

**Utah VDC Secretariat Minutes**  
**January 17, 2013**

Meeting was called to order at 7:03 p.m. by Marci Morse and opened with the Prayer of the Holy Spirit.

**Secretariat Members In Attendance:** Marci Morse, Dale Wise, Neil Arnold, John Schmidt, Mary Kartak, John Bradford, Mark Hollier, Candace Hockett and Linda Casteel

**Excused:** Bobbi Spring, Kelly Martin, Denise McConkay, Brick Thompson, Debbie Baum, Ken Baum, Dave Meadows and Hugh Cawthorne

November meeting notes were reviewed. Candace moved and Dale Wise 2nd—Minutes were unanimously approved as written.

Pastor Neil gave the Devotional which focused on Genesis 18—How do we receive the Lord? Abraham takes care of God by letting Him into His life. When God showed up in the form of “three persons,” Abraham takes care of God by welcoming Him. We welcome God into our hearts, lives, and minds. When we welcome God, we are already welcome by God. Are we ready to welcome God? In Jesus, God has shown His willingness to be with us and stay with us, always.

**Convener—Marci Morse**

- As Marci has never received a response from the National Representative, members of the Secretariat will conduct the Servant Training at Ascension Lutheran in Ogden on January 26, 2013. Members of the Secretariat scheduled to help lead portion of the training are Marci, Mary, Dale, Neil, Dave, Denise, Bobbi. John Schmidt had been scheduled but a schedule conflict will prevent his participation. He will ask Beau Hopkins to lead the section on Environment. Music will not be a part of the Servant Training, but Communion will be done in an atmosphere of Silent Reflection.
- Marci will write Thank you notes to the interpreters
- Nominations are due by February 11<sup>th</sup>—5 positions to be filled
- Elections will be held by Survey Monkey on-line February 12<sup>th</sup>-16<sup>th</sup> and by paper ballot February 17<sup>th</sup> at the Ultreya
- Election results will be announced at the Ultreya
- Marci to contact several suggested people for election to Secretariat

**Assistant Convener—Mary Kartak**

- Will write Newsletter article regarding serving on the Secretariat

**Spiritual Director—Pastor Neil Arnold**

- Has begun looking for Spiritual Directors for the upcoming VDC Weekends

**Allocations—Dale Wise**

- Drafted a new application form which will include the new “suggested donation” of \$100.00 as well as the application deadline of March 12, 2013

- \$100.00 suggested donation for Team Members as well
- Suggested the availability of scholarships not be included on this form
- Dale is willing to help train his replacement and to work closely with this person for the Spring and Fall VDC Weekends
- Write Newsletter article explaining reason for fee increase (trailer insurance, cost of sending three representatives to Nationals)

#### **Communications/Website—Mark Hollier**

- Sponsor responsibilities will be included in the January Newsletter
- Utah V DC log in information will be given to Marci Morse and Dave Meadows

#### **Training—Bobbi Spring (as reported by Marci Morse)**

- Sent a letter asking to be released from the Secretariat due to current personal circumstances
- Will finish the trainings for the upcoming Spring Weekends

#### **Ultreya/Liaisons—Denise McConkay**

- Suggested Denise contact Louise Anderson to see if she is willing to be the Liaison for Grace Lutheran Church in Bountiful
- Pastor Neil may have other suggestions for a Liaison at Grace Lutheran Church in Bountiful if needed

#### **Trailer/Property—John Schmidt**

- People with trailer keys include Marci Morse, Chad Larsen, and John Schmidt
- King pin on Trailer may need to be fixed before we can relicense. John will check with Chad. Trailer will need to be relicensed prior to the weekends.
- Report on supply needs indicate we have 2 cases of Bibles at GSLC which John will gather and take to the trailer. Window coverings are still there, as well. However, Ruth Hanzlik had indicated the Sunday School program may wish to use them from time to time. Candace will check with Ruth regarding whether or not the window coverings will stay at GSLC and let John know if they should/should not be picked up as well.
- Marci Morse currently has the VDC Keyboard

