

Report to the 2022 Synod
From: Provincial Support Services Board (PSSB)

Mission, Purpose and Values

“The Provincial Support Services shall provide ancillary services (Financial, Human Resource, Archival, and Risk Management to all organizational points of the Southern Province” (Section 10 of the Book of Order). The PSSB has been composed of members of the Board of Cooperative Ministries, (now Commission on Congregational Development) two at-large appointments by the Provincial Elders’ Conference, one of which is an ordained pastor serving a congregation of the Southern Province, the President of the Provincial Elders’ Conference, ex officio, and one additional members of the Provincial Elders’ Conference. With operational effectiveness as its focus, the PSSB makes recommendations regarding the alignment of resources to strategic priorities. The PSSB is charged with defining capacity, measuring results, mitigating risks and supporting the administrative decisions of the Commission on Congregational Development and the Provincial Elders’ Conference.

Responsibilities

As stated in the Book of Order, it is the duty of the PSSB to:

- a. Oversee the coordination of support for ancillary services to all organizational levels of the Province.
- b. Provide analytical support for measuring results.
- c. Monitor the financial health for the Province providing information to the PEC and BCM.
- d. Assess financial health of churches and cooperative ministries.
- e. Evaluate and recommend action on financial forgiveness requests from churches.
- f. Assist the PEC in allocation of financial resources to cooperative ministries based on realistic church share expectations.
- g. Monitor compliance and address issues regarding human resources, financial audits, operating risks and legal risk.
- h. Provide oversight of the benefit plans.

Summary of Activities

As the newly assembled PSSB met David Marcus was elected to serve as chairperson. Joe Harris was elected to serve as Vice Chairperson. The other members of the Board were Sabrina Maksi, Kat Jones, Tommy Cole and David Guthrie. The CFO was Robyn Glance. In April of 2019, Marcus was called to serve as Assistant to the President of the Provincial Elders’ Conference and gave up his role as serving as Chairperson since he would no longer be serving in the parish. Harris became Chairperson and Rev. Russ Williams was appointed to serve in place of Marcus.

Insurance: The PSSB continued their due diligence annually in regards to providing for the insurance needs of the province regarding health, property and casualty insurance. The PSSB made the decision in 2020 to change agents from McGriff to USI and have been pleased with the changes thus far as Mike Rose (Health) and Daniel Foster (Property) continue to provide us guidance and counsel as we move forward in the ever changing world of insurance.

HR: As Paula Midkiff left her role as Human Resource Director, the Province brought Gary Stilley back on a temporary basis to help fill the HR needs. The role of HR in the province was reevaluated and it was determined that a Human Resource Manager (working 16 hours a week) would be sufficient moving forward. Kathy Osborne was hired to fill this role.

Planning: The hardware and software in the Provincial and Financial offices were evaluated with various consultants seeking ways to improve efficiency and reduce costs. Our efforts to fund and improve the systems including hardware and software were derailed by Covid.

The requirement for Zoom meetings and other video conferencing tools did require increasing the bandwidth and upgrading our phone system.

Financial: The Covid pandemic required we forecast and plan for a revenue shortfall resulting from the suspension of in person worship services. Budgets were prepared anticipating various levels of revenue shortfall. The Financial office applied for and was successful in securing a PPP loan for \$306,327.00 for the Province and assisted several churches in securing PPP funds. The Financial office also applied and received the Employee Earnings Credit for the Province and all churches. This totaled \$637,161.00.

Looking Forward Into the Future: The Financial Administrative Support Committee (FASC) has developed and the PSSB has recommended to the PEC a simplified Provincial Share Formula.

We must continue to carefully plan and prioritize the use of our resources to support the mission and ministries of Moravians throughout the Province. However, while being mindful of our resources, there will be a need to upgrade IT for the Province and provide new hardware and software for the Provincial offices.