

## Support Liaison 25 June – 15 July 2014 Report # 6

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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) **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. 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.

During this reporting period, Fred Wentland contacted the Maryland Department of Education, Region 4 (Prince George's County) for information on obtaining a license/permit required for operation of a day care center. Fred made arrangements for All Saints representatives to attend an Orientation at the South Bowie Library starting at 1:30pm, 18 July 2014. This Orientation will provide information on the requirements for a permit. Base on this information, steps will be taken to obtain the permit. A future meeting led by Fred/Susan will be planned thereafter.

b. **Members of Property Committee.** The following is a list of members of the property committee:

- Chuck Arnold
- Dave Baine
- Wayne Bossler
- 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) and 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 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 9 June meeting. The group met on 9 July 2014 and following was addressed:

- 1) **Time and Talent Consecration.** No action in this area for this reporting period. 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 previously reported, the Ministry Fair will be held on Sunday, 24 August, with set-up beginning on Saturday, 23 August. This year's theme is: "Doer's of the Word". The following was reported and discussed at the 9 July meeting:
  - Norma plans to provide articles for the July and August issues of the *Grapevine*. She also plans to put items in the Bowie Blade and on Facebook.
  - Norma has contacted group leaders to provide information, ideas, encouragement, and answer questions. So far out of 27 groups invited, 19 have said yes and 6 have declined.
  - Pastor has retrieved the trifold display signs from previous years for subsequent distribution to those groups that plan to participate in the Ministry Faire.
  - Norma has identified the verses for the Devotion Book which will be sent to those identified in the Time and Talent Survey for volunteers. They will also be available at the Stewardship Table at the Faire.

- Norma also plans to send out an email to those groups that plan to participate in the Faire and update them relative to the theme, setup suggestions, availability of previous trifold display signs, examples of suggested small gift handouts, and the schedule of activities leading to the Faire.

3) **Consecration Sunday-October 19, 2014**

- September 28, October 5, and October 12 will be the 3 Sundays with a Stewardship emphasis
- Pastor Gary has arranged for a guest preacher (Ms Johnson)
- 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.
- As previously reported, the theme that was discussed was “Priorities of God’s People”. The associated temple talks could be:
  - What are God’s priorities for the world?
  - What are God’s priorities for our congregation?
  - What are God’s priorities for each individual?
- Another theme that was discussed at the July meeting was “Putting God First”. This theme was discussed relative to decisions we may have to make relative to our personal priorities and those we know based on God’s word. Further discussions in this area are planned for the next meeting.

4) **Next Meetings.** The next meeting will be on 10 August 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 August timeframe to review the financial situation.

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