

## Support Liaison 18 March – 15 April 2015 Report # 4

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.** Initial equipment checked out and started working on the grounds.
- 3) **Day Care.** No activity occurred during this period.
- 4) **Audio/Visual (AV) Multimedia Task Group.**

**Activities During this Reporting Period:** Sharron lead the AV Multimedia Task Group in their evaluation of the 3 bids. Sharron provided recommendations to Council via Fred Wentland as to their recommended source selection and the plan strategy to provide the necessary funds for acquisition for each of the three phases. The Council reviewed the recommendations and the recommendations of the Executive Committee. A motion was made by Fred: "I move that All Saints Lutheran Church undertake a capital fund appeal for the purchase of A/V Multi-Media equipment and carpet for the narthex and sanctuary. The Fund Appeal Task Group will advise the congregation council of its actions and progress, to include a title and a timeline for the Appeal." The Council approved the motion. The Pastor is in process of obtaining volunteers for the Appeal Task Group. Fred and Pastor are in process of obtaining preliminary cost proposals

for the carpet replacement. Once a carpet proposal is obtained and the Appeal Task group is established, a plan will be prepared to initiate the Appeal.

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

4) **A/V and Rug Replacement Appeal Task Group**

- Fred Wentland
- Ellen Hug
- To be determined

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 has worked with Larry to obtain the dimensions of the floor area. Fred has also obtained one contractor proposal and will work with Paster to obtain another.

- 4) **Audio/Visual (AV) Multimedia Task Group.** Obtained approval of the Council to proceed with campaign to fund Phase 1 via the new Appeal Task Group.

## **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. Norma posted a new greeting on the main page welcoming visitors to the website and providing a testimonial as well.
- 2) **Video:** Fred continues to add Sunday Services video to the website. The 24 Sunday services (including choir anthem, gospel reading, children's sermon, prayer, and adult sermon) provided by the Pastor have been put on the website. There have been approximately 404 persons that have accessed these videos since they have been posted. One of the services had 73 hits.

### **B. Plans.**

- 1) Plan to have meeting of the Website Working Group in the June 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:** The Stewardship Group (Rob Watson, Norma Allenbach-Schmidt , and Fred Wentland met under the leadership of Rob Watson on 24 Mar 2015. The following topics were discussed: (1) small groups, (2) going green (seeds), (3) Ministry Faire, (4) Health Check, (5) Stewardship Initiative (possible support of Appeal Task Group), and (6) future trip of Rob and Pastor to Good Samaritan Church (Shawn Anderson) to explain the ASLC Consecration Sunday program. Norma suggested that the Stewardship group undertake a special event on 3 May to invite people to celebrate Spring by bringing seeds and plant saplings to Church and swap them with others. Norma has placed information up on the ASLC website announcing the event: <http://allsaintsbowie.org/images/pdf/Sharing%20Gods%20Abundance%2010%20Apr%202015.pdf> . The Ministry Faire date was established for this year on 30

August and a new theme was established as well “Listen, God is Calling”. Rob and the Pastor visited Good Samaritan on 13 Apr.

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

#### **4. 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