

BGM Item 4b – Consent Agenda & Report of the General Secretary – Staff Reports

**Board of General Ministries Reports:**  
**ABCUSA – Office of the General Secretary and**  
**Associated Ministry Organizations**

**TREASURER’S OFFICE:** Highlights of Treasurer’s Office, Accounting, American Baptist Churches Information Systems, Building Management, Traffic, AMOs -- December 2016 – June 2017

**ABCUSA:**

- Prepare for 2018 Budget
- Finalized 2016 Audit
- Annual insurance reviews/renewals
- Prepared and presented Analyses and Financial Statements to BGM/ABCUSA Finance Committees, BGM and BGM EC; staffed meetings
- Oversaw work of legal counsel in several areas
- Personnel supervision for Accounting, ABCIS, Building Management and Warehousing
- Ongoing ABCIS functions, along with additional system enhancements:
  - Added 52 new reports, including Spanish versions of Annual Reports and specialty reports for ABHMS and ABCUSA accounting departments
  - Added a new data module to the monthly Data Extract routine for IM accounting
  - Worked with staff to define the formula used to generate church delegate counts for Biennial Mission Summit
  - Continued to work on system upgrades required to move ABCIS forward
  - Presented “ABCIS: A Closer Look” to the NLC and REMC groups at Green Lake, 4/17
  - Created new trifold brochure for ABCIS
  - Handled a total of 377 requests for Valley Forge, Regions, churches and individuals
  - Continued work on the Regional Database Extension project with ABC of NJ and ABCC
  - Began a GoToMeeting support group for regional staff
- Staffed Common Budget Covenant Review Committee; reviewed concerns that were presented.
- Implemented new Mission and Receipt Form and Definitions.

**REGIONS:**

- Conferred with Regions and churches on financial and administrative issues
- Ongoing Receiving Units (collecting agency) responsibilities for 13 regions
- Began providing accounting services for Philadelphia Baptist Association

**ASSOCIATED MINISTRY ORGANIZATIONS (AMOs):**

(AB Historical Society, AB Women’s Ministries, Ministers Council, AB Computer Center)

- Completed 2016 Audits
- Accounting functions, ongoing consultations, insurance reviews, renewals, quarterly meetings with AMO executives re: financial and operational matters

**588 ASSOCIATES:**

- Prepared 2016 Audits

- 2016 Tax Returns; accounting functions; leasing and building management; insurance reviews/renewals
- Supervision of maintenance staff and day-to-day operations
- Coordinated with consultants for selection of potential joint venture partners.
- Toured several facilities to identify possible relocation site
- Worked with architect to plan program space design
- Worked extensively with Mission Center redevelopment consultants and legal counsel on redevelopment plans

-- Alan Musoke, Associate General Secretary for Finance/CFO/Treasurer

### **OFFICE OF REGIONAL MINISTRIES (Activity from Jan - June of 2017)**

**Mission Summit Conversations:** The Mission Summit Conversations (MSC) at the last two Biennial Mission Summits have been greatly appreciated and we continue to find new ways for our ABC family to engage in them. This year's conversations will focus upon our seven ABC priorities identified by the ABC Mission Table last fall. In addition to having an opportunity to engage in conversation, participants will receive an update about some of the ministries that are currently taking place with regards to our priorities. This spring, I have worked to recruit hosts for the conversations and moderators for our newly developed Facebook Pages; and have been collecting and sending ministry stories to our MSC hosts. I am grateful to Bridget Lipin who has set up the Facebook Pages. The BMS will also include a new feature this year, called "Baptist Talk." Participants will have an opportunity to engage in dialogue with one another using a set of guidelines developed by the Commission on Baptist Talk.

