

## Support Liaison 19 March – 22 Apr 2014 Report # 3

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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.
  - 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**: No activity
      - 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 was delivered to the installer (Jack Stone, Landover, MD) on 15 April for installation at All Saints near the end of April. 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 timeframe. Chris Heyer also set up the local area network that will provide and IP address for the sign so communications between the sign and office are established.

- 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.
- 2) **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. The grass got its first cut and mulch was spread over all the flower and bush beds ... looks really 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.

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) Address property maintenance issues as they arise.
- 2) **Handrail:** Obtain schedule for work to be accomplished.
- 3) **Day Care:** Work with Day Care point person (Susan Beers) continue planning to standup the day care.
- 4) **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. Added materials for 10,000 tree program.

b. **Plans.**

- 1) Plan to have meeting of the Website Working Group in the May/June 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:** Norma Allenbach-Schmidt, Pastor Gary Rhinesmith, Team Leader Rob Watson, and Fred Wentland met on 8 April. The Norma provide the minutes of the meeting that are further articulated below:
- 1) **Time and Talent Consecration.** So far 65 persons have completed the survey (all received a thank you email) and 14 persons agreed to support various activities as the situation arises. An additional 80 persons were sent an email encouraging them to provide their special talents and time. Based on the survey information, Fred provided the leadership an initial time and talent directory. Fred also updated the initial directory. The directory consists of 44 pages containing 72 special skills, interests and hobbies; and 152 activity elements within Gather, Learn, Worship, Serve and Support.
  - 2) **Ministry Faire.** As reported during the last period, 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". The following plans were made at the 8 April meeting:
    - Fred will work customize the clip art that has been chosen for the logo
    - The supply of tote bags is sufficient to use as the welcome gift at the Stewardship table
    - Norma will send Jean a "Save the Date" short piece for the May *Grapevine* along with the logo and theme "Be Doers of the Word" to use with any Ministry Fair information or publicity
    - Norma will provide articles for the June, July, and August issues of the *Grapevine*
    - Norma will contact group leaders in early June to provide information, ideas, encouragement, and answer questions
    - Preparing for distribution of verses for the Devotion Book will begin early August in order to be ready for the Ministry Fair. Devotions will be due September 14.
  - 3) **Consecration Sunday-October 19, 2014**
    - September 28, October 5, and October 12 will be the 3 Sundays with a Stewardship emphasis
    - Pastor Gary will arrange for a guest preacher
  - 4) **Next Meetings.** The next meeting will be on 14 May 2014 and book *Stewards of God's Love* will be discussed.
- b. **Plans:** Continue carrying out the Time and Talent survey program and time and talent commitments from members. Continue to plan for the Ministry Faire and Consecration Sunday activities.

#### 4. **Budget and Finance**

- a. **Activities During the Reporting Period:** No activities during this period
- 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