

## Support Liaison 9 January – 12 February 2014 Report # 1

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The Support Ministry is made up of four areas: (1) **Budget and Finance** lead by Fred Wentland, (2) **Property Management** lead by Larry Floor, (3) **Stewardship** lead by Rob Watson, and (4) **Website Management** lead by Fred Wentland. Fred prepared and provided an annual report for the Support Ministry for inclusion in the All Saints 2013 Annual Report which was provided to the Congregation at the January 2014 Congregational Meeting.

The Pastor and President asked the liaison leaders to provide "one defined, measurable initiative" that is something "new". At the end of the year, an evaluation will be made to see what worked and what didn't and options to change for success or maybe the initiative wasn't meant to be. The initiatives will be discussed at the 19 Feb Council meeting. Based on previous Support Liaison reports and inputs from various members, the following is a potential list of initiatives:

1. **Property Management** (Lead: Larry Floor):
  - a. **Electronic Sign**: Obtain and install an electronic programmable sign on U.S. Route 301.
  - b. **Handrail**: Obtain and install a handrail next to the concrete path leading up to the church and slowing inclines around the flower beds to the entrance doors
  - c. **Lawn Care**: Perform the necessary functions to keep the property properly maintained.
  - d. **Day Care**:
    - 1) Implement the necessary building modifications that would enable All Saints to obtain a permit from Prince Georges county to operate a day care center.
    - 2) Make an agreement with a Day Care Manager to operate the day care center.
  - e. **Future Building Capital Improvements**: Identify future building capital improvements, costs, and schedule and identify the annual capital improvement costs that would be necessary to meet these capital improvements when they will be required. Examples include the roof, the carpet, air conditioners/heaters, etc.
  - f. **Planting the Green**: Develop and implement a plan to enhance the various gardens and grounds with trees and foliage.
2. **Website** (Lead: Fred Wentland)
  - a. **Website Update**: Keep the website current and respond to all requests for updating within 3 working days of receipt of the update request ... periodically request those that are responsible for the website information to review and provide updated information.
  - b. **New Features**: Develop and implement a plan to provide video on the website.
3. **Stewardship** (Lead: Rob Watson)
  - a. **Ministry Faire**: Provide a Ministry Faire event that will inform the Congregation of the activities that are available at All Saints.
  - b. **Consecration Sunday**: Plan and provide a series of activities that will provide sufficient information that will enable the members of All Saints to consider

providing an estimate of giving on Consecration Sunday to sustain All Saints financial plans and responsibilities in the next calendar year.

- c. **Time and Talent**: Plan and implement a series of activities that will: (1) enable the member of All Saints to select various activities they want to voluntarily provide their time to support; and (2) based on this information, provide the church leaders a list of volunteers that they will contact to provide the support .

4. **Budget and Finance** (Temporary Lead: Fred Wentland)

a. **Spending Plan**:

- 1) Obtain the necessary planned spending information from the various liaison leads, Council Officers, Council members, and staff and prepare a spending plan for the next calendar year;
- 2) Obtain approval of the Council; and
- 3) Provide the spending plan to the Congregation at the Congregational meeting for their approval.

- b. **Budget/Expenditure Oversight**: Address any issues that arise and quarterly review the budget and expenditure activities and provide recommendations to the Council on any issues.

- c. **Budget and Finance Lead**: Obtain a new permanent lead.

The items in yellow are the new initiatives.

The following are activities that have occurred during this reporting period and those planned.

1. **Property Management**

a. **Activities During the Period**:

- 1) **Maintenance**. Larry and crew have continued maintaining the grounds and making repairs where necessary.
- 2) **All Saints Roadside Evangelical Working Group (ASREWG)** (Larry Floor, Gary Beecher, Art Lohsen, Dave Baine, Pastor Gary, and Fred Wentland) did not meet during this period. Currently, \$22,625 is available. Our goal is to define the cost, design, and announce to the Congregation for their coordination, comments, and financial support. Fred drafted and submitted an application for a PG County permit. The County zoning and structure groups approved the permit. Based on a review by Council members a new sign design (DayStar) was provided by Stewart Sign Company which increased the size of the LED print, the number of lines, and position of the LED cabinet above the ID cabinet This new design was approved by the County on the permit. Fred is now obtaining a surveyor to identify the placement of the sign and bids from three sign installers. Once the placement of the sign is identified (has to be the same as approved by the County), a contract will be signed by Fred with Stewart Sign Company. Stewart will deliver the sign to the installer in about two months. The installer will pour the foundation ... the County will inspect the foundation .. the installer

will complete the erection of the sign ... the County will make their final inspection. The sign should be operation in the May/June timeframe.