**Search Committee Work:** I am currently working with four regional executive minister search committees and could be working with seven search committees by this fall. The American Baptist Churches of Chicago are in an intentional interim process being served by Rev. Carol McVetty and Rev. Doug Harris and have not yet formed a search committee. The West Virginia Baptist Convention is currently receiving nominations and applications for their next Executive Minister. To receive information about the search, please contact my office. The American Baptist Churches of Los Angeles, Southwest & Hawaii, the American Baptist Churches of Connecticut, and the Evergreen Baptist Association have all recently closed their window for nominating and receiving names and are in the process of reviewing the information received from interested applicants. Marilyn Tyson has also served as recorder for the General Secretary Search Committee and staffed the ABCUSA Nominating Committee. While the recent trend for the majority of our regions has been for the current executive minister to serve through the succession planning and transition process, we are grateful for the interim work of Rev. Dr. Ken Williams in the American Baptist Churches of Connecticut and are grateful that Rev Judy Allbee's health has improved.

**Other Region Consultations:** In addition to my work with regional search committees, it has been an honor to speak at the ABC of Nebraska and ABC of Greater Indianapolis Annual Meetings and to lead board retreats for the Evergreen Baptist Association and Philadelphia Baptist Association and lead several other pastor conferences and retreats.

**Denominational Life:** I have also had the pleasure of serving as staff to the following groups who have met this spring...

- ☐ Professional Ministries Team
- ☐ Committee on Christian Unity and Interfaith Relations
- ☐ Transformed by the Spirit Journey Team
- ☐ Regional Executive Ministers Council and National Leadership Council
- ☐ Regional Executive Ministers Council Nominating Committee
- ☐ Central Sectional Regional Staff Planning Group
- ☐ Emerging Theologians Group
- ☐ Ministers Council (consultation provided)

--C. Jeff Woods, Associate General Secretary for Regional Ministries and Marilyn K. Tyson, Administrative Assistant

### **Mission Resource Development Report to the Board of General Ministries June 2017**

Staff: Alfred Fletcher, Bridget Lipin, Tina Turner, Stacy Emerson, and Mark Staples  
Work of the Acting Associate General Secretary

It is a privilege to serve with you. Thank you for your encouragement, critique, and insights. I greatly appreciate it.

We need to make a strong case statement as to United Mission's importance and necessity. The top five United Mission giving churches from each region were sent a hand written thank you note for their support. All Hispanic/Latino congregations were sent from the Office of the General Secretary an Epiphany card with a Spanish greeting to honor their Christmas tradition.

These two mailing brought to our attention that ABCIS data needs to be kept updated. Receiving Annual Reports is critical to keeping this information up-to-date. Thank you to the regions working hard to collect the Annual Report.

Began working with the Kachin Baptist Association toward AMO status. I've had initial contact with Florence Lee, ABHMS for education and cooperative ministry. This is an on-going work of support and encouragement from the Office of the General Secretary.

Mission Resource Development (MRD) coordinated a trip to the annual meeting of the Baptist Churches of Puerto Rico. Leo Thorne and Manual Luquin accompanied Al on this trip.

Al also attended the ABC of the Central Pacific Coast Board Retreat in the middle of March, the Regional Executive Ministers Council, the National Leadership Council, and the Annual Meeting of the ABC of Connecticut, and has met with New England Executive Ministers.

Biennial Mission Summit

Tina continues to provide administrative support to the Biennial Coordinator. In addition, MRD is working with ABCUSA staff to develop a cohesive feel for our display space at the biennial.

Communications

Bridget has worked closely with Tina, Annie Marcucci and the Office of Travel and Conference Planning on items related to the 2017 Biennial Mission Summit and marketing for the event. She continues to maintain the ABCUSA website, works to gather stories for American Baptist Churches publications, and works with partners in production of the American Baptist News Service

#### Stewardship

Al served as part of an Adaptive Learning Team led by MRD's Stewardship Facilitator, Rev. Stacy Emerson. The ALT team is working on a new resource called The Generosity Project.

#### United Mission

We are implementing a design change in our United Mission that identifies the importance of national and regional ministries. Stories will be developed as well as devotionals, bulletin inserts, and children's sermons posted on the United Mission website through 2017.

A "marketing piece" will be provided to our Pilot Regions (Central Pacific Coast, Rhode Island, and Wisconsin) that identifies key areas of ministry within the region. We will continue to work with ABC/NYS to shadow the work of TTG, our marketing consultants, and see what we can produce out of our office that is similar in nature.

