

## Support Liaison 19 January – 18 February 2015 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 following is the list of initiatives planned this year:

1. **Property Management** (Lead: Larry Floor):
  - a. **Lawn Care**: Perform the necessary functions to keep the property properly maintained.
  - b. **Day Care**:
    - 1) Meet with Prince Georges County and work out the details for a detailed site plan
    - 2) Make an agreement with a Day Care Manager to operate the day care center.
  - c. **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.
  - d. **Sound/Video System**. Make recommendations and plans to replace the current sound/video system based on the briefing provided to the January 2015 Congregational meeting and define a financial approach to paying for the first phase.
2. **Website** (Lead: Fred Wentland)
  - a. **Website Update**:
    - 1) Keep the website current and respond to all requests for updating within 3 working days of receipt of the update request
    - 2) Work with various liaison persons to update their areas on the website
  - b. **New Features**: Develop and implement a plan to get more responses to the Sunday services video on the website.
  - c. **Facebook**: Work with the facebook coordinator to highlight various items for discussion that may be 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) Send out spending plan development plan along with schedule and request for spending plan inputs from persons in item 2) below;
- 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;
- 3) Obtain approval of the Council; 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 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.** Standing by for spring.
- 3) **Day Care.** 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) **Audio/Visual (AV) Multimedia Task Group.**

**Previously Reported:** At the last reporting period, the AV Multimedia Task Group had begun the review of proposals received from three of the five contractors invited to participate. No additional proposals are expected. A presentation for the Annual Congregational Meeting was in preparation for January.

**Activities During this Reporting Period:** Sharron provided an excellent briefing to the Congregation at the Annual meeting in January. The working group continues to define the first phase of the plan to include replacement of the audio system and to obtain the financial support necessary. Pastor has asked if we might be able to make selection by mid-March 2015. Several briefings will be prepared for interested members of the congregation once selection has been made to include status of a funding plan.

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 (Fred Wentland) and continue planning to standup the day care.
- 3) **Rug Replacement.** The original rug in the Sanctuary and activities area needs to be replaced. Larry and Fred have had preliminary discussions. Fred will work with Larry to obtain the dimensions of the floor area and obtain estimates for replacement
- 4) **Multimedia Communications.** Work with the working group to define the first phase of the plan to include replacement of the audio system and a plan to obtain

the financial support necessary to a draft briefing for presentation at the January congregational meeting.

## **2. Website Management.**

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

#### **1) Site Updating:**

- a. 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) one issue of the Grapevine.
- b. Fred worked with Nancy-Pat Weaver to extensively update the Worship and Music website ... GREAT job Nancy-Pat ...

- 2) **Video:** Fred added Sunday Services video to the website. The 17 Sunday services (including choir anthem, gospel reading, children's sermon, and adult sermon) provided by the Pastor have been put on the website. There have been approximately 269 persons that have accessed these videos since they have been posted. One of the services had 49 hits due to John Summerlot's focus on Facebook ... Nice work John on spreading the Word.

### **B. Plans.**

- 1) Plan to have meeting of the Website Working Group in the March 2015 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:** None

- b. **Plans:** Plan to meet in March 2015 and begin working on and planning for future Stewardship activities.

## **B. Budget and Finance**

- a. During this reporting period, the proposed budget/income plan for CY 2015 was inserted in the Annual Report and was approved by the Congregation at the annual congregational meeting on 25 January 2015 meeting

- b. **Plans:** Monitor the financial activities and address any financial issues that arise.

#### **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