

## Support Liaison 12 November – 19 December 2014 Report # 11

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.

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 were discussed at the 19 Feb Council meeting. Based on previous Support Liaison reports and inputs from various members, the following is the list of initiatives that we plan to address this year:

1. **Property Management** (Lead: Larry Floor):
  - a. **Electronic Sign**: Obtain and install an electronic programmable sign on U.S. Route 301. **(COMPLETED)**
  - b. **Lawn Care**: Perform the necessary functions to keep the property properly maintained.
  - c. **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. **(COMPLETED)**
    - 2) Make an agreement with a Day Care Manager to operate the day care center.
  - d. **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.
  - e. **Planting the Green**: Develop and implement a plan to enhance the various gardens and grounds with trees and foliage. **(COMPLETED)**
  - f. **Sound/Video System**. Make recommendations and plans to replace the current sound/video system
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. **(COMPLETED)**.
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. **(COMPLETED)**

- 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. **(COMPLETED)**
  - 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. **(COMPLETED)** and On-Going)
4. **Budget and Finance** (Temporary Lead: Fred Wentland)
- a. **Spending Plan**:
    - 1) Send out spending plan development plan along with schedule and request for spending plan inputs from persons in item 2) below **(COMPLETED)** ;
    - 2) 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 **(COMPLETED)** ;
    - 3) Obtain approval of the Council **(COMPLETED)**; and
    - 4) 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) **Lawn-Care**. As reported previously, 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. Walter Knausenberger has volunteered to evaluate the grounds and come up with recommendations to enhance the appearance. Dustin Kehoe did a great job in cutting down brush on the area between U.S. 301 and the church property near the All Saints electronic sign. Don't the grounds look great!!!

- 3) **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. An inspection was made by County and only minor corrections were necessary. All major building modifications and corrections have been made and the re-inspection was successful. It was reported by Susan that a permit from the County will be necessary before a license is issued. It would appear that this will delay the planned operation of the Day Care center. Fred Wentland contacted the Maryland Department of Education, Region 4 (Prince George's County) for information on obtaining a license/permit required for operation of a day care center. Fred attended an orientation at the South Bowie Library starting at 1:30pm, 18 July 2014. Fred also had discussions with Deandra Coleman, the planned Director of Daycare. She had attended a previous session orientation. Based on the orientation, she applied for a permit and was denied because the facility (All Saints) was not zoned for such use. Apparently, All Saints must obtain a use permit which may involve rezoning to do so. Fred will work with Susan and Melissa to determine the next steps.

**As previously reported,** Susan, Melissa, Deandra, the Pastor, and Fred had a meeting on 8 September to discuss: (1) Child Care Orientation, (2) PG Development Review Division Guidance, (3) Detailed Site Plan, and (4) next steps. Fred briefed the group on the orientation he attended ... it was for those who will operate a day care center. Deandra already attended an earlier orientation. Her application for a permit is being held in abeyance for lack of correct zoning. One of items that must be approved before a permit can be approved is a detailed site plan according to Amber Krivitsky (Planning Information Services, M-NCCPPC, Development Review Division in Upper Marlboro. All Saints is currently zoned for residential rural and will have to have an addition zoning code for day care. Fred obtained an estimate to obtain a detailed site plan from Soltesz on 8 Sep ... the cost estimate was approximately \$14,500. There were a number of items in the estimate that will have to be evaluated as to their necessity. It was suggested that we obtain other estimates including one from Phoenix Company who has done survey work for All Saints on the Columbarium. After discussing the situation, the following next steps were agreed: (1) Have a meeting with the County, Cheryl Summerlin, to further discuss our situation; (2) obtain other estimates for a detailed site plan; (3)

interview another local day care center such as Cornerstone Church in Bowie; and (4) take an inventory of existing site plan documents. Deandra indicated that she could not fund the acquisition of a detailed site plan. It appears that it will take about 4 to 6 months to complete the permit process.

As reported in the last reporting person, Fred contacted Cheryl Summerlin to further discuss All Saints situation. She provided additional materials that state the activities All Saints will have to undertake. She also indicated that she is willing to set up an appointment with the evaluator to discuss our situation. Fred will review the materials and arrange an appointment with Cheryl.

