

Chronology of the National Coordinator position

A Long Range Planning Committee has existed in various forms throughout almost the entire life of the National Lutheran Secretariat. In 2003, a Long Range Planning Committee was charged to examine possible changes needed by the National Lutheran Secretariat. They met in January of 2004 and their notes regarding “changes in governance” include:

- “Ten years of discussion have addressed the need for a paid staff person. This should be instituted as soon as fiscally possible.”
- “In concurrence with the Long Range Planning Committee in 1994, we recognize the time has arrived for the NLS to have a paid administrative assistant. We see the potential to combine certain responsibilities of the executive board and appointed board members. The position could assume the responsibilities of the VP of Administration, retention of the archives, certain responsibilities of the secretary, VP of Outreach, director of the distribution center and possibly the newsletter editor. We recommend a position of 12-15 hours per week with an annual salary of \$10,000 and that this change be implemented within 18 months....It is believed that the efforts of the NLS will be better served by having a continuous contact number for the NLS and specific hours when local secretariats are able to contact a central office.”

A paid position within the National Lutheran Secretariat will not be unique. Other Cursillo based organizations, e.g., Catholic Cursillo, Episcopal Curcillo, and Walk to Emmaus, have paid positions.

The report of the Long Range Planning Committee Report from the 2005 National Lutheran Secretariat Annual Meeting held in Emmetsburg, MD state:

The original recommendation was to move toward establishing a paid position (within 2-3 years), at an annual salary of \$10,000. This position could assume the responsibilities of VP of Administration, retention of the archives, certain responsibilities of the secretary, VP of Outreach, director of distribution center, and possibly newsletter editor. Estimated 12-15 hours per week. Implemented within 18 months. After much discussion, the recommendations were changed to read:

“Recommend the NLS board develop a job description for this position. Position would be called National Coordinator. Set aside a \$5,000 budget during the next 12 months. Board will send letters to secretariats asking for financial support. Hire person by next year’s annual meeting.”

This motion passed the NLS Annual Meeting and work began.

The activities following the 2005 National Lutheran Secretariat Annual Meeting and the 2007 National Lutheran Secretariat Annual Meeting included the preparation of the Job Description for the National Coordinator.

The report of the Long Range Planning Committee Report from the 2007 National Lutheran Secretariat Annual Meeting held in Indianapolis, IN state:

The first item of business was discussion of the National Coordinator position. This position accepted and agreed to at last years meeting remains unfunded. We are pleased to see that the Board has made some headway with the position and we wish to impress the need once again. Further we suggest to the Board that they seek donated funding from the Secretariat members to cover the operational cost excluding payroll cost and fill the position with voluntary labor as the fund raising efforts are in process. We feel the initial work will help us to identify the correct job description as well as give guidance as to the skill set needed to fill this ministry.

Also during the meeting, it was determined that the salary of 10K was unrealistic for the amount of work and was re-visited. It was further felt that travel also needed to be part of the budget for this position.

From 2006-2008, some thought the Region to Region program could fill gaps in the limitations of the board to help the start up new Secretariats as well as the support struggling Secretariats. Although this has happened, it is still limited. The need remains for an administrator/coordinator position.

The following is an excerpt of the oral report given at the 2008 National Lutheran Secretariat Annual Meeting in Phoenix, AZ:

The question of a National Coordinator and a VdC National Office for our movement has been an evolving development over several years. As you have heard earlier we have grown to a community of more than 92,000 and 47 Secretariats. Thanks be to God. Our volunteer National Board, scattered around the country, have done their very best to lead us in new directions and to address issues as they arise, and to plan this wonderful experience every year.

A Long-Range planning committee several years ago recognized and highlighted some of the limitations of our functioning in this new era. There is very limited coordination possible from day to day. There is no one person to go to for immediate answers and resourcing. We have NO national database. [There is currently no way] to effectively respond to struggling or conflicted secretariats in our VdC community.

Our sister movements, primarily the Catholics, Methodists and Episcopalians, have all faced these same growing pains, and have established more comprehensive and efficient ways of dealing with the needs of their communities.

After much discussion, centering around the needs of OUR movement, and I might add, the continued autonomy of our individual secretariats, we as a body three years ago directed the National Board to come up with a proposal for a National Coordinator and Office, including a clear job description for a Coordinator [at a higher salary than the initially proposed amount of \$10,000]. This was done and two years ago, you instructed the Board to come up with a plan to implement this as soon as possible.

The Board grappled with the realities of financing such a plan. It concluded that additional assessment of secretariats was neither realistic nor acceptable. Earlier this week we heard that some of them are struggling to pay their annual dues even as they go about paying expenses from one weekend to the next. The solution, suggested by the Board, and accepted by you last year in Indianapolis, was to establish an endowment through a one-time campaign which would permanently finance the position of National Coordinator and the means needed to operate a national office, in all probability out of that person's home.

After speaking with the consultant it was determined that at least a \$1 million endowment would generate enough to fund such a position indefinitely. It was further suggested to us that we hold off any requests for 2008 due in part due to the economy.

At the 2008 NLS Annual Meeting, Ed Broestl assumed the role as Chairman of the National Coordinator Committee and charged with leading the effort to fund the endowment.

