

**Heart of Florida Via de Cristo
Secretariat Minutes
September 20, 2003**

Present: Sheila Bender, Marty Collins, Rae Harris, Jerry Lemcke, Pat Linden, Sandy Moore, Jim and Cherie Nocks, and Jane Pohlad

Excused: Pastor David Ludwig, Pastor Bob Bear, Pam Hoepner, Jan Fry, and Artie Grindle,

Guest: David House

The meeting was opened with prayer led by Jerry Lemcke.

Minutes: The minutes of August 16, 2003 were approved as submitted.

Spiritual Director: No report

Lay Director: Jerry Lemcke relayed that Frank Hagy has withdrawn his nomination for Post Via de Cristo chair due to increased travel requirements for his employment. Jerry will contact Chris Hagy to see if he is still interested. The nominating committee will reconvene and report to the Secretariat. Jerry reported that the NLS convention was very good. Music was the topic of one seminar. The music servant should be acquainted with the progression of the weekend and use this in music selection. It is not necessary for a music servant to be “musical”. Focus was also on the importance of the basics, the progression of the weekend and to stay authentic. Other topics included the selection of secretariat members, training for rector/a, and leaders school. In rollos, personal sharing should only be used to illustrate a point.

Treasurer: The treasurer’s report was given and accepted. Spendable monies is currently \$3,633.09. Matching Thrivent funds have been approved and we will soon receive a check for almost \$1600.00.

CHAIR REPORTS:

Leaders: Pat Linden reported that she will put packets together for the newly elected secretariat members. Sheila Bender relayed that the women’s team would like a new list of the secretariat members. That list will be in the team packets on the weekend. Pat will also survey the new members to solidify a date for the retreat in January and convene her committee to develop an agenda.

Pre-Via de Cristo: Rae Harris reported that there are currently 9 men and 7 women confirmed.

Post-Via de Cristo: The next Ultreya will be on October 18th at St. John. Frank Hagy is planning the Ultreya. The November 22nd Reunion Ultreya will be a potluck dinner.

On-Site Physical Arrangements: No Report

Off-Site Physical Arrangements: Vacant position.

Local Palanca. Sheila Bender stated that signup sheets for the prayer vigil, palanca and cooking day will be available at the Ultreya. Facilities have been reserved for cooking day, October 25th at St. John, 1:00 p.m. until 5:00 p.m.

Extended Palanca: No report.

Music. Present. No report.

Communication: Jane Pohlad reported that next summer's newsletter will be combined for the months of June, July and August.

Outreach: Vacant position.

UNFINISHED BUSINESS.

1. Rae Harris expressed her desire to continue to serve on the application rewrite committee.
2. Agape Tent. Sheila said she had two persons to call who expressed a desire to serve on the Willingness to Serve form.
3. Off-Site Physical Arrangements. The question was asked as to who would work with the Harriman's for the upcoming weekend. Jerry will confirm with Pam Hoepner as to how complete the job description is.
4. Team Supplies. Pat confirmed the type of name tags the teams preferred.
5. Pilgrims Guides. Jerry will confirm with Artie that additional Pilgrims Guides have been printed.
6. On-Site Physical Arrangements. Due to family and health situations, Artie had to drop from the team. We must assess his needs for assistance. A volunteer is needed to take and print the weekend photographs.
7. Bylaw revisions. Sandy has completed the bylaw revisions with a package ready for the treasurer. Bylaw copies were given to Pat for the Secretariat new member packets.

The meeting was closed with prayer around the altar as members voted for the next rector/a.

Respectfully Submitted,
Sandy Moore, Secretary

Next Secretariat meeting: October 18, 2003

4:00 p.m. New Member Orientation

Participants: Joyce Rodriguez, Tim Maguire, Jim and Diane DeMark, Rich Buhl, Del & Martha Harriman

4:45 p.m. Secretariat Meeting

Next Ultreya: October 18, 2003. 7:00 p.m. at St. John.

Upcoming Weekends: #28, Men's Oct 30-Nov 2. Women's Nov. 6-9

Workshop Retreat: Possible dates, Jan 9-20 or Jan 30-31.

**Heart of Florida Via de Cristo
Community Meeting
September 20, 2003**

Jerry Lemcke presided over the annual community meeting. Jane Pohlad moved **that the following nominees for Secretariat Chairs be accepted by affirmation:**

Position	Term	Nominee
Leaders	2 years	Diane and Jim DeMark
Treasurer	2 years	Pam Hoepner
Secretary	2 years	Joyce Rodriguez
Pre Via de Cristo	2 years	Artie Grindle
Outreach	2 years	Tim Maguire
Local Palanca	2 years	Sheila Bender
On-Site Physical Arrangements	2 years	Rich Buhl
Off-Site Physical Arrangements	1 year	Del and Martha Harriman
Extended Palanca	1 year	Jan Fry

The motion was seconded by Dennis Hightower. The motion passed unanimously.

New members will assume their responsibilities at the close of the October Secretariat meeting. Jerry Lemcke told the community that there is still an opening for Post Via de Cristo chair. This is a two year term.

Respectfully submitted,
Sandy Moore, Secretary