Alfred Fletcher, Acting Associate General Secretary, MRD



*A mission-focused, value-driven strategic Human Resource Management service made available from The American Baptist Home Mission Societies for American Baptist regional and national organizations. We are committed to deliver excellent HR services*

*grounded in American Baptist values and mission.*

Since the November 2016 report, we continued to provide ongoing HR services to employees by supporting their salary and benefits needs. Year-end salary adjustments were communicated in a timely fashion and accurately implemented, along with corresponding changes to MMBB and workers' compensation benefits. Similarly, Health Savings Accounts and Flexible Spending Accounts were updated as needed and in compliance with IRS regulations. All eligible housing allowances were similarly implemented. Open enrollment for healthcare benefits were implemented successfully.

In addition to the routine HR services, we supported the recruitment, search, hire and onboarding of various positions within OGS, the Ministers Council, the Historical Society and the Computer Center. In 2017, we began the process of posting for the position of Executive Director of ABWomen's Ministries and supporting the work of the Search Committee.

In the Office of the General Secretary, in particular, we began a comprehensive review and update of position descriptions. This process will be continued now that a new General Secretary has begun service.

As a certified senior professional in HR management services, with more than 30 years of service with the American Baptist denomination, this past year has proven to be a most exciting time in my professional life. I have been enriched and blessed by obtaining an expanded understanding of the mission and services of the ABCUSA/Office of the General Secretary, the AB Foundation, AB Women's Ministries, The Ministers Council, the AB Historical Society and the AB Computer Center. While each organization and its employees need similar HR services, the unique mission of each entity can only be served via a specialized focus on HR management. Thank you for this opportunity!

Respectfully submitted,

Laura Miraz, Ph.D., SPHR, SHRM-CSP  
Human Resources Executive

## **AMERICAN BAPTIST WOMEN IN MINISTRY & TRANSITION MINISTRIES ABWIM**

**Vision:** ABWIM seeks the full participation and full partnership of men and women in ministry in which both women and men are able to fully utilize their God-given gifts and fully live out their God-given call.

### **Some Highlights:**

- ☐ The first ever ABWIM Annual Appeal has been fully launched in collaboration with the Annual Appeal Steering Committee and Ken Marsenburg, Director of Development. We have reached the minimum goal of \$50,000 and are on our way to the challenge goal of \$100,000.
- ☐ "Sisters in Service," an initiative in Metro Chicago bringing together lay and ordained women in ministry to support and empower each other in service continues to grow with an event in May and a follow-up event planned for the fall.
- ☐ Plans are underway for a return trip to the Republic of Georgia as part of the "Breaking Barriers, Building Bridges," project, a project initially funded by a Palmer Grant. This initiative and partnership with AB Women's Ministries continues to grow.
- ☐ A new issue of Women Word focused on mentor stories has been developed in for the Biennial.

## **Transition Ministries**

**The goal** of Transition Ministries ABCUSA is to partner with regions in resourcing churches during times of transition in a way which enhances their ministry and empowers them to journey into the future as vibrant missional congregations.

**Our mission** is to provide intentional interim ministers who are adept and experienced in leading churches through transitions. These interim pastors guide the congregation on a journey which involves celebrating their history, clarifying their identity, articulating their mission, and moving into a fruitful future.

As this ministry resource continues to develop from what was formerly Interim Ministries, we have begun to offer training events. In a unique partnership with the Center for Congregational Health, we are able to offer high quality, standard training for intentional interims. As part of this partnership, Rev. Dr. Larry Swain is serving on a volunteer basis as the Transition Ministries Training Coordinator. To date, we have offered Level 1 trainings in ABC Ohio, ABC Indiana/Kentucky in partnership with Greater Indianapolis, ABCOPAD and ABCNYS. Plans are underway for trainings in ABCOTS as well as exploring possibilities for a Level 2 trainings. In such times unique resources are needed. **Transition Ministries ABCUSA** serves as the hands and feet of Christ, connecting with regions and congregations in ways that move mission and ministry forward.

