



BMC



Black Methodist Consultation

**OPTIMISING BMC EXISTENCE AND
LIFE – BOTTOM UP**

MHLUBULWANA T.X.

PORT ELIZABETH - CONNEX MEETING 26 FEB 2016 -
MHLUBULWANA TX

OBEJECTIVES

- To understand the problem statement/situation
- Discuss Administration needs and importance
- Point the Gaps
- Describe elements of admin
- Functions and Skills
- Admin Applications
- Knowledge Management
- Admin vs Operations
- So What ?

SETTING - 1

- Functionality of Districts; mobilisation for consultations and or elections
- Difficulties to accomplish allocated tasks; meet timelines
- Absence of effective and efficient administrative systems “Lack of administrative acumen”
- Absence of evidence based admin “If its not recorded its not done” – struggles to complete annual reports

SETTING - 2

- Questionable lack of effectiveness in Conflict Management – districts and local Churches often riddled by conflicts ... disunity, cliques ... **a commitment “to be one so that the world may believe”**
- Lack of Monitoring and Evaluation Systems and or use thereof (Data Collection, Data Quality, Data Bases ... What difference does it make ?)
- Common blame and suspicion between various role players (broken relations)
- Historical Issues affecting morale (e.g. winning elections - *losers*, resource mobilisation)
- Accountability ‘bottom up’

OVERVIEW

- **Administrative Justice** ... “to be prepared; not rush a report a night before FEB Meeting or an hour before presentation”
- **Procedural Fairness** “due diligence in allocated tasks; being responsive; completing templates completely with checks and balances”
- The **Intellectual Capital** – taking stock
- The **Confidence and Skills Crisis** – what can the BMC Offer ?
- A **Paradigm Problem** – 2015 BMC versus pre-1994
- Principles of Good Administration
- **Anomalies** – hand outs; stuck in the colonial era of church
- **The Dichotomies** – members who love BMC gatherings but not BMC work; Seasonal Memberships; being on the roof while ignoring the foundations;

ADMINISTRATION

- **Luther Gulick** has said, “Administration has to do with getting things done; with the *accomplishment of defined objectives*”;
- **Pfiffner and Presthus** have defined administration as “Organisation and direction of human and material resources *to achieve desired ends*”.

ADMIN

- System of structures & processes,
- Operating within a particular society as environment,
- With the objective of facilitating the formulation of appropriate guideline/policy/direction and
- The efficient execution of the formulated guideline/policy/direction

ADMIN

- The word administer is derived from the Latin words *administrate*, which means to care for or to look after people, to manage affairs.
- According to this wide definition almost every human activity involves some kind of administration.
 - Even in primitive societies, simple activities like hunting, food, gathering, etc., could not be carried on without some form of organization.

ELEMENTS OF ADMIN

- The Environment
 - *General Environment*
 - Cultural
 - Economical
 - Social
 - Technological
 - Political
 - *Specific*: Suppliers; Competitors; Regulators; Consumers
- The Objectives
- Systems & Processes

Admin Functions and Skills

- **FUNCTIONS**

- Policy Making/Guidelines/SOPs
- Planning
- Organising
- Leading
- Control and Evaluation

- **SKILLS**

- Decision Making
- Communication
- Management of Change
- Management of Conflict
- Negotiation

ADMIN APPLICATIONS

- Resol... Analysis
- Information Management/Mx
- Strategic Management
 - Strategic Plan (in alignment with vision)
 - Clear operational/action plans
- Organisational Development
- Supportive Technology and Techniques
 - Emails
 - Sms's
 - Telephone Calls
 - website

KNOWLEDGE MANAGEMENT

Raw Data (No Meaning)

RMR/MDS - REGISTERS

ACTIVITY LISTS



Information (Processed Data)

Comparative Analysis/ Cost Benefit Analysis

Linkages of activities to goal achievement



Knowledge Management

Identify, select, organise & Disseminate.
[Intellectual Capital]; [Re-engineering processes]

Organisations memory, relevant actionable data.
Mx Knowledge as Asset.