**Current Reporting Period.** No activity occurred during this period.

4) **Multimedia Communications System (MCS).**

**Previously Reported:** Sharron Sample has volunteered to lead a group in planning, evaluating, and making recommendations to upgrade All Saints sound and visual system with a multi-media capability to enhance our services and for community outreach. The group has prepared a request for interest (RFI) that went to 5 companies. Four have responded and the committee is in process of conducting walk-throughs of the church site and evaluating the responses to the proposal. The group will be looking for the right company to help develop the plan, identify the budget, and implement these upgrades in an integrated, possibly phased, manner. The Group has met with two so far and will meet with a third next week. The Committee has two more to schedule which includes an unsolicited advertisement received by Pastor via the mail. One proposal is in for review and presentation by the company. We project completion of initial walk throughs by mid-September and review of proposals during October. The MCS working group met three during the last reporting period and interviewed two prospective responders to the RFI. Using this information, Sharron plans to complete a paper outlining their findings and recommendations which will be provided to Council.

At the last reporting period, two other potential contractors are planned to be evaluated by the MCS working group. Sharron prepared a draft power point presentation for the MCS working group consideration along with a power and presentation to the Council at their 15 October 2014 meeting. The presentation includes a recommendation for \$15,000 for the Worship Multi-Media (WMM) Upgrade in CY 2015.

**Activities During this Reporting Period:** Sharron received a proposal from Innoface systems; and attempted to set up a meeting with Armbruster to discuss their proposal. Sharron also provided a status power point briefing to the Council relative to what has been done and planned in the future. She articulated the following relative to where the Evaluation Team is at:

1. July 2014 – Issued RFI to 5 companies – Research and Recommendation by John Wenger:
  - Armbruster Audio – Provided Current System
  - RTZ - Provided parts to current System and Tech Support
  - Braesia Productions – Vendor for Hope Lutheran Church, Clinton, MD
  - Innoface Systems – Recommended by Mark Steiner
  - Nelson White Systems – unsolicited advertisement (provided RFI in August 2014)
2. 10/2014 - In receipt of two proposals:
  - Braesia Productions
  - Innoface Systems
3. Received proposals and briefing from Armbruster
4. The following is the schedule from October through December 2014:
  - A. Further conversation with parishioners to:
    - ensure we understand
    - Identify additional uses/requirements
    - Sort out requirements vs. “nice to have”
  - B. October 2014 – Receive and Evaluate Proposals (2 additional):
    - Understands and can Meet each of our requirements
    - Provides a Phased Approach
    - Phases Make Sense
    - Company Accessible to us and willing to work over time to complete
    - Price – comparable to others and reasonable
  - C. December 2014 -Recommendation to Council – including funding Recommendations – (\$21K WMM – 5K infrastructure – current estimate)
  - D. January 2014 - Recommendation to Congregation
5. **Meeting 10 Dec 14** (Pastor, Sharron, Mark, and Fred)
  - A. Sharron is going to prepare a presentation to the Congregation in January to include the following areas:
    - 1) Replace current audio system with current technology for the church services in the sanctuary ... first priority.
    - 2) Provide audio/visual capability for education activities, and conduct of the inreach and outreach program activities within the church building. (2nd priority)
    - 3) Provide video/audio recording for streaming and website application in the long term. (3<sup>rd</sup> priority)
    - 4) Results (costs from participating contractors) versus the items 1 through 4 above over the next two years.
  - B. Sharon plans to coordinate the presentation with other members of the group who will provide feedback for the final presentation.

b. **Committee Membership:**

- 1) **Grounds and Maintenance Committee:**
  - Chuck Arnold
  - Dave Baine
  - Wayne Bossler
  - Eric Thompson
  - Steve Roberts
  - Walter Knausenberger
  - The Ale Saints who does the lawn service (Wesley Boyette, John Summerlot, Dan Bendt, Matt Bitter, Bill Braun, Wayne Bossler, and Jim Sichelman)
- 2) **Day Care Committee**
  - Fred Wentland
  - Susan Beers
  - Melissa Steiner
- 3) **Multimedia Communications Committee**
  - Sharron Sample (Chr)
  - Mark Steiner
  - John Wenger
  - Fred Wentland
  - Pastor Rheinsmith

c. **Property Management Plans:**

- 1) **Property Care and Maintenance.** Address property maintenance issues as they arise.
- 2) **Day Care:** Work with Day Care point person (Susan Beers) and continue planning to standup the day care.
- 3) **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. No change during this period.
- 4) **Multimedia Communications.** Continue evaluating responses to the request for interest and the definition of requirements/options. Carryout planned activities briefed to Council as articulated above.

