Focus:
The focus of this position (MMSC Communications Consultants) is to plan, develop and produce a sophisticated-yet-user-friendly, Internet based, communication system as well as a variety of materials and publications including print, visual, web-based, multimedia and video to convey information about the Missouri Mid-South Conference to a variety of stakeholders. As the consultant for the MMSC, my role is to further develop and enhance the Missouri Mid-South Conference’s internet and social media accounts. Additionally, I would coordinate with the Conference Minister and the Communications Covenanted Ministry to determine styles of communications and interactions for various Stakeholders; conceptualizing and implementing, administering and monitoring a variety of projects using images, graphics, layout, design and devices to disseminate information and materials. One aspect of the job will be to continually experiment with new efforts to increase ease of navigation for the user, maximizing usefulness of information and revising sites based on external and internal feedback.

Key Stakeholders (Persons and Ministries to Coordinate Communications):
- Direct Report to Missouri Mid-South Conference Minister – Dr. Ginny Brown Daniel
- MMSC Office Staff
- Covenanted Ministry Teams
  - Member of Communications Covenanted Ministry Chair (Rick Oberle)/Team; meeting regularly/monthly
  - Additional Covenanted Ministry Teams/Networks who expressed an interest in expanding communications of their ministry (online presence: web/landing page development)
    - Covenanted Youth Ministry (Alysha Petry)
    - Older Adult Covenanted Ministry (Jan Aerie/Jane Porchey)
    - Justice Witness Covenanted Ministry (Jan Roddy/Vernon Howard)
    - Treasurer’s Network (Ken Ulmer)
- Conference Council (David Mehl)
  - Finance & Administration Standing Committee
  - Leadership & Development Standing Committee
  - Local Church Ministries Standing Committee
  - Wider Church Ministries Standing Committee
- Associations (EA, STL, WA)
- Churches (Pastors/Administration, Lay persons, Members in Discernment)

Prior to accepting the MMSC Communications Consultant position, I actively and continually serve as Associate Pastor of St. Mark Union Church-KC, member of Western Association Committee on Ministry; liaison/mentor with two WA Members in Discernment, and member of Justice Witness Covenanted Ministry

1st QUARTER (October 2016 – December 2016) - DISCOVERY

I. Met with Key Stakeholders to understand fully the need and priority; identifying covenanted ministry leaders/teams who expressed a desire and energy around communication goals
   a. Attended regular/monthly meetings
   b. brainstormed and defined strategy to meet communication goals; on-line presence
   c. conceptualized and implemented, administered and monitored a variety of projects using images, graphics, layout, design and devices to disseminate information and materials

II. Worked with Office Staff/Communications/Administration Manager (Renee Cordes) on MMSC web-site; understand hosting, needs, usage, etc.
   a. Contacted The Miller Group (responsible for MMSC technical services and hosting)

III. Provided assessment of existing service and platforms
   a. Free Conference Call assessment of service
      i. Video Conference Tool; researched options and developed comparison chart identifying web platform costs, benefits and features of several platforms including WebEx (MMSC initial platform), GoToMeeting/GoToTraining, Adobe, Zoom

IV. Worked with Office Staff/Communications Covenanted Ministry to fully understand the following MMSC platforms used daily/weekly basis and provided assessment
   a. Constant Contact (eCourier, eHappenings, eConnections)
   b. MMSC YouTube Channel (Ginny’s Gems)
   c. Microsoft Outlook (Email)
MMSC COMMUNICATIONS CONSULTANT REPORT – REV. NIA CHANDLER

2nd QUARTER (January 2017 – March 2017) - IMPLEMENTATION

I. Development of Web-sites and Landing Pages/Expanded Social Media
   b. Covenant Youth Ministry Website - https://www.mmsuccyouth.org/
   c. Older Adult Covenanted Ministry landing page - http://www.missourimidsouth.org/older-adult-ministries
   d. Treasurer’s Network landing page (password protected page – available to identified persons within MMSC) - http://www.missourimidsouth.org/resources

II. Negotiated/Secured Business Account with Zoom Video Conference Platform
   a. Restructured 10 licenses based on MMSC Organizational Structure (organized by 4 Standing Committees – Finance & Administration, Leadership & Development, Local Church Ministries, & Wider Church Ministries
   b. Met with ministry leaders/teams to train on how to use Zoom
   c. Developed training sheets (Best practices: Things to Know as Host/Participant)
   d. Developed training video
   e. Included information in various platforms, MMSC web-site & eCourier

III. CAG 2017 Planning
   a. Met with Planning Team – March 22, 2017 (Columbia, MO)
   b. Coordinated Equipment Needs with David Rahmoeller, Dale Parson, & Bob Atkinson
   c. Email Correspondence with Rev. Rushan Sinnaduray who agreed to support development of PPTs
   d. Reviewed evaluations from 2016 to improve technology
     i. 360-degree HD wide lens webcam/tri-pod (live streaming)
   e. Set-up registration on Eventbee platform - https://www.eventbee.com/v/cag2017/event?eid=124158912#/tickets
     i. Created video on how to register
     ii. Attended WA Association Meeting; available to demo registration process
     iii. Created CAG 2017 link on MMSC website to Eventbee registration platform
     iv. Met with Lorrain Brooks – MMSC Accounting to ensure payments were deposited to MMSC bank account
   f. Developed CAG 2017 web-page on MMSC web-site
     i. Uploaded and organized flyers, documents, images related to CAG

3rd QUARTER (April 2017 – June 2017) – CAG/E-courier

I. CAG 2017
   a. Attended regular meetings with CAG Planning Team (Columbia, MO-event site/Zoom)
   b. Designed CAG2017 Logo/PPT Theme
   c. Monitored Eventbee Registration platform (worked with individuals who needed assistance with registration, produced reports for badges/packets, deployed message to attendees from Eventbee regarding SockHop)
   d. Coordinated/Set-up of technology/equipment
   e. Developed CAG PPT presentations; Finance/Treasurer, Worship (TH, F, S), Heritage, Church/Clergy Anniversary, Thank You
   f. CCLI compliance with placing worship songs on slides
   g. Uploaded and organized CAG reports on MMSC website - http://www.missourimidsouth.org/copy-of-conference-annual-gathering
   h. Created MMSC Directory; print format and PDF (standard and flippable)
   i. Worked with team to oversee/manage technology on-site

II. eCourier/eHappenings
   a. Managed eCourier; biweekly (April – June)
     i. Trained Office Staff and Communications Covenanted Ministry Team on platform
     ii. Developed new way of submitting events/information on MMSC web-site for eHappenings
     iii. Explore new format of eCourier/newsletter-printable document

It is my goal in the 4th QUARTER (July 2017 – September 2017) to update the MMSC web-site; explore platform and functionality to ensure site is dynamic and to continue to work with Covenanted Ministries to ensure communication goals are achieved.