

## Support Liaison 19 June – 14 July 2015 Report # 7

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. **COMPLETED**
  - e. **Worship Enhancement Appeal (Lead: Fred Wentland)**: Based on Council approval, raise \$80,000 by 20 Sep 2015 that will enable replacement of the rug and current audio system with a new audio/visual system in the Narthex, sanctuary, fellowship hall, and meeting room
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 Worship Enhancement Fund Appeal Task Group (WEFATG). They include: Rob Watson, Ellen Hug, Sharron Sample, Pastor Rhinesmith, and Fred Wentland. They had their first meeting on 20 May 2015 and a 2<sup>nd</sup> meeting on 10 June. Fred provided an outline of the situation. The group has 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:**
  - 12 July (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 (6 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 WEFATG. John Summerlot also provided ideas on a banner and brand for the campaign along with a video. The WEFATG decided to execute these options. Sharron also drafted an information paper for use on the outreach program. Comments were provided by members and final version was accepted.

On 12 July, the first temple talk video “What’s it all about?” was provided at both services. John Summerlot also provided two 6 foot x 2 foot banners that were placed in the Narthex and will show the progress of the campaign. There

will be 6 temple talks of which the first 3 will be videos. Fred filmed and produced the videos with participants being Louise, Pastor, Mark, John, Emily, and Nancy-Pat. Emails to members are also planned. The website was also modified by Fred to include information (2 pages) on the Appeal The Temple talk video was also placed on the website. Thus far, \$6,800 has received toward the \$80,000 goal.

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 WEFTAG.
- 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
- 5) Capital Campaign. Complete the plan for the fund raising that started on 12 Jul

## **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 34 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 508 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 August 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 committee met on 23 Jun 2015. The following areas were discussed:

- (1) **Ministry Faire.** Ministry Faire date is 30 August with the theme “Listen, God is Calling”. Norma stated that 14 groups have signed up and the rest by 30 June or so. Norma also prepared articles for the Grapevine and the worship programs. It was pointed out the a new person is needed to lead the development of the Devotion Book since Norma has new responsibilities as President. Fred has added information on the website main page.
- (2) **Consecration Sunday.** The theme is “LISTEN, God’s CALLING ...” There was discussion on temple talks that are in line with the theme ... suggestions included: Listen, God’s Calling ...
  - Faithfully and deeply
  - Joyfully and Enthusiastically
  - Loudly and generously.

- b. **Plans:** Plan to meet in 30 July 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