Strengthening the Convocation through service to all regions and churches. Providing leadership and preparation for participation in the local and general DOC churches.

Report of active black congregations and ministry programming, Report of finances, Report of board elected/appointed member areas with next steps

Racial/Ethnic/Cultural Reconciliation - 2. Christian Education 3. Christian Evangelism

The Unfinished Business (Treasure's Report) 2. New Business 3. Plans or Goals for the next National Convocation.

Leadership development, church growth and church health

PRAR, Creation Care (Eco-Justice), Empowerment of Women

Justice, Women in Leadership, Growth, Financial Sustainability

Explain the policies and procedures developed at GA. Many people who attend GA do not attend Convocation and especially most who attend Convocation do not attend GA. We need these two entities to come together.

The position should be one with the best qualifications, please note that it does not have to be of a specific gender, as seen over past administrations. It is not necessary to be a minister either, it can be a lay person. 2. Able to work for the good All, keeping Christ at the head in everything that is done. 3. Be an effective problem solver in a timely manner. Additionally, having a positive track record in working with the congregations

Church growth Minority representation in church agendas

Declining membership in African American Churches, Greater inter-church relations between all African American Churches in our denomination. More visibility and pro-active activities to grow African American Churches spiritually as well as aggregately.

give two issues that I believe should be part of the standing agenda for the Office of the National Convocation: 1. preparation of Laity & Clergy (young & mature) of the Black Church to serve the whole Church (Units & Boards) 2. Breaking down the barriers (Break Every Chain): male/female, laity/clergy, young/mature, big church/small church/no church, Black /White/Brown/yellow Church, etc., etc.

Leadership Development, support and resource for African American Churches, prophetic voice and strategic plan to address the current realities facing the Black Church.

12. What three issues do you feel should be part of the standing agenda for the Office of the National Convocation?

Connection - to the church overall 2. Relevance - Able to articulate who we are as a people; why we choose to be

Disciples (history); ability to address issues within the church (racism, inequality, lack of confidence in preaching skills within Disciples for open pulpits throughout the country among Disciples congregations/leaders) 3.

Knowledge of the church, the people he/she represents, VISION, passion and be able to build relationships/relatable.

Incorporating young people, Ways to combat racism, Whole church

Building coalitions within the whole church, Empowering African American Leadership Building strength and network within DOC African American congregations and African American DOC members that worship and serve within interracial congregations as well.

Same as #9

Meaningful communication between the office of the Administrative Secretary and the churches at large, Developing a

strategy for strengthening our voice. Providing a regular platform where our concerns can be heard and addressed

noted in number 9

The issues of growth of new congregations and getting new energy in churches that the membership is aging and the church is dying. Ensure that we have all congregations contribute to the Disciples mission fund. There should be some communication post Convocation that summarizes what occurred during the Convocation for those who were not able to attend.

Declining membership in African American Churches, Greater inter-church relations between all African American Churches in our denomination. More visibility and pro-active activities to grow African American Churches spiritually as well as aggregately.

give two issues that I believe should be part of the standing agenda for the Office of the National Convocation: 1. preparation of Laity & Clergy (young & mature) of the Black Church to serve the whole Church (Units & Boards) 2. Breaking down the barriers (Break Every Chain): male/female, laity/clergy, young/mature, big church/small church/no church, Black /White/Brown/yellow Church, etc., etc.

Leadership Development, support and resource for African American Churches, prophetic voice and strategic plan to address the current realities facing the Black Church.

Connection - to the church overall 2. Relevance - Able to articulate who we are as a people; why we choose to be Disciples (history); ability to address issues within the church (racism, inequality, lack of confidence in preaching skills

BLM, Search & Call, Vocational Discernment of Younger People

Racism, Church Growth/church health, Community Development

12. What three issues do you feel should be part of the standing agenda for the Office of the National Convocation?

What's in it for the Convocation churches is a question that should be asked of every decision. How can the members of the church & their community benefit from these decisions?? Will God be pleased with this work? 1. Christian Ed 2. Social Justice. 3. Heritage/youth empowerment

Same as #9.

Same as in #11.

The mass murder by police of black people in our country. How can we advocate for this as a faith community. 2. Confronting the resolution in the national church to be open and affirming. And how the scripture is opposed to that belief system. 3. Bringing the history of black people to our youth. Telling the stories to our young people.

Facilitating the gathering, nurturing, enhancing and articulation/actualization of mission in the ordered life of the Black Church through out the Christian Church. 2. Articulation of the practical theology growing out of the Christian life walks and experiences of the Black church. 3. Struggling with the prophetic leaders of the whole church to discern, articulate, celebrate and evangelize out of the image of the church growing out of 1 & 2.

Affirmation of and for AA, as well as others marginalized within the DOC

Social Justice, Economic Empowerment, Leadership Development

having ministries pay into the General ministry 2. Awareness and communication of the office 3. Staffing to the work of the office.

Inclusion. 2. Equal time and finances 3. Direct line to the General Minister and President

Inclusivity Transparency (within the Office and the denomination)

I need more information to offer an informed response.

That my above three entities be put forward and, if possible individuals put into place to carry-out these functions, etc.

Leadership Development Knowledge of our History - mentoring up and coming leaders/ministers as well as continuing to educate/encourage those that have been in ministry for years. Relationship building throughout the country, Administrative skills. Re-thinking Convocation - It should be more than a Clergy Reunion - stressing current issues, intentionally developing leaders, informing/organizing concerning current issues racial issues within the country. Working with other General Units presidents in the National office of the Christian Church Disciples of Christ to keep all informed of what services are offered/scholarships/mission trips/leadership development programs, etc...

