13.5 REPORT 5: MANAGEMENT OF THE ADMINISTRATIVE BUREAU TO THE MEMBERS OF THE ADMINISTRATIVE BUREAU – COMMUNICATION TO THE CHURCHES OF THE GKSA (Art 210)

A. The Synod enters member's meeting of the Administrative Bureau.
B. Br P Joubert tables the Report.
C. The Report will be concluded during the Synod session.
D. **Decision: Point 1 – noted with approval of addition of the mandate "That the Management of the Administrative Bureau accepts responsibility for the management and maintenance of the webpage. This includes the websites/webpage of every Deputy group. That the to be named GKSA webmaster trains the staff of the Administrative Bureau to maintain the webpage on a continuous basis, as well as the development of social and information media.**

E. **REPORT**
1. **Specific instructions**
1.1 *Acta 2012:54, 1.9: The instruction of Synod 2009 on the appointment of a web master was at the time of this supplementary report still under negotiation.*
    The Management of the Administrative Bureau deem communication to the churches of the GKSA of great importance, for living out the calling of all the churches as well as the calling of the GKSA as a whole.
    The churches of the GKSA need to apply and expand all resources for this. The Administrative Bureau worked on the following:
1.1.1 The website was maintained and regularly updated. As cost-saving measure, it was first partly done by the administrative assistant of *Kruispad* and upon her resignation by existent staff, viz. Wymie du Plessis and Joey Fourie. During 2014, the GKSA and Kruispad websites were merged. The GKSA's website has not yet reached its full potential and the new management of the Administrative Bureau must expand it further.
1.1.2 A communication information document (Afrikaans and English) was sent to the churches, via e-mail, after each management meeting. This detailed matters reviewed at the previous management meeting and churches were encouraged each time to contact management/the chairman, if so desired.
1.1.3 An information manual, for churches aiming to address the administrative needs of the local church, should be distributed to the churches at the end of 2014. It will be available in both Afrikaans and English in the form of a book, CD and on the GKSA website.
1.1.4 The Administrative Bureau regularly communicated with the churches and Classes on specific matters, mostly financial in nature, like the recovery of outstanding estimates.
1.1.5 Specific communications were sent to all churches with the introduction of the ramings for the new year. This was done by means of answering the typical questions by Church Council members and members. A PowerPoint presentation, addressing the matters, was also sent to the churches to aid in conveying the information to church members.
1.1.6 An information meeting was held every year on the finances, as managed by the Administrative Bureau for the relevant year and as outlined by the Deputies: Synod. All the different Deputies and churches were invited to attend. The expected income was indicated as well as the challenges to align the Deputies expected expenditure with their expected income.

1.1.7 Church were timeously informed of rev Leo van Schaik's retirement (at the end of 2014) as well as his altered role to advisory Executive Manager, during the last months of his work at the Administrative Bureau.

1.1.8 During 2014 a communication manual was made available to the churches, in an effort to address the basic needs of local churches regarding communication. It also contains very practical guidelines on activities like developing a website for a church, PowerPoint presentations, developing communication strategies for the local church, etc. This manual is available in both Afrikaans and English as well as on the GKSA website.

Decision: Point 1 – noted with approval of addition of the mandate "That the Management of the Administrative Bureau accepts responsibility for the management and maintenance of the webpage. This includes the websites/webpage of every Deputy group. That the to be named GKSA webmaster trains the staff of the Administrative Bureau to maintain the webpage on a continuous basis, as well as the development of social and information media.