Position: National Coordinator

The National Coordinator will be employed full time by National Lutheran Secretariat (NLS) under the direction of the NLS Board to represent Via de Cristo in public relations and to coordinate the operations of the organization.

Purpose:

The National Coordinator is a responsible servant of Jesus Christ who wishes to Glorify God through the coordination and promotion of Via de Cristo.

Qualifications:

1. Be in an active 4th Day Community including Reunion Group and Ultreya within a Lutheran home congregation.
2. Have a servant spirit, and be committed to prayer.
3. Have good office skills: computer, database. Internet, fax, etc.
4. Have minimal accounting skills.
5. Be willing to work under the direction of the NLS Board.
6. Have good communication skills.
7. Have good organizational skills, including the abilities to prioritize, manage time, and to motivate and utilize volunteers.

Salary: Negotiable**Evaluation:**

Initially reviewed after 90 days, 180 days and then annually by the NLS Board.

General Responsibilities:

Serves as a contact, resource and information person. Handles public relations and functions as communications coordinator with the 4th Day community, the NLS Board, other Fourth Day Movements, and the national Lutheran Church bodies. Coordinates preparation and maintenance of all computer records.

Specific Responsibilities:

1. Responds to all inquiries (mail, telephone, e-mail, etc.) received in the national office and sends out information as needed. Coordinates with the NLS Board a response to inquiries regarding new movements. Is available to speak and disseminate VdC information at forums, conferences and other Christian gatherings, and provide necessary follow-up.
2. Works under the direction of the NLS Board, attending Board meetings and participating in all conference calls.
 - a. Provides reports on activities.
 - b. Assists the Board President in planning meeting agendas.
 - c. Brings to the attention of the Board all articles and public issues regarding VdC for consideration and follow-up.
 - d. Serves as an Advisory (non-voting) member of the Board.
3. Establishes and maintains regular contact with all local Lay Directors:
 - a. To insure current rosters of local Secretariat members.
 - b. To assist Secretariats in need of direction and advice.
 - c. To maintain an up-to-date schedule of weekends for general publication.
 - d. To insure prompt signing of documents, submission of statistical reports, and payment of annual fees from the secretariats.
4. Recruits volunteer help as needed.

5. Provides follow-up through guidelines set by the NLS Board and National Lutheran Secretariat to see that guidelines are followed.
6. Works with the NLS Spiritual Director on matters concerning pastoral issues and functions.
7. Provides web master with current information.
8. Maintains duplicates of manuals, educational, liaison and promotional materials in conjunction with the Coordinator of the Distribution Center.
9. Is authorized to purchase supplies at the best price or up to a maximum limit established by the NLS Board.
10. Supplies the Data Entry person with address changes and updates as received from the local secretariats.
11. Maintains a chronological record of Board motions and action items.
12. Under the direction of the Board Treasurer:
 - a. Forwards all monies received to the Board Treasurer.
 - b. Makes duplicate records for the office and for the Board Treasurer.
 - c. Sends acknowledgments for all gifts, monetary and otherwise.
13. Stores all records.
14. Provides an annual report to the National Lutheran Secretariat's Annual Meeting.

How the information will be used

From the oral presentation given at the 2008 National Lutheran Secretariat Annual Meeting in Phoenix, AZ:

We spoke with national non-profit fund-raising consultants. They advised us that hiring them for this kind of campaign would be very expensive and would not be the way we should proceed. This was not encouraging news? How could we possibly do this ourselves?

Then we believe God led us to an answer. One of the consultants we talked to was a man with more than 30 years of experience in fund-raising for churches and large non-profits - through one of the most respected firms in this field. As we explained our mission to him, he warmed to our words, and then revealed that his daughter and son-in-law had attended an Emmaus Walk, and had their lives transformed.

As we talked further he made some helpful observations and asked some insightful questions. And then, he made an offer to us. [As a member of the] firm, and with its blessing, he will work with us to train us to do our own campaign. He will meet with our committee for three days of intensive training. For this he will charge us only a per diem fee, and some expenses for utilization of some data resources to which he will have access.

Our consultant tells us that, based on his experience, a properly run campaign will yield more than enough from our community to achieve our goal. He even mentioned an idea that might involve a tithing strategy of the campaign which could provide a one-time gift of funds to our individual secretariats. At this point this is but one of many ideas, but I share it with you as one creative way this might impact all of us.

In conversation with the consultant, our first step is to gather the names, addresses and telephone numbers of the individuals that have attended a Cursillo or Via de Cristo weekend sponsored by one of our affiliated secretariats. This information will be provided to our consultant and run through a program to determine who should be contacted for an initial donation. It must be noted that we are attempting to raise over \$1 million for the endowment. While this is a considerable sum, with the numbers of people that have attended a weekend, the amount is attainable. Also, prior to the "official" start of the campaign for general donations, we will have contacted those individuals that are in a position to make a significant contribution. This action will lessen the amount needed and make the amount needed less daunting. Once the initial donors are identified, our consultant will train a small cadre of people to contact the initial donors.

The information collected for this effort will only be used for this fund raising campaign. It will not be used for any other purposes without the written consent of the specific secretariat that originally provided the information.