

## National Office Report

We, the staff of The Grail, welcome this opportunity to share with members a bit of who we are and what we do. We hope this helps with the reflections: What Am I Learning That I Didn't Know? What else do I need to know?

Our staffing philosophy is to hire for specific skills needed vs many generalists, for only the time necessary to complete each position's goals, and to pay a living wage.

The Grail staff is currently comprised of:

- Art Coordinator (very part time)—maintains/cares for the cultural collection and coordinates its use via Art at the Oratory, loans, and independent shows
- Volunteer Coordinator (part time)—recruits volunteers and coordinates their assignments across all positions, plus coordinates the summer work program
- Farm/land Coordinator (very part time)—coordinates all land based initiatives especially permaculture-focused Learning Labs
- Accountant (on-call)—manages all AR/AP, reconciles monthly bank and portfolio statements and prepares monthly financials
- Housekeeper (on-call)—provides care for the office and Oratory
- Administrative Assistant (full time)—provides support for members and staff and fills in gaps
- Executive Director (full time)—holds the whole, manages all external/public-facing activities, supports Council, and fills in the gaps

Our purpose is to serve and support The Grail and maintain its legal standing in doing so. How we do this can be broken into 2 general areas: mission advancement and mission support.

1. Mission Advancement is important—it is the foundation upon which The Grail exists. Each year we ask: how are we advancing the stated mission goals and vision of The Grail?
  - a. We identify and create opportunities to utilize the treasures of The Grail with particular emphasis on partnerships/relationships that support historically marginalized groups.
    - i. The Grail owns a significant cultural collection—The Oratory itself, art, artifacts, and archives (including photos). Each contributes to the story and can be utilized to introduce others to The Grail in a manner that meets mission goals. Current initiatives include: Art at the Oratory, loan of Crèches, winter-time open labyrinth hours, and one off activities in partnership with artists and historians
    - ii. The Grail owns land—Loveland and Cornwall.
      1. At Loveland we created an initiative (Learning Labs) based on the early Grail lessons of doubling one's talents and student-led education to support nonprofits as they pilot land-centered programs. The Grail itself utilizes the land here to try out innovations in permaculture, with a shifted focus on shared knowledge vs production.
      2. The Summer Young Adult Work Initiative was implemented to reduce unemployment of young women, provide general support, while teaching 15-20 young women each summer about The Grail. SYAWI

enables The Grail to complete tasks and initiatives that otherwise would not be done due to a small staff.

3. At Loveland, the Oratory is utilized weekly by long-standing groups to support the spiritual needs of the greater community: Spiritual Paths NA, Loveland Zen Meditation, Being Peace Sangha, and Vespers.
  4. At Cornwall, we manage the rental to a like-missioned entity, Rural and Migrant Ministry, Inc. In doing so we provide financial stability for Grail initiatives, opportunity for joint mission initiatives, and ensure ongoing full utilization and care of the property.
- b. Some ways we support Grail members' passionate advancement of the mission include:
- i. We collect information from members on what they have worked on throughout the year so that we can find opportunities that unite individual actions across The Grail.
  - ii. We work with Grail groups, committees, and individuals to find resources needed for their work: zoom calls, meetings, announcements, space, photos, produce from the land, etc.
  - iii. We facilitate the donations given to support Grail mission advancement overseas via grants to other Grail entities
2. Mission support is crucial—without these functions, the mission advancement would not exist. The National Office is the repository for the unified records and data of The Grail. NOTE: this list is not exhaustive:
- a. Financial oversight –budget, bill paying, income generation (including grants, donations, and bequests), portfolio management, annual audit/review of books, tax filings, etc. NOTE: Financial Goal is to achieve mission advancement while introducing cost efficiencies. Over the last 6 years the budget has been reduced by double digits each year and the actuals have been UNDER budget each year by close to double digits.
  - b. Member outreach—production/distribution of NGN, Gumbo, website, ballots, zoom, all mailings, and blasts. Plus managing/maintaining the technical aspects and behind-the-scenes functionality of each of these, especially the database. Maintaining the database means constant communication with members for up to date contact information and status and often includes detective work to find “missing” members.
  - c. Committee support—provide data, report, and support to all committees upon request, assist in their scheduling, and maintain the official records of their work.
  - d. Community outreach—create/identify opportunities to share The Grail story with non-members to increase support, use of property, and encourage new memberships. It also includes the utilization of all Grail social media.
  - e. Property management—as long as The Grail owns property, it must be managed: grounds care, insurance, security and safety, repairs (regular maintenance at Loveland and major maintenance at Loveland and Cornwall), utilities, inspections, leases (Cornwall and Tidings), regular/special use contracts (Oratory and land), conservation (keeping O’Bannon Creek healthy, maintaining the conservation easement at Loveland), and working with The Grail Cemetery Association to care for the cemetery.
- Thank you for this opportunity. Please let us know if you have any questions.