Northern Synod

TASK TEAM CHURCH OFFICES

Report

1. The aim of the course

There are various types of church offices, depending on congregations' capacities. Large congregations have up to three full-time staff members in an office, while smaller congregations may have only one volunteer member with a computer at home. Church offices have able staff members with a variety of skills and training. The task team's purpose was therefore not to train people, but to equip them with information as well as to help them network with Synod House and with other church offices. Names were linked to faces and a church office WhatsApp group with 34 members was created. On this WhatsApp-group information gets shared quickly. The purpose of these equipping events was also to acknowledge staff members who have been working faithfully for many years in church offices.

2. The course was presented:

- from 12-13 June 2023 at Buffelspoort
- from 18-19 March 2024 at Nylstroom-Oos congregation
- from 11-13 June 2024 at Monumentpark congregation

3. The congregations who attended these events:

- **12-13 June 2023**

  Northern Synod

  Brits; Hartbeespoort; Koedoeskop; Rustenburg; Rustenburg-Suid; Rustenburg-Bergsig en Rustenburg-Proteapark.

  Eastern Synod

  Lyttelton en Piet Retief

  Goudland

  Ventersdorp

- **18-19 March 2024 at Nylstroom-Oos**

  Northern Synod

Florauna; Hulp en Hoop; Koedoeskop; Koedoesrand; Magalieskruin; Mootvallei; Naboomspruit; Nylstroom-Oos; Overkruin; Thabazimbi; Vaalwater; Warmbad; Warmbad-Wes and Waterberg.

Eastern Synod

Annelize Meyer from Eastern Synod House

- **<u>11-13 June 2024 at Monumentpark</u>**

  (As a result of Annelize Meyer's visit to the Nylstroom event, the third event was co-presented by the Eastern Synod)

  Northern Synod

  Daspoort; Mootvallei; Monumentpark; Monumentpark-Wes; Rustenburg-Bergsig; Rustenburg-Proteapark; Rustenburg-Suid; Sesmylspruit en Waterkloofrif.

  Eastern Synod

  Synod House; Basilea; Bronkhorstspruit; Doornkloof; Kloofsig; Lyttelton; Meyerspark; Piere van Ryneveld; Rayton; Valleisig and Voetspore.

  Staff of the General Synod

4. Contents of the course

The following themes were discussed:

- The introduction and functioning of Synod House
- Archiving (with practical exercises) by Collette de Wet of the Cape
- The writing of minutes
- The role of a church secretary at a meeting
- *Winkerk* by Jan Venter
- Social media, websites, and advertisements
- Newsletters and announcement leaflets
- Finances, payroll, and income tax
- The face of the church office
- Telling and gathering congregations' stories

5. Evaluation by course attendees

The following written feedback was received:

- “Very informative. Must certainly be presented again to equip new administrators.”
- “Church board members should also be present.”
- “Thank you very much. I wish I could have attended such a course from word go.”
- “These three days had incalculable value.”
- “I wish I could have attended the course 11 years ago, when I started. It would have simplified my life a lot.”
- “It felt like family at once.”
- “We feel appreciated and feel that the Synod cares for us and supports us.”