

**Heart of Florida Via de Cristo
Secretariat Minutes
March 31, 2005**

Present: Sheila Bender, Bob Blasberg, Richard Buhl, Jim DeMark, Jan Fry, Artie Grindle, Jill Heroux, Del Harriman, Martha Harriman, Pam Hoepner, Sandy Moore, Tammy Ortiz, and Joyce Rodriguez.

Absent – Excused: Diane DeMark and Pastor David Ludwig.

The meeting was called to order by the Lay Director, Sandy Moore.

Members of the Secretariat joined together in *Come Holy Spirit*.

On-Site Physical Arrangements:

Rich Buhl has talked with Pam Falconer at the St. John Retreat Center. The Set-up for the Women's Weekend #31 is scheduled to begin at 2:30 P.M. on Sunday, April 17, 2005. Artie Grindle volunteered to move the trailer. Rich will contact men of the Community to help with the set-up.

Because of a recent problem with a rodent, it was suggested that non-perishable food items be placed in plastic containers and stored in the Via de Cristo storage unit. The question was asked: Do we want to buy a metal cabinet for storage of food items? For the immediate future, food items will be stored in the storage unit.

We now have 3 Aero beds available at the Retreat Center. Pam Hoepner volunteered to lend 2 more Aero beds for the weekend, if they are needed. It was mentioned that Diane DeMark may have 2 additional Aero beds. Rich will check with Pam Falconer to see if there are sheets, and pillowcases available to be used on the Aero beds. He will also check to see if there are additional pillows.

Rich Buhl will check on RV's that could be used for the weekend.

Minutes:

A motion was made by Sheila Bender and seconded by Jim DeMark that the February 26, 2005, minutes be amended to include the results of the Secretariat vote on March 9, 2005, 11 "yes" and 1 "no", for holding the Women's Weekend #31. The motion passed.

The February minutes were approved as amended.

Treasurer's Report: After some questions and discussion, the Treasurer's Report was accepted as presented. Pam is asking for input from Secretariat members concerning how much storage space is needed, because the cost of the storage unit is going up on May 1st.

The Easter breakfast served approximately 243 adults and 36 children. All expenses have not yet been submitted. Proceeds fall just short of the amount for matching funds.

Pam Hoepner reported \$3018.60 in spendable monies.

Sheila Bender volunteered to write a thank-you to the Via de Cristo Community for making the Easter breakfast a success. This will be distributed through the prayer chain. She will also ask if there are any additional donations which will be doubled through Thrivent matching funds.

A motion was made by Martha Harriman and seconded by Jim DeMark that Via de Cristo pay for the kitchen floor at the Retreat Center. The motion passed.

Secretariat Chair Reports

Local Palanca

Sheila Bender reported that the Food Preparation Day will be held on Saturday, April 9, 2005 from 1:00 P.M. – 5:00 P.M. at St, John Lutheran Church.

Sheila volunteered to coordinate the Agape Tent. Sandy Moore will send Sheila a list of those who volunteered on the Willingness to Serve Form to help. Sheila will call Denise Beumer for a list of women who were unable to serve on the Women's Team #31, but perhaps will be able to help in the Agape tent.

Sheila will call people to provide food needed for the weekend. She will also be working on securing the names for the Prayer Vigil.

Post Via de Cristo:

Bob Blasberg said the theme of the Ultreyas this year will continue to be: Fruits of the Spirit.

The following thoughts were shared by Secretariat members:

Why are we having the Ultreyas at new facilities?

Are all members of the churches invited to the Ultreya?

Some think Ultreyas are just for those who have attended a weekend.

Concern was expressed about the giving of Temple Talks.

An Outreach person is needed.

Suggestion - not go to "new" churches two months in a row, perhaps only twice a year.

Go to St. John, Prince of Peace, Redeemer and Northland more often.

Perhaps we should have only Quarterly meetings with a Pot Luck each time.

Should we try another day besides Saturday?

Contact key people from the church.

Come up with 1, 2, or 3 scripts to be used for Temple Talks.

The Ultreya in May will be held at St. John.

Bob Blasberg still has tickets available for The Rock and the Rabbi on June 18, 2005.

Leaders:

Jim and Diane DeMark will set up a schedule for the Rectora training for the fall. Sheila Bender suggested that all of the manuals be given to the Rectora at the first meeting.