- 3) **Handrail Construction.** As previously reported, the Pastor indicated at a previous Council Meeting that one of our handicap members has asked for handrail to assist the party going up the incline to get into the church safely. The Support Liaison group was ask to cost out putting up a handrail next to the concrete path that starts to left of the steps leading up to the church and slowly inclines around the flower beds to the entrance doors. Gary and Larry have had a Contractor evaluate the site. They obtained a verbal estimate of approximately \$3,000 which appears to be high. During previous periods, Gary discussed project with Tom Krzycki, who has agreed to bend and weld pipe for handrails. ASLC volunteer workgroup will install pipe posts in concrete to support rails. Gary is working on a lot of projects and the rail project will be taken over by Larry. As previously reported, Larry will be getting with Tom to determine the next steps as previously reported.
- 4) **Lawn-Care.** As reported previously and as many of you know and maybe not, the members of the Property Management Team continue to do an outstanding job in keeping the property properly maintained. As part of that group, Ale Saints (and friends) has provided the lawn care. This group includes: Wesley Boyette, John Summerlot, Jim Meyer, Dan Bendt, Matt Bitter, Mike Schumacher, Wayne Bossler, and Jim Sichelman. John Summelot is scheduling the lawn care.
- 5) **Day Care.** As previously reported, Susan, Larry, Gary, and the Pastor have been working on making Day Care a reality. They have been working on this for some time. We had a consultant, Annapolis Fire and Life Safety Engineering, make an inspection of the facilities at All Saints. They came up with 27 recommendations that in their estimation would enable All Saints to pass the fire and day care inspections. Susan, Larry, Gary, Pastor Gary, and Fred met on 14 Oct to review these recommendations, to evaluate the progress, and determine additional plans to satisfy the recommendations. It appears that approximately \$7,000 or less will be required to take care of recommendations from adding sprinklers and smoke detectors to changing doors and various latch assemblies. It is estimated the work will be completed and inspections made, and facility ready for use by the Day Care Manager. The Day Care Manager estimated that actual operation of the Day Care would be in the June/July 2014 timeframe. As previously reported, Gary provided the following summary of activities:
  - a. Fellowship Hall - External locks/handles added to fire doors; 'Do Not Block' signs installed on interior of fire doors; Fire Escape routes posted at fire doors; Keyed locks added to Education and Photo Club closets, Similar lock available for installation on new doors at closet near kitchen; Doors, etc purchased/finished for closet at Kitchen (installation post

sprinkler install); Master unit for safety lights on order from Bay Lighting, Crofton (install as soon as rcpt).

- b. Kitchen - New outlet for freezer installed; GFI outlet installed at coffee maker; Updated First Aid Kit??? (Larry).
- c. Nursery - #2 door @ exit hallway on order at 84 Lumber. Plan installation early January.
- d. Outlet covers installed.
- e. Will deal with drywall repairs, etc post sprinkler installation.
- f. Electrical closet - Junction box cover installed; Working with Jim Meyer to move bulb supply to another location; Final clean-up post installation of safety light's master unit.
- g. Playground - Waiting on final decision of area, location, fencing style, and if concrete walkway from east fire exit to patio required.

Activities are shown in Attachment 1.

- b. **Members of Property Committee.** The following is a list of members of the property committee:

- Chuck Arnold
- Dave Baine
- Wayne Bossler
- Gary Beecher
- Marty Christon
- Eric Thompson
- Steve Roberts
- The Ale Saints who does the lawn service (Wesley Boyette, John Summerlot, Dan Bendt, Matt Bitter, Bill Braun, Wayne Bossler, and Jim Sichelman)

- c. **Property Management Plans:**

- 1) As previously reported, Larry and Gary identified the following items for maintenance:
  - a. Caulk around vestibule outside
  - b. Connect black drain pipe to downspout and put drain pipe under sidewalk
  - c. Clean drain pipe coming from fellowship hall
  - d. Scrape and paint all outside doors
  - e. Scrape and paint around Sunday school windows
  - f. Bury two black drain pipes coming from Sunday school wing
  - g. Rehang screen doors on fellowship hall
  - h. Replace lights behind the cross on front of facility
  - i. Bottom row of siding on fellowship hall needs replacing
  - j. All air returns need cleaning
  - k. Need to place address at the end of sign by the road and at flower bed in front of the church (required for fire department)
  - l. Repair ceiling in fellowship hall
  - m. Hard wired smoke detectors (required for daycare)
  - n. Obtained new batteries for the backup emergency lighting system