In both of these ministry resource areas –ABWIM and Transition Ministries—I am thankful for the wisdom, guidance and support of Susan E. Gillies, Interim General Secretary, the ABCUSA Leadership Team, the ABWIM Advisory Team and the Board of General Ministries—without whom none of this could happen. Thank-you! --Patricia P. Hernandez, National Director  
ABWIM and Transition Ministries



**Department of Development Office (DOD)**  
**Skeletal Report: January 1, 2017 to June 9, 2017**

**Summary Highlights:** \$262,855 Raised in Pledges/Gifts

**Responsibilities:** MG Prospect Identification/Research/Development/Cultivation/Solicitation; Development Advisory Team (DAT) Resourcing; *Transformed by the Spirit*; General Secretary's Circle; Enhancement of Plan Giving Opportunities; ABWIM ACCESS; 2017 Biennial Mission Summit; Department/Office Administration; and other duties as assigned.

**GENERAL HIGHLIGHTS & ACTION STEPS**

- **Funds Raised (2017 Goal - \$288,000):** **\$262,855**
  - General Secretary's Circles \$ 1,800
  - *Transformed by the Spirit (TbyS)* \$ 1,000
  - Charitable Trusts (ABF – Asian Caucus) \$104,000
  - Other Targeted Giving (ABWIM - 2017) \$ 34,350
  - 2017 Biennial Mission Summit (Ads, Booths, Sponsors) \$121,705
- **Total ABWIM ACCESS 2016-2017 Results from Inception as of May 31st:**

- |  |          |
|--|----------|
| ○ Total Raised (excludes \$10,000 pledge towards 2018) | \$70,720 |
| ○ # of Gifts   | 85       |
| ○ # of Annual Appeal Major Gifts (\$1,000+)            | 35       |
| ○ Avg. Gift  | \$832    |
| ○ % of \$50k Goal Achieved                             | 142%     |
| ○ Balance to \$100k Challenge Goal                     | \$29,280 |
| ○ Total Prospects Pending (Considering)                | 127      |
| ○ Total Prospect Refusals                              | 11       |
- Cultivate & solicit contacts with top individual prospects & churches (1<sup>st</sup> Baptist Freehold);
  - Research/ Review/Evaluate Top Individual Prospects (\$5k-\$10k+ Ability) with Biennial List;
  - Contacts with Known and Prospective Major Donors
  - Participate in ABWIM Conference Calls & William T. McKee Consultation Planning Committee;
  - Coordinate and Prepare 2016/2017 Marketing and Operational Resources
  - Send Year-end 2016 Donor Letters and General Acknowledgement/Recognition/Follow-up;
  - Attend meetings - ABCUSA, Partner and Affiliate (ABF, Generosity Project, LT, Hampton etc.);
  - Continue review of internal controls, checks & balances as well as database reporting metrics;
  - Facilitate Development Advisory Team Meetings (Strategy, Logistics, etc.);
  - Begin preplans for ABCUSA Year-end Pledge Drive (November – December);
  - Plan and develop 2017 Biennial branding resources (ad, sponsors, exhibitors, boosters, etc.);
  - Continue development of sundry strategic fundraising operational plans and procedures;
  - Attend initial meetings with new General Secretary; and
  - Draft for DAT & New GS Review All Giving Circles (GS Circles) & Planned Giving Resource.

*Prepared By Kenneth C. Marsenburg, Director of Development & Evon Moody, Assistant to the Director*

**American Baptist Women's Ministries**  
June 2017 Report to Board of General Ministries  
by Rev. Angel L. Sullivan (president) and Virginia Holmstrom (executive director)



**Beloved Community initiative is changing ABWM from the inside out.** President Angel Sullivan and Executive Director Virginia Holmstrom, with consultation from Rev. Dr. Trinette

V. McCray, continue to guide the national ABWM Board in its critical assignment to hear the opinions and perceptions about ABWM received from 214 ABWM/ABC leaders in 2014, and create and implement a strategic plan toward transformational change. Here's what's happening with our four strategic themes:

