

Support Liaison 19 December 2013 – 8 January 2014 Report # 12

The Support Ministry is made up of four areas: (1) **Budget and Finance** lead by Fred Wentland, (2) **Property Management** lead by Larry Ploor, (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 will be provided to the Congregation at the January 2014 Congregational Meeting. 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 Ploor, Gary Beecher, Art Lohsen, Dave Baine, Pastor Gary, and Fred Wentland) did not meet during this period. BGE has completed its activities on ASLC property. 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. The final cost and design will be provided to the Council for approval. Gary has completed the temporary sign which was put up where the old sign on US 301 was previously located. Also during the previous period, Gary, Chuck, and Fred relocated the sign to the highest point on All Saints property to see how well it can be seen from U.S. 301. Fred drafted and submitted an application for a PG County permit. During this period, Fred met with PG county MD National Capital Park and Planning Commission Permit office. They have coordinated on our application and have passed it on to the SHA for coordination. After that it goes back to the PG permit office for final disposition. The target date for permit approval is 18 Jan 2014. There were a number of questions and comments relative to the proposed electronic sign that may be placed on AS property on US 301 in the near future. Fred asked Steward Sign company to provide an additional option in light of the comments received which included increasing the size of the print and LED cabinet and moving the Identification Cabinet below the LED Cabinet. Fred prepared a spreadsheet comparing the previous sign proposal (TekStar) with a new sign (Daystar) including costs which will be discussed at the January 2014 Council meeting.

- 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, All 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 Summerlot 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 Feb 2-14 timeframe.** Fred will meet with PG County relative to the sign permit.
- 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) 3 issues of the Announcements; and (4) one issue of the Grapevine. Also updated the Leadership roster and removed various dated materials

b. Plans.

- 1) Plan to have meeting of the Website Working Group in the February 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, and Fred) met on 11 December 2013. The following was discussed:

- 1) Consecration Sunday. Rob reported that as a result of Consecration Sunday, 80 family units pledged \$339,872 for CY 2014. Based on the last 8 years, the average pledged was \$335,718. The CY 2014 pledge total is about 1.2 percent higher than this average and higher per family unit than the past 3 years. It was pointed out that the Leader's Dinner was the best attended as compared to the past events. The temple talks were very vibrant as well. Rob also introduced a new approach to year around stewardship and briefed the team on this new approach contained in a booklet from the ELCA, Stewards of God's Love. Rob plans to get copies of the booklet for team members and the basis for subsequent meetings.
- 2) **Time and Talent.** Fred introduced a program to provide the membership an opportunity to volunteer their time and talent to work for Christ within All Saints. The program is schedule from 8 January through 2 March. The Team was asked to provide comments on the plan by the next meeting to include any changes to the survey containing about 100 activities in the 5 All Saints mission areas for members to volunteer. The program was previously provided to the Council. During

this period, the Council was asked to review the survey form and provide comments as required

Next Meetings. The next meeting will be on or about 8 January 2014.

- b. **Plans:** Continue planning on the Time and Talent survey program and obtain comments on activities checklist from the Stewardship Team, Committee and Ministries, and the Council.

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 will prepare the Spending Plan for 2014 for approval by the Congregation at the January 2014 Congregational Meeting.

- 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



Day Care Summary
Activities (Dec 2013).doc