

Support Liaison 16 April – 21 April 2015 Report # 5

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.** Initial equipment checked out and started working on the grounds. A new grounds care group has been organized and a weekly schedule has been established. The team of volunteers includes: John Summerlot, Jim Sichelman, Chuck Arnold, Steve Roberts, Mark Steiner, Jim Meyer, Eric Davis, Gary Rhinesmith, Bill Braun, and Wayne Bossler.
- 3) **Day Care.** No activity occurred during this period.
- 4) **Audio/Visual (AV) Multimedia Task Group.**

Activities During this Reporting Period: As previously reported, 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 following persons have volunteered to be part of the Fund Appeal Task Group (FATG). They include: Rob Watson, Ellen Hug, Sharron Sample, Pastor Rhinesmith, and Fred Wentland. They had their first meeting on 20 May 2015. Fred provided an outline of the situation. The group agreed to the following:

- **Objectives:**
 - Prepare and implement a plan to obtain the necessary funds to purchase a new audio/visual (AV) multi-Media system throughout the church and replace the existing carpet in the Sanctuary, Narthex, and administrative offices.
 - Provide monthly progress reports to the Council
- **Financial Goal:** ~\$80,000 (~\$65,000 AV and ~\$15,000 Rug) which is subject to adjustments based on final implementation considerations.
- **Planned Schedule:**
 - 27 May (Wednesday) @ 6pm: Next FATG meeting.
 - 21 Jun (Sunday): Complete appeal tasks as outlined below in Appeal Communications to Members and Preliminary Appeal announcement.
 - 12 July (Sunday): Officially start appeal.
 - 20 Sep (Sunday): Appeal campaign ends.
- **Appeal Communications to Members:**
 - Website - Announcements
 - Announcements in Sunday program
 - Emails to All Saints members
 - Banner in Narthex
 - Temple talks (8 Sundays)
 - Other ...

The Pastor and Fred Wentland obtained two proposals for replacing the 24 year old rug in the Sanctuary and Narthex. The cost range of proposals was from \$13,467 to \$20,860. This information was provided to the FATG.

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 and others who does the lawn service (John Summerlot, Jim Sichelman, Chuck Arnold, Steve Roberts, Mark Steiner, Jim Meyer, Eric Davis, Gary Rhinesmith, Bill Braun, and Wayne Bossler)
- 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 (Chr)
 - Ellen Hug
 - Sharron Sample
 - Rob Watson
 - Pastor Rhinesmith

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 and Pastor have obtained two contractor proposals and provided them to the FTAG.
- 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. Additional information on the Breasia Productions on the AV system proposal is needed to clarify the labor associated with each of the three phases:
 - Phase 1: Sound system in sanctuary & fellowship hall.
 - Phase 2: Video system in sanctuary.
 - Phase 3: Video system in nursery and fellowship hall & recording in sanctuary

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 Liaison persons to update various portions of the website.
- 2) **Video:** Fred continues to add Sunday Services video to the website. The 28 Sunday services (including gospel reading, children's sermon, prayer, and adult sermon) provided by the Pastor have been put on the website. There have been approximately 453 persons that have accessed these videos since they have been posted. One of the services had 75 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 5 May 2015. The following topics were discussed:
 - Caring for Creation Program
 - Congregation shared and exchanged seeds and seedlings on 3 May
 - Exchange was organized by Norma and was well received by all participants on Sunday.
 - Photos of event placed on Facebook.
 - Trip to Lexington
 - Pastor and Rob met with members of Good Samaritan in Lexington Park in Virginia on 13 April
 - Church similar to ASLC
 - Had day care but stopped
 - Had no stewardship program
 - Rob and Pastor shared All Saints Stewardship consecration Sunday program
 - Small Groups. Discussed the progress of the 5 small groups and what the next steps may be in the future

- Ministry Faire. Ministry Faire date was previously 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. Norma is continuing her organization planning. Norma plans to prepare an article for the June Grapevine and has prepared an image for placement on the Website. She also plans to have a sign up at the Stewardship table for person who would like to write articles for the Devotional Booklet that will be mailed to members as part of the Consecration Sunday program in the fall.
- b. **Plans:** Plan to meet in 10 June 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