ADMIN VS OPERATIONS

- The distinction between the two views of 'Administration' is related to the difference between the **management and operation**, or in ordinary words between **getting things done** and **doing things**.
- 'Administration' is not doing things, but getting them done.
- An administrator is a functionary who gets things done by others by directing and supervising their work.

- Coordinating the efforts of the people so that they can work together to **accomplish their set tasks**
 - Soccer Analogy “Middle Fielder”
- Embraces the activities which may be highly technical
- **Directing the activities** of people, so that some order and efficiency may result from their efforts

- **Machinery of Administration** must respond to the needs of the people
- Administration should act as an **instrument of initiating and sustaining social change** in order to bring down the growing frustration among the people.
- Administration - doesn't function in vacuum and the administration should be **responsive towards the needs of the society and address itself to problems and malaise that affected the society.**

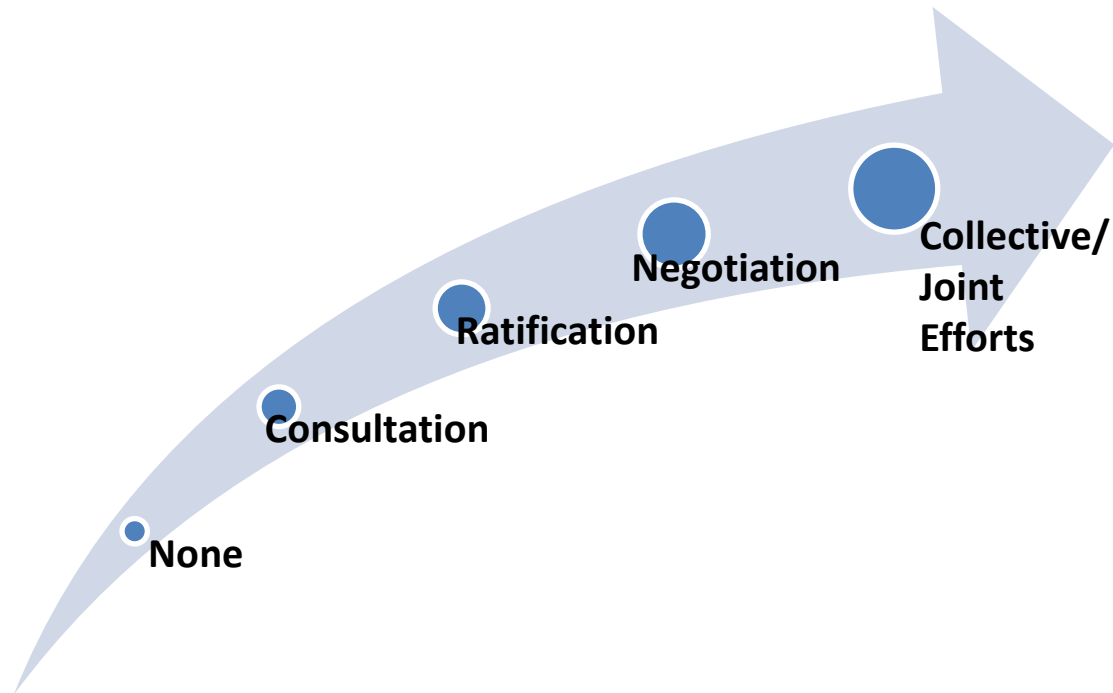
- **Responsiveness** i.e. operational flexibility and organizational adaptability to meet the environmental changes
- **Relevance/Rationality** of changes – i.e. people should see changes as relevant meaning thereby that changes should be specific to the needs of the area and the needs of the people.
- Equal emphasis both on **efficiency and human considerations** (relations criterion) in order to achieve success.

ISSUE IDENTIFICATION

- Who says there is a problem & why ?
- Real problem ? treatable by who?
- Agreement on problem?
- Can problem be accurately defined?