Extended Palanca:

Jan Fry said that she is doing a lot of correspondence with other communities by e-mail. She would like to have more letters from International Communities. She said she gets many requests from overseas, but does not receive many letters.

Pre-Via de Cristo:

Artie Grindle passed out the list of Pilgrims. There are 23 Pilgrims on the list. Artie will determine the first 20 applications he received as Pilgrims for the April weekend. If any of these 20 cannot attend, he will then invite the next Pilgrim from the list. Artie said there are no dietary concerns listed on the Pilgrims' applications.

The Secretariat wants to thank Artie for all of his enthusiasm and excellent work as Pre-Via de Cristo. He will be resigning after the Women's Weekend #31. He will be greatly missed. Artie, you are terrific!

Music:

Jill Heroux will check with Erika Webb, Music Servant for Women's Weekend #31, to see if she needs anything. Jill will work on new music sheets for the Serenade at the Women's weekend. Pam Hoepner said she needs a copy of the music booklet made by Diane DeMark for the Women's Weekend #30 for use in reporting to CCLI.

Off-Site Physical Arrangements:

Martha Harriman asked for a copy of the revised job description for Off-Site. Sandy Moore passed out job descriptions to each officer.

Communications:

Tammy Ortiz said the April /May newsletter is almost ready to be sent out. She was thanked for the excellent job she and her committee are doing. Articles will be needed in May for the next newsletter. Sandy Moore reminded all Secretariat members that an article is expected.

Tammy said that she wants to buy a graphics program. The Secretariat members agreed that she should purchase the program she needs.

Unfinished Business

1. Job Descriptions

A motion was made by Jim DeMark and seconded by Bob Blasberg that we adopt the revised Job Descriptions for Secretariat members as presented at the Workshop in January. The motion passed.

2. Workshop – Action Items.

A report will be made on the progress of Action Items at the May meeting. Sandy Moore will distribute the list of Action Items.

3. Outreach Chairman

Sheila Bender has reformed the Nominating Committee for the purpose of nominating someone for the Outreach chair. She, however, has not been able to complete the committee. Two individuals she has approached for the position have declined. Some discussion followed about the choice of a person to fill this position. Below are some of the ideas expressed:

This person must accurately represent Via de Cristo.

A script for Temple Talks may be needed.

Outreach person must work with Pastors.

Be committed to the vision of Via de Cristo.

Ability to converse with Pastors is important.

Will need an understanding of scope, limits, purpose of the organization.

Must stay within the guidelines of the National organization.

This position and this ministry is not evangelism.

Pam Hoepner volunteered to assist with an appreciation luncheon for Pastors who have made a weekend. Pam will talk with Diane DeMark about this and see if a date can be set up for the first week of June. A suggestion was made that perhaps Pastor David Ludwig would issue the invitation.

4. Women's Weekend #31 – Logistics.

Rich Buhl will meet with Women's Team #31 on Sunday, April 3, 2005.

5. Mentor for fall Rectora – Jill Heroux

6. Rectora Selection

Prayerful selection took place around the altar in the Chapel at the end of the meeting.

New Business

1. National Lutheran Secretariat annual meeting will be held July 28-31, 2005 at Emmittsburg, MD. Secretariat members were urged to attend if possible.
2. Delegate for the National Lutheran Secretariat annual meeting.

A motion was made by Martha Harriman and seconded by Pam Hoepner for Sandy Moore to represent Heart of Florida Via de Cristo as our delegate for the National Lutheran Secretariat Annual Meeting in July. The motion passed.

3. Seven Secretariats – host National Lutheran Secretariat Annual Meeting in 2008.

A motion was made by Jim DeMark and seconded by Jan Fry to host the 2008 National Lutheran Secretariat Meeting along with the other Florida Secretariats. The motion passed.

4. Volunteers for Hospitality Committee for the Evangelical Lutheran Church in America Church Wide Assembly August 6-13, 2005.

An article will be included in an “Action Opportunity” area of the June /July newsletter asking for volunteers from the Via de Cristo community to help the Hospitality Committee with the ELCA Church Wide Assembly in August.

5. Next Secretariat Meeting

The next Secretariat meeting will be held on Thursday, May 5, 2005 at 6:00 P.M. at St. John Lutheran Church.

6. 20 year anniversary of Heart of Florida

Members of the Secretariat were asked to think about ways to celebrate 20th anniversary of the Heart of Florida Via de Cristo.

Respectfully Submitted,

Joyce Rodriguez