

### Support Liaison 19 February – 17 March 2015 Report # 3

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. Larry made arrangements to have the parking lot cleared of snow and ice.
- 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 lead the AV Multimedia Task Group in their evaluation of the 3 bids. Recommendations will be provided to Council as to their recommended source selection and the plan strategy to provide the necessary funds for acquisition for each of the three phases. Sharron also visited CCPC in Bowie to view their audio/visual system and provided a report to the Task Group for discussion and planning purposes.

b. **Committee Membership:**

1) **Grounds and Maintenance Committee/Team Workers:**

- Chuck Arnold
- Dave Baine
- Wayne Bossler
- Eric Thompson
- Steve Roberts
- Walter Knausenberger
- Mark Steiner
- 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) **Audio/Visual (AV) Multimedia Task Group**

- 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) **Audio/Visual (AV) Multimedia Task Group.** Obtain approval of the Council to proceed with a contract for Phase 1 and begin a campaign to fund Phase 1.

## **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 various Liason persons to update various portions of the website.
  - c. The website was down for about 15 hours. Fred worked with Host Gator (provides server services for All Saints website) and the website was brought back up and is now operational.
- 2) **Video:** Fred continues to add Sunday Services video to the website. The 20 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 299 persons that have accessed these videos since they have been posted. One of the services had 50 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 April 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 24 March 2015 and begin working on and planning for future Stewardship activities.

## **B. Budget and Finance**

- a. Activities During the Reporting Period: None
- 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