

## Support Liaison 13 February – 18 March 2014 Report # 2

---

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:

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, \$22,825 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 obtained a surveyor (Soltesz Inc), to identify the placement of the sign and bids from three sign installers. The surveyor found and placed flags showing three property identification markers. The sign permit approved by the County is within the property boundaries. Based on the surveyor findings, Fred signed a contract and provided a down payment (\$7,500) with Stewart Sign Company to manufacture the sign. Stewart has also delivered the software that will be used to program the messages that will be delivered to the sign. The sign is expected to be delivered to the installer for installation at All Saints around 20 April. Fred is in process of

completing a contract with an installer in the local area. 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. No change since last report.
  
- 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; Lockable doors installed on closet at kitchen; Keyed locks added to closets; Replacement master unit for safety lights installed.

- b. Kitchen - New outlet for freezer installed; GFI outlet installed at coffee maker; First Aid Kit updated.
- c. Nursery - #2 door @ exit hallway installed.
- d. Outlet covers installed.
- e. Drywall repairs???
- f. Electrical closet - Junction box cover installed; Removal of replacement bulbs/containers????
- g. Playground - Waiting on final decision of area, location, fencing style, and if concrete walkway from east fire exit to patio required.

Activities shown in Attachment 1 are in process of being updated.

- 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 installer.
  - 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. No change during this period.

## 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 scholarship program.

### b. **Plans.**

- 1) Plan to have meeting of the Website Working Group in the April/May 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 11 Mar. 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 has provided a sermon keyed on each of these areas and a description of each of these areas was placed in the Sunday announcements. An email was also sent out on three consecutive Monday's highlighting to members the theme for the next Sunday. The members were asked to fill out a commitment card on 23 Feb which was subsequently consecrated at that day.

Kim Watson developed an electronic survey program that was accessible via the All Saints website for members to select various elements that they wish to volunteer their time and talents. Fred modified the web site so the members could access this survey or download a paper copy of the survey and send it to All Saints via mail or personally deliver it at church.

The following are the initial results as to those who have completed the survey, those that plan to complete the survey, and those who agreed to serve as the situation arises:

Category	Number	%	Electronic Survey Provided	Survey Not Provided	Paper Provided
Completed	26	30.2	24	0	2
Plan to Complete	40	46.5	10	30	
Situation Arises	14	16.3		14	
No Card but provided electronically	6	7.0	5		
<b>Total</b>	<b>86</b>	<b>100.0</b>	<b>39</b>	<b>44</b>	<b>2</b>

An email was sent to 39 members who had completed the survey thanking them for making a commitment and volunteering their time to reach out. An email was also sent out on 10 March to those who had not completed the survey as a reminder. An additional email will be sent out to members who did not participate in the 23 Feb consecration Sunday to provide them an opportunity to participate in serving others.

Partial results of the survey were sent to John Summerlot that listed for 7 elements under fellowship, those that volunteered to provide their help. A similar package was provided to Sven for the Learning area. When the surveys are complete, the Stewardship committee will make a directory showing the members commitments to each mission area and elements within each and provide it to the leadership for their interface with the volunteers.

- 2) **Ministry Faire.** The Ministry Fair will be held on Sunday, 24 August, with set-up beginning on Saturday, 23 August. Norma has suggested that the theme for this year's Faire be: "Doer's of the Word"

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

- b. **Plans:** Continue carrying out the Time and Talent survey program and time and talent commitments from members. Also continue to plan for the Ministry Faire.

#### 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 Ploor
- 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).doc