

## ADMINISTRATION OF THE SOCIETY

*“All things should be done decently and in order.” 1 Corinthians 14:40*

While our programming is the way we interact with the world, we have done a number of things behind the scenes to be sure that work is done efficiently and that we are good stewards of the resources entrusted to us by our partners and donors.

The largest of these shifts was the Dec. 8, 2008 move of our offices from the Congregational House on Beacon Hill in Boston to the campus of Andover Newton Theological School. This move not only cut our rent in half but gave us easy access to both the new Media Center and a number of area centers of theological education.

This spring saw the last paper issue of our long-standing newsletter, *Comment*. The change saves both money and trees and also enables us to focus on the far more effective tools of electronic communication. As the world adapts to new communication technology, we are adapting with it.

By sub-contracting all our actual bookselling activities to the Andover Newton bookstore, we have been able to eliminate a number of overhead expenses related to retail book sales while still retaining the good will and exposure we gain from offering the service. The Andover Newton bookstore's bottom line gets better and so does ours.

We have tightened our Grants program to be sure that our dollars are spent where there is the most need and have capped the amount given to any one place to ensure a broader reach of individuals and institutions.

To reflect those new realities, we have restructured our staff and responsibilities, we have also restructured our budget presentation to better reflect our mission and the reality of how we operate.

Our Trustees have begun to take a more active role in our financial management. As a result, in April, 2009 we changed the firm handling our endowment to a firm that will allow us to screen for socially responsible investments.

In order to keep a better and more accurate record of our donors, we purchased a new donor management software system, completing the transfer of our records into the new system in April. We will now be able to give our donors appropriate recognition and feedback on their gifts and easily generate reports to track our effectiveness.

In the past fiscal year we spent \$160,666 on the administration of the society. We project that for fiscal year 2010 that number will drop to \$70,146.