

**Heart of Florida Via de Cristo
Secretariat Minutes
November 17, 2001**

Present: Rae Harris, Jerry Lemcke, Shirley Lokken & Pat Linden, Sandy Moore, Dale (& Anna) Richardson, Pastor David Ludwig, Marty Collins, Sheila Bender, Steve (& Denise Beumer), Rick Hoepner, Pam Hoepner, Olynn and Jackie Gorbutt

Excused: Linda Becker, Jerry Johnson, Pastor Bob Bear

Absent: Dale Nelson

Others: Artie Grindle

Jerry Lemcke opened the meeting with prayer.

Critiques of Weekends #26: See attachment

Correspondence: Correspondence received was tabled until the January meeting.

Minutes: The minutes of the September 15, 2001 meeting were approved as presented.

Pastors' Report: No Report

Lay Director's Report: Lay Director, Jerry Lemcke reported that he was busy familiarizing himself with his new responsibilities. He is excited about the position and looking to the Lord for His support. He suggested all secretariat members consider finding people to job shadow their responsibilities. This is a way to get more people involved by forming committees to assist with responsibilities.

Treasurer's Report: Pam Hoepner distributed statements. The statements reflect \$4009.31 in the bank plus a deposit of \$977.00 not reflected in the report.

Chair Reports:

Pre Via de Cristo. Rae Harris reported she has applications for four women and two men. She was excited about the almost full weekends #26. A discussion followed regarding sponsorship responsibilities and the language barriers encountered on the past weekend. Jerry Lemcke will meet with Pastor Rojas to discuss ways to facilitate the challenge. Steve Beumer stated that it was not our job to select pilgrims based on their grasp of language. Shirley Lokken stated that we would not be selecting but making sure the person has a positive experience. It is a matter of the sponsor knowing the person and facilitating the best weekend experience. Pam Hoepner suggested providing Spanish translations of "Please write this down" statements and obtaining Spanish pilgrim's guides. Rae Harris said she would like to see us maintain minimum pilgrim numbers before calling teams.

Post Via de Cristo. Steve Beumer passed out a tentative outline for 2002 Ultreyas, including an Ultreya with a rollo topic, 4 pot lucks, a summer tour and a service Ultreya. Pat Linden suggested the Ultreyas immediately prior to a weekend should be a standard Ultreya to facilitate planning, encouraging community involvement and for food and prayer chain sign ups. Steve has compiled a list of reunion groups gathered at the last Ultreya. It appears there is not a great demand at Ultreyas for babysitting except for the reunion Ultreya. We will definitely provide this for the reunion Ultreya and on special arrangement for others. Steve has enlisted volunteers for an Ultreya committee.

Music. Marty Collins reported she is forming a committee to tackle songbooks and the serenade.

Extended Palanca. Sheila Bender reported there was nothing new. She is revamping some of the palanca with the help of the community. She is looking into new things to do.

Leaders. Pat Linden said she plans to work with Rae on the send-off script to change the Sponsor Meeting to Sponsor Gathering in hopes of gaining greater participation. They are in the process of forming three committees.

1. Redo the packet given to the pilgrims at the close of the weekend
2. Email bimonthly "minute memos" incorporating such information as NLS information, history, and the tripod. The focus to be on tying the community together.
3. Outline a half-day workshop to deepen understanding of the weekends. To include anyone from the last three weekends.

So far, Karen Bear, Jane Pohlad, Cherie Nocks, Dick Schneeberger, Shirley Lokken, Pat Linden and Sandy Moore (ad-hock) have agreed to serve.

Local Palanca. No Report

On-Site Physical Arrangements. No Report

Off-Site Physical Arrangements. Dale Richardson reported on a few challenges from the past weekends. It seemed the team members brought a lot of luggage to handle at send-off. Team members are supposed to take as much as possible to the retreat center at set-up. There were quite a few pilgrims checking in luggage without their sponsors. It is difficult to know who is a sponsor who is a pilgrim. When asked, community refused to assist loading food.

Outreach. No Report.

Communications. No Report

Unfinished Business

1. Cookbook sales. Sheila Bender solicited everyone's help in selling cookbooks.
2. Application re-write committee. The committee did not meet.

New Business

1. Agape Tent Coordinator. Tabled
2. Church setup for send-off and closing. Tabled
3. Crosses. The Leaders position is responsible for obtaining crosses.
4. Van and Retreat Center scheduling forms and contacts. Tabled
5. Dates for Rector/a training. Training dates will be scheduled in December.
6. Manuals for new rector/a. Leaders will provide at training to be held in December.
7. Division of On-Site Physical Arrangements. (Out of Order) Rick Hoepner presented a plan for dividing the On-Site Physical Arrangements position into three teams serving under the On-Site Chair. This will be further discussed at the next Secretariat Meeting.
8. Newsletter articles should be turned in as soon as possible.

The meeting was closed with a prayer for leaders everywhere.

Respectfully Submitted,
Sandy Moore, Secretary

Next Ultreya: January 19th at Prince of Peace. Secretariat at 4:30 p.m.

Critiques of Weekends #26

Men's Weekend: Artie Grindle

- Artie stated he felt totally supported throughout the weekend.
- On-site Physical Arrangements were a thousand blessings.
- He did feel stress when Pastor Bob Bear became ill during the weekend.
- When the weekends were postponed in the spring, he was at once relieved and curious as to how the weekend would play out—but God put the weekend together. Rollo preparation experienced a break in the critique process. Rollos had to be changed for relevance. He wished he had scheduled five meetings instead of four in the fall.
- Green cards. He changed the wording from “may” to “will” write your name on it.
- Artie praised the community for it's support.
- He realized how important the music servant is when the servant was unable to attend all the meetings.
- The impact of a pilgrim leaving was between God and the pilgrim. Table continuity was maintained because of a “mature” professor.
- Artie was dissappointed that the Agape Tent was not filled.

Women's Weekend: Marty Collins

- Marty stated that the training sessions with “Leaders” was very helpful, and the manuals were wonderful.
- The weekend was wonderful, she had an incredible team.
- The difficult pilgrim situation could have been prevented if the sponsor knew more about the applicant. We need to stress to sponsor “emotionally able”.
- Everthing went well until teardown. Marty didn't think that teardown instructions were stressed enough. The outside team does not leave until all is done, this means a method of transportation for the final group back to church needs to addressed. Perhaps part of the problem was the change in Head Outside Servant and continuity of what had been discussed and what had not. The tear down progression should have been repeated after the break between spring and fall. More meetings would have helped.
- On the porch, palanca dinner plates were not used.
- The closing was powerful!

On-Site Physical Arrangements: Rick Hoepner

Adherence to menus needs to be stressed in training. The men's team chose not to use relish trays, resulting in waste. They also used all the bagels. They also did not follow the recipe for chicken divan. They needed another stove/oven but did not use the roasters.

The leaders position will write up points to consider after a break in team meetings. Rae Harris suggested not calling a team until 10-12 applications are received.

Pat Linden said in light of the break in team meetings, it was a marvelous weekend.

Jerry Lemcke thanked Marty and Artie for sharing.