

## Support Liaison 22 May – 24 July 2014 Report # 5

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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. (COMPLETED)
  - b. **Lawn Care**: Perform the necessary functions to keep the property properly maintained.
  - c. **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. (COMPLETED)
    - 2) Make an agreement with a Day Care Manager to operate the day care center.
  - d. **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.
  - e. **Planting the Green**: Develop and implement a plan to enhance the various gardens and grounds with trees and foliage. (COMPLETED)
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. (**COMPLETED** and On-Going)
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):**  
The sign was dedicated by the Pastor on 15 June 2014. Fred provided a few words at the dedication ... if you didn't attend, ask him about brush cutters and God's gift to him!! He thanked those who financed and planned the activities that lead to the operation of the sign: Doug and Jayne Lingle, Jim Golden, Edward Hall, Larry Ploor, Gary Beecher, Art Lohsen, Fred and Bobbie Wentland, Chris Heyer, and David Baine. Chuck Arnold provided support in clearing the hillside on U.S. 301 so we can see the sign. Jean Ream has developed and uploads the content that is loaded to the sign for display. The sign started operation on 12 May and has been seen by about 15,000 cars by 12 June. In a year, about 180,000 cars on U.S. 301 will see the All Saint's message.
- 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, All 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. Walter Knausenberger has volunteered to evaluate the grounds and come up with recommendations to enhance the appearance. Don't the grounds look 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 and the re-inspection was successful. It was reported by Susan that a permit from the County will be necessary before a license is issued. It would appear that this will delay the planned operation of the Day Care center. A future meeting led by Fred/Susan is planned to address this situation.

- 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
- 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)

- c. **Property Management Plans**:

- 1) Address property maintenance issues as they arise.
- 2) **Day Care**: Work with Day Care point person (Susan Beers) continue planning to standup the day care.
- 3) **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.

### b. **Plans.**

- 1) Plan to have meeting of the Website Working Group in the July/August 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:** As previously reported, Norma Allenbach-Schmidt, Pastor Gary Rhinesmith, Team Leader Rob Watson, and Fred Wentland met on 9 June 2014. The Norma provide the minutes of the previous 8 April meeting.

- 1) **Time and Talent Consecration.** Fred will continue to update the volunteer directory. 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. Fred plans to send an email to the leaders asking them to provide a list of who is currently providing support in their respective areas ... the volunteer directory would be updated thereafter.
- 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 provided clip art for the logo
- Norma sent 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 has contacted group leaders to provide information, ideas, encouragement, and answer questions
- Norma is 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
- The stair step handout showing distribution of givers ranges of contributions.
- Dan Bendt will be sending out statements to pledge givers as to their status for the past 6 months.
- A theme “Priorities of God’s People” was suggested and will be further discussed at the next meeting.

4) **Next Meetings.** The next meeting will be on 9 July 2014.

- 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 ... Plan to have a meeting in the July timeframe to review the financial situation.

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