Reconciliation, Unity, Future preparedness

1. Social Justice. 2. Economic Solvency on all levels 3. Congregational Health

not sure

understanding communion/baptism, commitment to the process of Kingdom building, teaching what Love is

12. What three issues do you feel should be part of the standing agenda for the Office of the National Convocation?

Anti-Racism, Evangelism, Christian Education

Anti-Racism, Gun Violence

1. Plan and prepare for the National Convocation years in advance.
2. Should be able to speak truth to power.
3. Continue the fight to become an Anti-Racist Pro Reconciling Church

Distance

1. Racial Justice and Equity
2. Congregational Flourishing
3. Clergy Sustainability

The same as number 9, and intergenerational opportunities.

Congregation Transformation, Next Generation Leadership Development, Righteous Advocate for human rights

Get back with folks in a reasonable amount of time. It good information. Make sure blacks are represented at ALL times and speak out or against when necessary.

Unity in the church, Study and Proclaiming the word, Stewardship and Service

Fiduciary issues, Health and relationship of the merger staff and agreement, Status report of the black congregations

Continue with POVERTY, RACISM & MORALITY within the Community & the Body of Christ! We have not settled these issues:

people of color continue to struggle financially; as Christians we have to negotiate racism outside and inside the church; lastly, operating in the flesh contributes to moral failure! These days, the church need more biblical teaching to help navigate the depreciating, moral climate of society!

Social Justice. 2. Economic Solvency on all levels 3. Congregational Health

not sure

Powerful representation of the convocation within the whole church, Keeping the merger agreement story understood, Empowering congregations of all sizes with strong and well trained leadership

The critical issues that were previously laid out

Visioning and Strategic planning , Education of our Children, Leadership development at all levels

Queer advocacy 2. Immigration in conjunction with Obra Hispana 3. Creating jobs for declining pastor positions

APPENDIX C POSITION DESCRIPTION

DRAFT

Position Description – Interim Administrative Secretary of the National Convocation

Summary/Objective

The Interim Administrative Secretary will provide the leadership, management and vision necessary to undergird the ministries of the National Convocation of the Christian Church (Disciples of Christ) NCCC and the National Christian Missionary Convention (NCMC) for a two-year period (December 2020 – December 2022). Under the direction of the Board of Trustees, will supervise the entire work of the NCCC and the NCMC and will be responsible for the prudent, efficient operation of both. The position is guided by the objectives and mission of the NCCC & the NCMC.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administer the work of the National Convocation office including the management of all funds, including corporation funds.
- Develop consultative procedure designed to provide adequate and effective structures, programs and services for African American congregations in the various General Administrative units and regions of the church.
- Develop the operational and biennial session budget; when approved, implement.
- Serve as a member of the Board of the National Christian Missionary Convention, serve as Corporate Secretary and maintain custody of the corporate seal
- Serve on or resources all committees, boards and commissions of the Convocation.
- Develop plans for Board and Executive Committee meetings in consultation with the president.
- Initiate planning for each Biennial Session Assembly. Following approval of the plan, execute as directed by the Board
- Review the work of the Manager of Greenwood Cemetery
- Serves as ex-officio to the Division of Homeland Ministries (DHM) Board and in conjunction with the (DHM) President evaluates Merger Staff.
- Develop and Promote Communication Strategy that will include Social Media and Print/Web media such as Selah.

Targeted Duties and Responsibilities for 2020-2022

- Maintain and build relationships with African-American congregations and state convocations/fellowship/conventions
- Provide clarity on board work and governance to the boards of the NCCC and NCMC.
- Administer an assessment on the NCCC & NCMC and create a Final Report on the assessment

**APPENDIX C
POSITION DESCRIPTION**

Competencies/Skills/Attributes

- Commitment to Spiritual Practice and Development
- Servant Leader
- Passion for Justice
- Courageous
- Empowerment of Others
- Strategic Thinker
- Business Acumen/Financial Analysis
- Team Builder
- Technologically Competent
- Able to utilize current and new forms of social media
- Ability to interact with multiple generations
- Visionary
- Communication Proficiency – Written & Verbal
- Problem Solving/Initiative
- Relatable
- Authentic

Relationships

Reports to: Boards of both NCCC and NCMC and the Executive Committee of each.

Supervises: Office personnel, Merger Staff and Local Arrangement Committees.

Works with: General Minister and President, Greenwood Cemetery Manager, Program staff of General and Regional units, Missionary Conventions/Fellowships/Convocations, and Black Disciples Endowment Fund (BDEF).

Others: Convention bureaus, hotels and various vendors.

Authority

1. To evaluate staff, make recommendations for improved performance, recommend dismissal and provide input in hiring new personnel
2. To approve unbudgeted purchase requests as authorized by the board.

Accountability:

To the Executive Committee and Board of the National Convocation of the Christian Church and the National Christian Missionary Convention.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

**APPENDIX C
POSITION DESCRIPTION**

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Position Type and Expected Hours of Work

This is a full-time position that regularly requires travel.

Travel

This position requires extensive travel.

Required Education and Experience

Bachelor's degree, Master of Divinity (MDIV) and/or terminal degree strongly preferred and current standing with the Christian Church (Disciples of Christ)

1. Anti-Racism/Pro-Reconciliation Training
2. Proven Congregational and or Regional Ministry Experience
3. Proven Senior level leadership experience that includes financial oversight

Desired Additional Eligibility Qualifications

Mediation/Conflict Management Trained or Certified

Meeting Planner Certified

AAP/EEO Statement

All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis without regard to race, creed, color, religion, sex, age, gender identity, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by law; Employment decisions are based on the principles of equal opportunity and affirmative action

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.