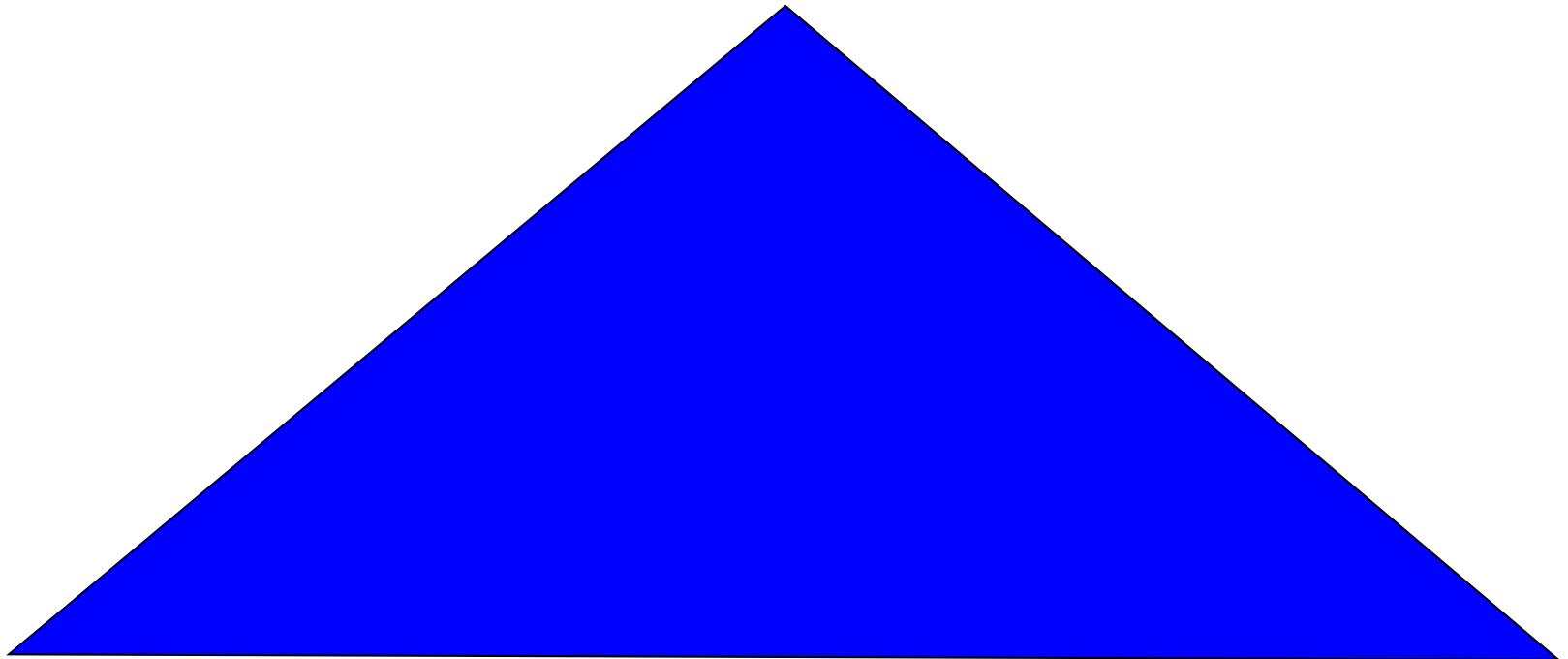
MEMBERS PARTICIPATION

Levels of participation



APPROACHES

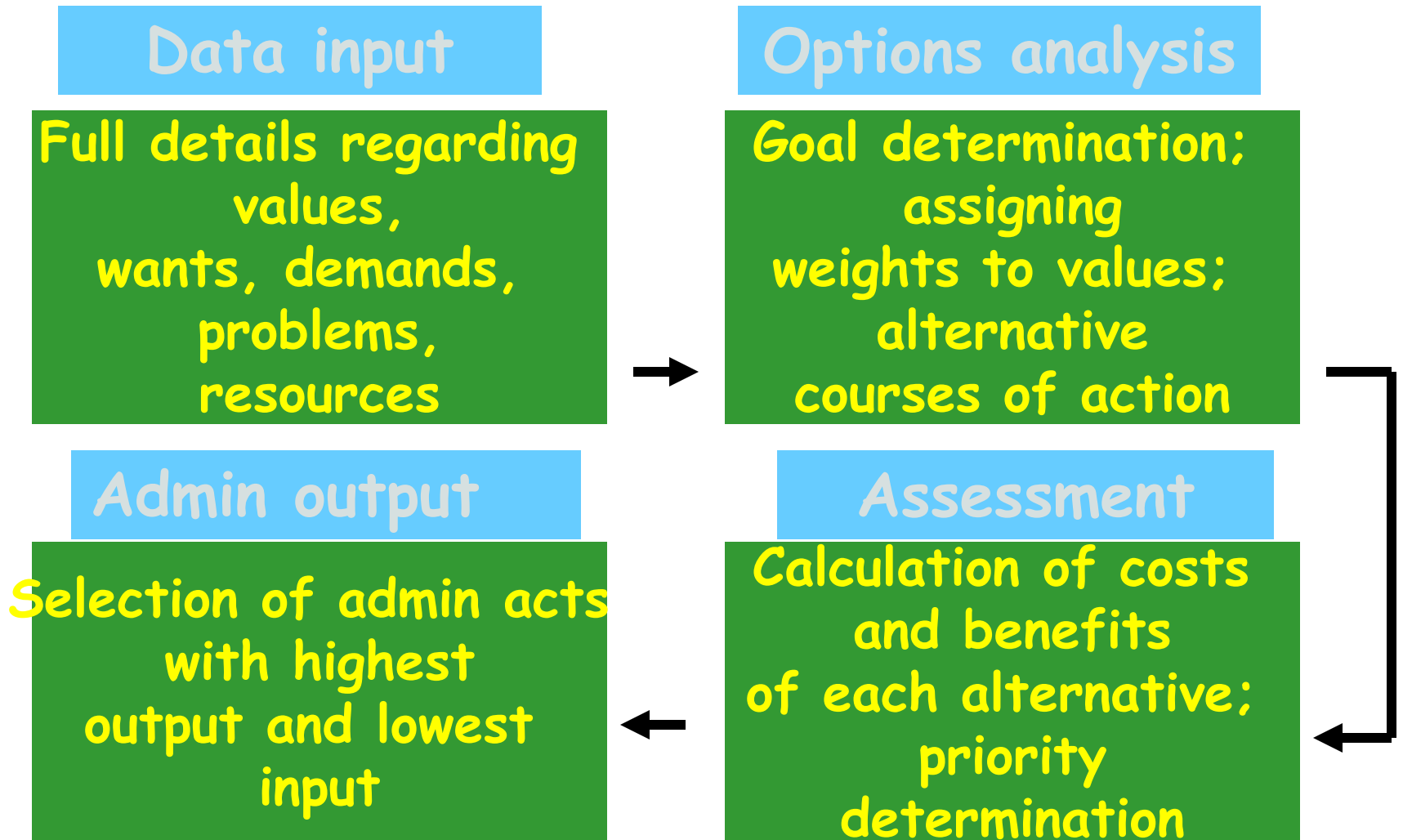
make it happen



let it happen

encourage it to happen

RATIONAL DECISIONS



Making sense of Complexity: The 5-C Protocol

- Content
- Context
- Commitment
- Capacity
- Clients / coalition

Implementation cannot be carried out according to a predetermined plan- it is a process, and the defining variables vary in each case.

MINIMUM NORMS SUGGESTED PER DISTRICT

- Year Plan
- Cleaned, up to date Active District Data Base of All Members;
- Effective multipronged communication strategy that bridges digital divide;
- Correct use of supportive technologies... social media
- General Meetings target 4 per year (one per quarter)
- Capacity Building Intervention X2min per year e.g. Circuit based workshop; Pre-Synod
- Every district must have a district consultation X1 min per year
- Stewardship (Circuit & Society) Training

OPTIMISATION

- Channeling resolutions from the BMC that talk to the MCSA through CQM's
- Nominate a Standing BMC Resolutions Committee to ensure IMPLEMENTATION

