

Minutes of the Secretariat meeting held October 19, 2013
Good Shepherd Lutheran Church, Columbia, SC

In attendance: Gina Shuey, Weezy Kimbrell, Vic Milejczak, George Hanlon, Pastor Patti Sue Burton-Pye, Jim Ullery, Don Lybrand, and Pam Creasy. Attending via Skype: Pastor Jim Glander, guest Dee Glander.

Absent: Anne Smyre, Pastor Angela Jennings, Cheryl Paul

Prayers and Praises – Members shared prayer requests for health concerns for themselves and family, for friends injured in an accident, and for employment needs. Praises and thanksgiving for good reports received from doctors, birthday celebrations, and for the recent Co-ed 13 weekend.

The devotion was offered by Pastor Patti Sue Burton-Pye (Psalm 13), followed by communion.

Review of July and August minutes – Weezy's name was spelled incorrectly in the August minutes. Motion was made to approve the minutes as corrected. Motion was seconded.

Changes to the National Lutheran Secretariat Bylaws and Constitution were approved at the NLS Annual Meeting July 25-28, 2013. Constitutional changes require formal ratification by two-thirds of currently affiliated Secretariats before they can become effective. Copies of the recently revised and approved NLS Bylaws and Constitution were distributed to members of Secretariat prior to the meeting. Secretariat voted to approve the revised NLS Bylaws and Constitution.

Election of 2014 Secretariat was held. By unanimous vote the following members were elected to the 2014 Secretariat. New lay members elected are Tom Ramsey, Gretchen Neff, and Bobbi Burns. Pastor Bob Byrne was elected as Spiritual Director. We still need to fill the remaining two-year term vacated by Pastor Angela Jennings. Pastor Jim Glander has volunteered to serve as supply spiritual director while Pastor Angela Jennings' replacement is being sought.

A review and discussion of Coed 13 will take place at the November meeting.

Current job descriptions of various Secretariat positions were reviewed and changes made to reflect current duties. Gina will make the recommended changes and submit for review and approval at the next meeting. The Detailed Duties do not currently contain one for Music. All agreed one should be added. This person would ensure that we are in compliance with the copyright laws for the music used on weekends and other SCVdC sponsored events.

Weekend - Vic reported that the trailer has been moved to Don Lybrand's house. Vic has released the weekends in 2014 at Nazarene camp, but will re-confirm the 2014 cancellations with Pastor Pullen. At the same time he will review the dates we have the camp reserved for 2015. Coed #14 will be held Sept 11-14, 2014 at the Coastal Retreat Center in the Isle of Palms.

Palanca – George reported that he has received several requests for Palanca letters by Secretariats in Florida for their weekends coming up in 2014. George will put up the prayer banner for 2014 after the first of the year.

Communications - Don is working on updating the database with information from Coed #13 weekend. As soon as it is updated, Don will send a copy to Dee. The database currently has approximately 1,335 entries. It was suggested that we sort the database and come up with a plan to have volunteers assist with researching the names to get corrected information and note deceased/inactive status.

Leadership and Training - Weezy plans to meet with Dee to start reviewing the Rectora training. The training held in June of 2013 was Leadership Training 101. Jim Ullery suggested it would be ideal if we could hold two training sessions per year, Leadership Training 101 and Leadership Training 201. It was also suggested that the team application be updated so team members could check whether or not they have attended leadership training workshops. Jim Ullery will send the list of those who attended the leadership training this past June to Dee.

Treasurer report – The cash flow report was presented. Not all expense reports from Coed 13 had been submitted at the time the October meeting was held, therefore the report on Coed 13 will be presented at the November meeting. A request was again made that each chair submit an estimate of expenses for their position in order to more effectively budget Secretariat expenses for 2014. Weekends are the only source of income for Secretariat. It was discussed that a request for donations to the general fund could be made to the community. Donations to the general fund would be used to support the annual expenses of South Carolina Lutheran Via de Cristo, as well as support the efforts of National Lutheran Secretariat. Other suggestions were to look for opportunities for matching funds for fundraising activities. Pam will draft a letter to be sent to the community for review and approval by Secretariat.

The next meeting of Secretariat will be held November 16th. Both the 2013 Secretariat and the 2014 Secretariat members will be present at the meeting. We will take care of any remaining 2013 business first. There will be a review of Coed 13 and remarks on Dee's plans for Coed 2014. There will be a review of the detailed duties of each position to share with the new members. The installation of the new 2014 Secretariat members will take place after lunch. At that time the new Head Spiritual Director will be announced.

Other items -

Dee Glander – Dates and the location for the team meetings for Coed 14 were proposed. Ron Redd has offered St. Stephens for team meetings. Dee has not yet confirmed the availability of the proposed dates with Ron, but will call him as soon as possible to discuss.

Reunion Groups - Discussion was held regarding Reunion groups. Reunion groups are important, and as leaders we should be setting the example.

Sponsorship – It is important that sponsors fully understand all of their responsibilities, which include helping new cursillistas find a reunion group.

Exceptions - Discussion was held regarding exceptions made for weekends. There are established guidelines and it was recommended that we adhere to the guidelines, more than not, regarding the number of pilgrims and attendance at team meetings.

The Pastor at the Methodist church at IOP has changed. We have not made contact with the new pastor. Gina will check in with the church at IOP and follow up with Dee.

A number of changes are being implemented at Camp Nazarene which will impact our future weekends held there. New kitchen rules and regulations are being proposed. We need to better understand what the requirements are going to be when the new kitchen and dining hall are completed. One option would be to pay the camp to provide the food service. Other questions regarding the use of the camp – what buildings we want to use, what time do we need to be out of the Chapel on Sunday, the need to have a defibrillator on site, with someone trained to use it, another group using the camp at the same time we are holding our weekend. Since we will not be using the camp again until 2015, it was decided to postpone conversation with Pastor Pullen until after the 2014 Secretariat is seated.

Gina brought up the Rediscover and Recommit workshop being offered by NLS. While at the NLS Annual Convention, Weezy and Pastor Jim spoke with Stephen Manasco regarding the workshop. We would be required to cover the cost of his transportation and lodging. We would like to look at holding the workshop at one of the churches in the Columbia area sometime in February 2014. We As soon as the dates are set we can draft the registration form and begin publicizing. NLS requests a minimum of 50 participants.

SCVdC did not send in a pledge in response to NLS's request for its affiliated VdC Secretariats to financially support the new position of Executive Director. NLS had requested each Secretariat pledge for 3 years. An amount of \$1500 - \$2000 per year was suggested as being a fair amount. The discussion as to whether or not SCVdC will pledge, and the amount, will be included on the agenda of the next meeting, which will include the new members of Secretariat.

Closing prayer was offered by Pastor Patti Sue Burton-Pye.

Respectfully submitted,

Pam Creasy