

## Support Liaison 16 July – 18 August 2014 Report # 7

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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)
  - f. **Sound/Video System**. Make recommendations and plans to replace the current sound/video system
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, 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 Summerlot is scheduling the lawn care. Walter Knausenberger has volunteered to evaluate the grounds and come up with recommendations to enhance the appearance. Dustin Kehoe did a great job in cutting down brush on the area between U.S. 301 and the church property near the All Saints electronic sign. 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 attended an orientation at the South Bowie Library starting at 1:30pm, 18 July 2014. Fred also had discussions with Deandra Coleman, the planned Director of Daycare. She had attended a previous session orientation. Based on the orientation, she applied for a permit and was denied because the facility (All Saints) was not zoned for such use. Apparently, All Saints must obtain a use permit which may involve rezoning to do so. Fred will work with Susan and Melissa to determine the next steps.

(4) **Multimedia Communications System.** Sharron Sample has volunteered to lead a group in planning, evaluating, and making recommendations to upgrade All Saints sound and visual system with a multi-media capability to enhance our services and for community outreach. The group has prepared a request for interest that went to 5 companies. Four have responded and the committee is in process of conducting walk-throughs of the church site and evaluating the responses to the proposal. The group will be looking for the right company to help develop the plan, identify the budget, and implement these upgrades in an integrated, possibly phased, manner. The Group has met with two so far and will meet with a third next week. The Committee has two more to schedule which includes an unsolicited advertisement received by Pastor via the mail. We have one proposal in for review and presentation by the company. We project completion of initial walk throughs by mid-September and review of proposals during October.

b. **Committee Membership:**

- 1) **Grounds and Maintenance 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)
- 2) **Day Care Committee**
- Fred Wentland
  - Susan Beers
  - Melissa Steiner
- 3) **Multimedia Communications Committee**
- Sharron Sample (Chr)
  - Mark Steiner
  - John Wenger

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 (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.
- 4) **Multimedia Communications.** Continue evaluating responses to the request for interest and the definition of requirements/options.

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 September 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 July 2014. The Norma provide the minutes of the previous 9 July meeting. The group met on 13 August 2014 and following was addressed:

- 1) **Time and Talent Consecration.** No action in this area for this reporting period. As previously reported, 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 from 2 to 4pm and also on Sunday Morning at 7:30am. This year's theme is: "Doer's of the Word". The following was reported and discussed at the 13 August meeting:
  - Norma plans to put items in the Bowie Blade and on Facebook. She also provided information that went into the Website, Grapevine, and Announcements
  - Norma has contacted group leaders to provide information, ideas, encouragement, and answer questions. So far out of 28 groups invited, 22 have said yes and 6 have declined. Mutual Ministry may also participate as well.
  - Norma has also prepared a floor plan, made arrangements for refreshments
  - Norma has identified 21 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 sent 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**
  - Current timeline:
    1. **13 Aug – 28 Sep:** Devotional Booklet (21 persons volunteer to write articles and devotional booklet assembled, mailed to All Saints members and friends, and put up on Website)
    2. **10 Sep:** Stewardship Meeting at All Saints – 6 pm.
    3. **28 Sep:**

- a. Invitation for Leadership Dinner via email
- b. Sunday Svs Focus Topic 1 – to be determined and presented via temple talk or Pastor
- c. Email to members to highlight Consecration Sunday and request for commitment to attend Consecration Sunday luncheon.
- d. Arrangements for dinner for Leadership Dinner event

4. **5 Oct:**

- a. Sunday Svs Focus Topic 2 – to be determined and presented via temple talk or Pastor
- b. Letter to members who could not make the luncheon on Consecration Sunday, but may make a financial commitment.
- c. Estimate of Giving Cards published along with stair step financial picture

5. **12 Oct:**

- a. Sunday Svs Focus Topic 3 – to be determined and presented via temple talk or Pastor
- b. Leaders Dinner – Guest Speaker Rev Shannon Anderson

6. **19 Oct:**

- a. Consecration Sunday ... Day of Commitment.
- b. All Saints Luncheon

- 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.
- 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? (God’s Priorities)
  - What are God’s priorities for our congregation? (My Priorities)
  - What are God’s priorities for each individual? (God’s Priorities for You)
- Another theme that was discussed at the July and August meetings 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. Questions that arise could include: (1) Is God first for you, (2) How is God first?, and (3) What would truly happen when God is first for all of us? Further and final discussions in this area are planned for the next meeting.

4) **Next Meetings.** The next meeting will be on 10 September 2014 at 6 pm.

- b. **Plans:** 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 September timeframe to review the financial situation and plan for next years budget.
  
- 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