

**Heart of Florida Via de Cristo
Secretariat Minutes
November 12, 2000**

Present: Bill & Suzanne Cattell Stan Leaf Rae Harris Pam & Rick Hoepner
 Carlene & Jerry Lemcke Pat Linden (& Shirley Lokken) Sandy Moore
 Cherie & Jim Nocks Bill Pohlad Pastor David Ludwig

Excused: Pastor Bob Bear Jerry Johnson Diane DeMark

Absent:

Others: Marty Collins Sheila Bender Dale & Anna Richardson
 Karen Schneeberger Steve & Denise Beumer

Bill Pohlad opened the meeting with prayer.

The minutes of the September 16, 2000 meeting were approved as corrected. Page 2, item 3, "...after 8 years". Page 2, item 4, Women's weekend March 29-April 1.

Critique of # 25 Weekends: See attached

Pastors' Report: Pastor Dave Ludwig thanked us for the privilege of working with us, Secretariat and weekend teams, as partners of the Gospel. Paul said, "Thank God for all partners of the Gospel." The weekends connect us with community and emphasizes the importance of being involved in the ministry of the church. He will be discussing future plans with Pastor Bob Bear.

Lay Director's Report: Bill Pohlad welcomed all incumbent Secretariat members present. He has received a request from a pilgrim to discuss the possibility of having Via de Cristo items for sale at Ultreyas. This pilgrim is putting together a proposal to present at the January meeting. Jim Nocks suggested using NLS contacts.

Treasurer's Report: Bill passed out the treasurers report provided by Jerry Johnson. Total cash on hand is \$2795.05; however, not all weekend expenses are in as yet. A question was asked about the sale of coupon books as a fundraiser. The consensus was this might hamper the pre-sale of cookbooks. We will look at this at a later date. It was requested we instruct Jerry to compare pilgrim donations from year to year to determine the effect of not having a Sad Rollo.

Chair Reports:

Pre Via de Cristo. Rae Harris reported that there are 3 or 4 people interested in attending the weekend.

Post Via de Cristo. Cherie said they have met with the Beumers and turned over all their supplies. Scheduling of 2001 Ultreyas has begun and most are scheduled. The theme will be Honor Service. A location for the August Ultreya is open, Winter Haven or Delaney St. Baptist are possibilities. They are looking for ideas for the July social. Jim and Cherie thanked us all. They have enjoyed serving with us on Secretariat.

Music: Stan told us he has turned everything over to Marty.

Extended Palanca: Suzanne and Bill Cattell have already turned their responsibilities over to Sheila Bender. Sheila informed us she has 23 weekend Palanca letters to send out through the month of December. Sheila will make sure the NLS is provided the dates of our weekends.

Leaders: Pat Linden reported the first Rector/a training will be Thursday night, November 16. There is a committee of 8 people working on the January Ultreya celebration.

Local Palanca: Carlene reported the Palanca for the past weekends was plentiful. There was a good response for baked goods.

On-Site Physical Arrangements: See attached critiques.

Off-Site Physical Arrangements: Anna and Dale are waiting for willingness to serve forms to enlist help. They requested the forms for St. John van drivers.

Outreach: No Report.

Communications: No Report

Bill expressed our thanks to Stan Leaf, Jim and Cherie Nocks, Bill and Suzanne Cattell and Nikki Rach for their dedicated service over the years.

Unfinished Business

1. Calendar for 2001. Bill passed out the planning calendar for 2001 and list of all Secretariat member contacts.
2. Lay Director Assistant: It was decided nothing further needed to be done.

New Business

1. Secretariat Training. Bill welcomed all new Secretariat members. He then spent some time reviewing the Constitution and Bylaws with the members.

Bill thanked everyone for attending and extended his appreciation for the dedicated participation of those leaving the Secretariat; Bill & Suzanne Cattell, Stan Leaf, Jim & Cherie Nocks and Nikki Rach. The meeting was closed with the Lords Prayer.

Respectfully Submitted,
Sandy Moore, Secretary

2001 Weekends

Weekend #26, Men March 22-25, Women March 29-April 1

Weekend #27, Men Oct. 11-14, Women Oct 18-21

Next Secretariat Meeting: January 20, 2001 at 4:30 p.m.

Ultreya at 6:00 p.m.

Weekend #25 Critique

Rector: Jerry Lemcke

- The weekend went smoothly
- There was on part of manual that was unclear. He will point it out to Pat.
- He did not mention money at all on the weekend. He felt very strongly about this. It was even a struggle to ask to pay for the next person. He mentioned it at the reunion as a gift for someone in the future.
- All the pilgrims are in a reunion group.
- The weekend fell together wonderfully, as God would have it.

Rectora: Karen Schneeberger

- Karen also struggled with the money part. She soft peddled it and was glad to have it mentioned at the Ultreya.
- The training was good
- Team training: There is not enough time at meetings..
- She felt some confusion on Thursday night while introducing people and table of back---when to introduce the servant team.
- The times in the main book vs. master schedule posted of outside servants did not coincide.
- The silence after rollos was great in the beginning, but she deleted near the end due to time constraints.
- Page 8 Rector/a manual. "A few minutes to meditate", Karen suggests soft background music (no lyrics).
- Sunday, mention verbally why spouses who just made the weekend cannot attend the serenade.
- Saturday, page 3, chapel visits. Look at wording regarding professors at tables to cover professors that are not exposed.
- Clarify closing instructions.
- The weekend was great.
- Almost all the pilgrims are involved in reunion groups of those who attended the reunion.

Rae Harris informed everyone that fees are mentioned in the sponsor's letter to prepare their pilgrim for this. Three options were suggested: a. On the weekends, b. At the reunion, c. At the Ultreya, as a community and tied to the newsletter. It was requested we think about this and discuss at the January meeting.

On-Site Physical Arrangements: Pam and Rick Hoepner

- Van drivers were given things to take to Retreat Center. Put all in Bill's vans to save time and effort. Van space is needed for pilgrims and team.
- Drivers need to know who to call in case there is a change in their schedule
- Ingredients. Volunteer for food items was on vacation. A list needs to be at the Retreat Center, with recipes, to know who was to supply these items.
- Teams were not properly notified of a pilgrim's medical condition.
- Photos. After 10 years the photographer is bowing out. Looking for a new photographer. Digital photos are an option. Color photos are quite a bit higher. Pam and Rick will look into this.
- There was confusion about the rainbow cakes and crumb cake. Carlene will handle these from now on.
- They had plenty of help for tear down. It went well.

- They suggested the music servant back-up the Secretariat music director for the Serenade. Add to the training manual and remind during training.

Bill thanked the Rector/a for getting back on time. He applauded Pam and Rick for another great job of Physical Arrangements. He challenged the Secretariat to help find replacements for Pam and Rick.