- 2) **Plan to have Meeting # 2 of the ASREWG in Mar/Apr timeframe.** Fred will be proceeding on making a contract with the sign maker, installer, and surveyor.
- 3) **Handrail:** Obtain schedule for work to be accomplished.
- 4) **Day Care:** Work with Day Care point person (Susan Beers) to bring facility into Day Care code compliance. Additional day care working group will meet as needed.
- 5) **Roof Repair.** The roof is currently 22 years old and is need of shingle replacement. Leaks have already been repaired. Fred has obtained two estimates for replacing all the shingles, provided a summary of this information to the Council via email, and was provided to the Council on 17 Jul 13 for their consideration and guidance. As previously reported, the Council decided to hold off replacement of the roof in light of the approval of replacing the heating/air conditioning system.

## 2. **Website Management**

### a. **Activities During the Reporting Period.**

- 1) **Site Updating:** Fred Wentland has temporarily taken over in making uploads to the Website which included: (1) Calendar of Activities via Jean Ream; (2) 3 issues of the Ministry and Missions; (3) 4 issues of the Announcements; and (4) two issues of the Grapevine. Also updated the Leadership roster and removed various dated materials. Added the new by-laws and updated the youth ministry section.

### b. **Plans.**

- 1) Plan to have meeting of the Website Working Group in the March 2014 timeframe.
- 2) Fred will be updating the Website weekly. John Summerlot will be updating as required Facebook.

## 3. **Stewardship**

### a. **Activities During the Reporting Period:** The Stewardship Committee (Rob (Chr), Norma, Marty, Fred, and Pastor) met on 15 Jan and 5 Feb. The following was discussed:

- 1) **Time and Talent Consecration.** Fred provided a new Time and Talent Plan and Schedule on 15 Jan. The theme was The Light, Path, and Way. The Committee made adjustments in the plan. For three Sundays, the Pastor would provide a sermon keyed on each of these areas and a description of each of these areas would be in the Sunday announcements. A email would be sent on the Monday after each Sunday alerting the members of the next Sunday topic. On the 23 Feb,

the members will be asked to fill out a simple card that provides 3 options: (1) I have filled out a Commitment form and submitted it; (2) I plan to fill out a commitment form and submit it within the next 2 weeks; or (3) I plan to help as the need arises in the future. The Committee also modified and finalized the survey matrix that will be filled out by the members as their time and talent commitment. Kim Watson developed an electronic survey which was also reviewed by the Committee and adjustments made. The Light, Path, and Way explanation inserts, the electronic survey, and paper matrix survey will be posted on the Website for members to review and submit their commitment.

**Next Meetings.** The next meeting will be on or about 12 March 2014.

- b. **Plans:** Continue carrying out the Time and Talent survey program and time and talent commitments from members.

#### 4. **Budget and Finance**

- a. **Activities During the Reporting Period:** As previously reported, Fred sent an email to the All Saints leadership and committee chairs requesting their financial requirements for CY 2014. Donita also provided estimates on a number anticipated expenditures along with the status for CY 2013. Based on these financial inputs, Fred prepared a draft budget which was provided to the Budget and Finance Committee on 7 November 2013. The Committee reviewed each of approximately 60 expenditure line items. The Committee also reviewed the anticipated income for CY 2014 from information provided by Dan Bendt. The Committee approved a draft budget for CY2014 for submission to the Council at its planned meeting 20 Nov 2013. The total expenses were approximately \$428,900. Fred sent the draft budget on 19 Nov 2013 to the Council with two basic options for review, discussion, and approval.

As reported during the previous reporting period, the Spending Plan was provided to the Council on 20 November 2013. After discussion, the recommended Spending Plan (\$427,899) was approved by the Council. The Financial Secretary prepared the Spending Plan for 2014 for approval by the Congregation at the January 2014 Congregational Meeting.

At the January 2014 Congregational Meeting, the members agreed that the budget should include a 10% commitment for total benevolence. Based on this guidance, Fred provided the Council with a new 2014 spending budget which was approved.

- b. **Plans:** Continue to monitor the budget and finance execution.
- c. **Current Member List:**
  - 1) Larry Floor

- 2) Pastor Rhinesmith
- 3) Norma Schmidt
- 4) Donita Johnson
- 5) Jane Bossler
- 6) John Summerlot
- 7) Fred Wentland (Temp Chair)
- 8) Dan Bendt

Attachment 1



Day Care Summary  
Activities (Dec 2013).d