- 1) **Strengthened relationships.** We're nurturing beloved community throughout AB Women's Ministries by building and strengthening relationships across races/ethnicities, cultures, generations, and languages, so that women and girls from every ABC congregation experience welcome and acceptance. We're also affirming our relationships with the wider ABC family.
- 2) **Inclusive leadership.** We're working to assure that pathways to leadership throughout AB Women's Ministries are open and welcoming to all so that our leadership more fully reflects generational, racial/ethnic, and social status realities where everyone's voice is being heard.
- 3) **Relevant and vital programming/missions.** Strengthened relationships and inclusive leadership are generating relevant, vital ministries that inspire and prepare Christ-centered women and girls to engage in radical and relevant acts of mission and ministry.
- 4) **Competent, Responsive Governance.** National and region ABWM leaders are learning and teaching skills in cultural competency so that women and girls can leverage the craft of making quality decisions amid differences, similarities, and related tensions.

**A Beloved Community tool kit will be available in June 2017 on ABWM's website** to engage our wider ABWM constituency in the changes needed at every level of the organization.

[www.abwministries.org](http://www.abwministries.org)



**ABWM's Executive Director search process** is underway. Rev. Angel Sullivan, ABWM's national president is chairing the search committee that anticipates naming the next executive director before Virginia Holmstrom retires on March 1, 2018.



## **Chin Baptist Churches USA [CBCUSA]**

**7216 US 31 South, Indianapolis, IN 46227**

Web: [www.cbcusa.org](http://www.cbcusa.org);

Blog: [www.lairambawiparam.blogspot.com](http://www.lairambawiparam.blogspot.com)

June 14, 2017

I praise God for His guidance and leadership upon the Chin Baptist Churches USA. Until today the CBCUSA has 101 member churches and about 28,000 members including kids. There is no growth in membership since the Chin refugee resettlement is stopped.

Thousands of Chin refugees in Malaysia are living in fear and are hopeless after the settlement programs are not continuing to work with the Chins in Malaysia and New Delhi, India.

In order to be active in leadership and administration, the CBCUSA is divided into five areas where the Chin churches are established.

- 1) The Eastern Area includes NY, PA, MD, VA, NC, and FL
- 2) The Central Area includes IN, OH, MI, and Kentucky.
- 3) The Western Area includes MO, KS, IA, UT, CA, CO, WI, and WA.
- 4) The Southern Area includes TX, OK, and AR.
- 5) The Mid-America Chin Christian Fellowship includes IL, WI, and IA.

Each area carries its own programs such as annual conferences, deacons training, Sunday school training and youth sports and activities.

The Structure of the CBCUSA is as follows:

- 1) CBCUSA Executive Officers [EO]: 6
- 2) CBCUSA Board of Directors [BD]: 20 including 6 office bearers + 4 departure directors + 5 area secretaries + 1 ex-president + 4 lay leaders.
- 3) CBCUSA Board of Trustees [BT]: 250 [BD members & about 110 members based on the number of local church members]. The BT is responsible for budgeting for the Administration and mission works.
- 4) CBCUSA Board of Management [BM] [all BT members & members based on a number of the contributions by local member churches] is responsible for the triennial election of the CBCUSA.

All local churches are directly affiliated with the CBCUSA office with 6% of their annual tithing contributions. There is another project of the CBCUSA, called "Relief Fund" to help support for the funeral service of the dead with \$ 6,000 for an adult and \$3000 for a child under one year.

**CBCUSA Home Mission and Foreign Mission**

The International Chin Baptist Mission [ICBM] that is a part of the mission department of the CBCUSA, have been sending local missionaries to those who never know Jesus and His gospel in the southern Chin State. We are building churches and houses for our missionaries.

As the home mission, the CBCUSA has a plan to work among our fellow Chins who are not really active in the church.

We hope that this mission of saving the lost souls will motivate our churches spiritually and our churches will grow in Spirit and truth. The CBCUSA has a full-time mission director Rev. Dr. Cung Lian Hup, who is responsible for all mission projects.