## **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.
- 2) **Video**: Fred added video to the website. The 10 sermons provided by the Pastor have been put on the website. There have been approximately 147 persons that have accessed these videos since they have been posted.

**B. Plans.**

- 3) Plan to have meeting of the Website Working Group in the January 2015 timeframe.
- 4) 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 lead by Rob Watson and attended by Fred Wentland, Norma Allenbach-Schmidt and the Pastor met on the following days:

**b. 12 Nov 2014**:

- 1) **Ministry Faire**. No activity since the Ministry Fair was held on 24 August and was a complete success.
- 2) **Consecration Sunday-October 19, 2014 Review and Discussion**
  - The “Step-up” suggestion was embraced by a many givers
  - A number of new sign-ups for Simply Giving occurred
  - Over half of the estimates-of-giving were increased over last year. The average increase was 10% per card.
  - Total number of pledges was fewer than last year
  - Attendance at luncheon was lower than the number indicated by RSVPs
  - Many persons attended the All Saints Luncheon on 19 Oct 2014. As a result of Consecration Sunday activities, 51 family units provided estimates of giving (\$308,872). The current estimated of giving is now 61 (\$332,780).
- 3) **Next Meetings**. Planned for 10 Dec 2014 at 6:30 pm.

**c. 10 Dec 2014**:

- 1) Liz Muller and John Summerlot briefed the Stewardship Committee (those in attendance included the Pastor, Rob, Fred, and Norma) on the Journeyman Project being carried out by the Synod. They will have 6 sessions over this year which is focused on church members identifying their strengths through testing and discussion. Their plan for next year is

to educate 8 leaders within All Saints and prepare a curriculum for their use in establishing groups of 6 to 10 members and for them to identify their strengths and have discussions within the group. The groups will be started in Apr and finish up by Easter.

- 2) The Committee plans to assist where they can and determine where there might be an interface in the application of these strengths in the activities within All Saints.
- 3) The URL for the test is: <http://freestrengthstest.workuno.com/free-strengths-test.html> . Those who take the test (170 questions) may find their preferred way of thinking, feeling, and behaving. These questions and results were crafted based on the Personality and Strengths Movements.

d. **Plans:** Begin working on and planning for future Stewardship activities.

## **B. Budget and Finance**

a. The following is the tentative schedule for budget preparation:

- 15 Oct 2014 Council Meeting
- 19 Oct 2014 Consecration Sunday (Estimate of Giving Input)
- 19 Oct 2014 Budget Inputs from Liaisons (Serve, Worship, Gather, and Learn), Executive Committee, Building Management, Administration, Treasurer, and Financial Secretary)
- 20 Oct – 18 Nov Budget and Finance Ministry Team Budget Preparation
  - Initial Budget Draft (Donita, Fred, and Dan) for Budget Committee review and guidance
    - Planned meetings of Budget Committee: 6 Nov
- 12 Nov 2014 Council Meeting (Presentation and Approval of 2015 Budget)
- 17 Dec 2014 Council Meeting
- 25 Jan 2015 Congregational Meeting

b. As previously reported, the Finance and Budget Ministry Team (BFMT) met on 6 November with Fred, Donita, Pastor, Dan, and Larry attending. The team reviewed the draft CY 2015 Income-Expenditure Plan previously provided by Fred. They considered all the expense inputs from the Leadership and projected income. The expenses exceeded the income and adjustments were made to the expenses to equal the anticipated income. It was decided that benevolence (Synod/ELCA) should be adjusted as a percentage of the Estimate of Giving income and as shown in the draft spending and income Excel spreadsheet, this worked out to be 7 %. Overall, the benevolence is about 9% of Estimate of Giving income. There are three parts in the spreadsheet. The first two are for the Ministry Team only and the third is planned to be given to the Council next Wed

(12 Nov 2014) after review by the Ministry Team and any other guidance based on an Executive Committee meeting on Sunday relative to employee compensation. The BFMT was asked to review a new draft spreadsheet and provide feedback so any other adjustments can be made. The initial draft spending and income plan was provided to Council on 12 Nov 2014.

- c. **Activities During this Reporting Period.** The Council discussed and reviewed the BFMT's draft budget and accepted it on 12 Nov 2014 with slight adjustments. It will be available for review on 19 Dec 2014.
- d. **Plans:** Plan any other meetings of the BFMT and present the final plan to the Council for approval at the December Council meeting. Make any other fact of life changes to the Plan based on financial reports for CY 2014.
- e. **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