

To: Grand Canyon Synod Assembly

From: Norine Floyd

Date: May 2019

Re: Director of Administration and Events Report

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I would like to thank the Synod Council for allowing me to serve, first on an interim basis and now as the official Director of Administration and Events. It is truly a pleasure working with Bishop Hutterer, the Synod Staff and the Synod Council.

These past several months have been a time of transition. With a complete turnover in the Synod staff, it has been a procedural challenge, but also an opportunity for us to seek new ways of doing things in the synod office. I have been developing a GCS Operations Manual to help with future transitions or any extended absences of staff members.

I view this position as a facilitator for the Bishop so that she may accomplish her work for the church and as a source of information for congregations, council members and ministry partners. To this end I try to be respond in a timely manner to everyone's inquiries and needs.

Maintaining the synod roster of leaders is an important element of the job. I have updated the records, created a mailing list of our active and retired pastors including pastors who live, but are not rostered in the Grand Canyon Synod. Brian Flatgard is helping to create a master database of our multiple address lists. The GCS will be implementing a pilot program for a digital roster in the remaining months of 2019.

I have worked in tandem with Clint Wasser, Director of Finance, to update and streamline our financial record keeping. We have divided responsibilities with me processing and posting deposits and invoices and Clint handling payroll and all the reporting. This assures a good system of checks and balances.

The 2019 grant recipients have been notified of their awards and checks are being issued the first month of each fiscal quarter. A new grant progress report was created, and recipients have been asked to complete these reports by May 31 and Oct 31, 2019. The grant process will be restructured in the coming months for the 2020 grants.

I would like to thank the members of the Synod Assembly planning team for all their efforts in creating this important event: Pastor David Brandfass, Pastor David Drach-Meinell, Pastor Stephen Springer, Bishop Deborah Hutterer, Dick Beckman, Brian Flatgard and Paul Gryniewicz. You are all amazing!

Future events in the planning stages are the September Synod Council and Deans Retreat which will be a border immersion experience in Southern Arizona/Mexico and the Bishop's Fall Convocation to be held in October.

Again, thank you for the opportunity to serve the Grand Canyon Synod and the greater church in this capacity.

Respectfully submitted,

Norine Floyd

Director of Administration and Events