### **Children Sunday School Program**

The CBCUSA has the Department of Christian Education and Literature. We have a full-time director Mr. Thlasui Tluangneh. He has written three volumes of Children Sunday School teaching books based on six levels of their age groups. He also wrote and printed other several books in Chin. Sunday School teachers' training is carried at local churches or area churches.

### **Women Department**

The CBCUSA has the women department in leadership and administration. We have a volunteer director Pastor Hlei Sung who is a pastor of Emmanuel Chin Baptist Church in Dallas, Texas. All women leaders of the CBCUSA churches are well organized and work different ministries together very well. They are motivating our churches by their active ministries and prayers. They actively participate in the activities of mission under the umbrella of the CBCUSA. They have their one fund to do ministries.

### **Youth Department**

The CBCUSA has the youth department in leadership and administration. We have a volunteer director Pastor David Lalthawm Lian who is the pastor of Chin Christian Church in Indianapolis, Indiana. All youth leaders of the member churches are working together. They have an annual youth leaders meeting and youth training funded by the CBCUSA. They have other programs such as musical and praise and worship programs. They are responsible for the arrangement of the triennial conference of the CBCUSA. They are financially sponsored by the CBCUSA.

### **CBCUSA Scholarship Program**

The CBCUSA has a scholarship program for seminary students in the USA. There are about 30 seminary students. It is expensive to pursue seminary studies for our youths although more youths like to attend Bible schools.

### **Chin Relief and Rebuilding Committee**

The CBCUSA has formed the Chin Relief and Rebuilding Committee that will help support to the victims of Komen Cyclone in July 2015 for 3 years. We raised fund and help relief to the Chins who are suffering because of natural disasters and rebuild churches damaged by the Komen Cyclone.

### **Words of Thanks**

We would always like to say many thanks to our American Baptists who brought the gospel of Jesus Christ to the Chins. Because of this gospel, we were persecuted in our homeland. Thousands of Chin Christians fled the country to avoid persecution and forced labors. God has given us new churches in the USA to work for Him and His glory. The first message of Jesus Christ "He has appointed Me to preach the gospel to the poor" [Luke 4:18] is really true to the Chins today.

C Duh Kam  
General Secretary  
CBCUSA

### **Report – ABMen USA OUR MISSION**

***“ABMen USA, in cooperation with other members of the American Baptist family, seeks to encourage men to develop a vital relationship with Jesus Christ and to fulfill their mission to men.”***

- To strengthen the spiritual life of men through shared fellowship, caring, study and prayer.
- To design service programs and projects that utilizes men’s gifts in ministry.
- To encourage men to join with their pastors in shared ministry
- To develop basic skills that men can use in their ministries
- To help clarify men’s roles and identities in today’s world.

***And thru the support of many, ABMen USA is this year celebrating 95 years of ministry.***

### **OUR MINISTRY**

Responding to those in need with ministries of Prayer, Disaster Relief, Mission Work Parties, Mission Re-Build Projects, Teach, Train and Lead Conferences through a commitment of and to **“MEN”**: Missions – Evangelism – Nurturing, serving others who many times are at their most vulnerable moment. Over the past year the “mission” of ABMen USA has taken us to:

- Green Lake Conference Center

- Bacone College, Muskogee, OK
- First Crow Baptist Church, Lodge Grass, MT
- Sellers, NC
- Baton Rouge, LA
- Rainelle, WV
- And so many more.....

ABMen USA continues to grow its support for these important ministries through annual contributions to its **Key Contributor Campaign**, the ability for estate and financial planning through its **ABMen Faithfull Servant Endowment Fund** (American Baptist Foundation), the generous support of ABC USA, ABHMS and individual financial gifts to provide the resources needed to maintain these important ministries.

Our **2017 National Board and Annual meetings** will be held in conjunction with regional men's meetings at Camp Arrah Wanna, Welches, Oregon August 16<sup>th</sup> - 18<sup>th</sup>.

**SAVE THE DATE:** ABMen USA have announced they will host a **National Men's Conference** in conjunction with their 2018 National Board and Annual meeting at Green Lake Conference Center September 7<sup>th</sup> – 9<sup>th</sup>, 2018.