#### **Finance—Candace Hockett**

- \$50 has been paid to Ron Mellard
- Kim Russell has been reimbursed \$125.00 for signing interpreters for the Fall Weekends
- Candace has filed for the return of \$323.53 in sales tax
- Candace will check to see if Brick has paid Grace Lutheran Church in Bountiful and GSLC for facility use during trainings. If not, Candace will send them checks for \$100
- Candace will be unavailable during the upcoming Women's Spring Weekend, but Brick will be available to write checks if needed
- No financial report had been compiled for the January meeting

**Prayer Chain—John Bradford**

- Send out email regarding Team Training vs. Servant Training
- Send out email regarding nominations for Secretariat

The Lord's Prayer was said in closing  
Meeting was adjourned at 9:12

Next meeting is scheduled for February 21 at 7:00 p.m.

Respectfully Submitted,  
Linda Casteel  
Utah VDC Secretary

**Utah VDC Secretariat Minutes**  
**March 21, 2013**

Meeting was called to order at 7:02 p.m. by Marci Morse and opened with the Prayer of the Holy Spirit.

Secretariat Members In Attendance: Marci Morse, Dale Wise, John Bradford, Candace Hockett, Kelly Martin, Denise McConkay, Brick Thompson, Ruth Hanzlik, Bonnie Knudson, Ann Pritchard, Annie Layton, Bill Lange and Linda Casteel

Excused: Neil Arnold, Dave Meadows and Hugh Cawthorne

February meeting notes were reviewed. Kelly moved and Denise McConkay and Bonnie Knudson both 2<sup>nd</sup> —Minutes were unanimously approved as written.

Marci gave the Devotional which focused on the book "Unshakable Faith" by Monroe and Jeri May. Satan sifts to destroy our faith. God's purpose includes comfort from others and for others. In writing this book, after the loss of their daughter, the authors have received an abundance of comfort from others and hope to be a source of comfort to others.

**Ex-Officio Convener—Marci Morse**

- Based on the recommendation of the previous Secretariat and in light of no other candidates stepping forward, Linda Casteel was chosen as the new convener.
- National Rediscover and Recommit Program led by Kim Brownlow discussed. Dates recommended were June 1<sup>st</sup> as our 1<sup>st</sup> option and May 18<sup>th</sup> as our second option. Denise will check with GSLC on possibility of June 1<sup>st</sup> and with Janet Tow on possibility of May 18<sup>th</sup> (possibly combining with the Ultreya which is scheduled for the 19<sup>th</sup>).
- NLS Annual Meeting in Florida discussed. Ken Baum has resigned all positions on the Secretariat, including his national delegate position. Previous Secretariat recommended the convener be asked to be a delegate. Linda agreed to fill this position. A replacement delegate for Ken was discussed. Ruth Hanzlik was, again, asked to fill this position as the experienced delegate from Utah VDC. Candace Hockett motioned we accept Ruth Hanzlik and Linda Casteel as the Utah VDC delegates. Annie Layton 2<sup>nd</sup>. Motion unanimously passed.
- In terms of weekend schedules—Be mindful of the fact that we need to respect the teams' times as well as the time of the angels.
- Suggested possible ways to cut time may be—singing one song instead of five and limiting the Posters to 10 minutes.

**Spiritual Director—Marci Morse reporting**

- Still in process of finding the Spiritual Directors for the Weekends.
- Suggestion made to begin this process at the same time the Rector/a for the upcoming weekends are being called.

### Allocations—Dale Wise

- 10 men and 25 women have registered for the weekend (was 27 women, but 2 have withdrawn).
- Deadline worked well as it reduced the number of last minute registrants and gave Dale a chance to help those needing sponsors. Currently has 2 men needing sponsors.
- Two people requested possible registration after the deadline and were referred to the Fall Weekend Dates as the Spring registration deadline had passed. Recommend this procedure for late registrants in the future as well.
- Suggested the information that space is limited on the weekends be included on the applications.
- Suggested registrants be informed the application has been received and is being processed. A follow-up letter/email as to acceptance status will follow at a later date, thus allaying any concerns regarding whether or not the application had been received.
- Online registrations should be encouraged.

### Communications/Website—Marci Morse reporting

- Mark will have the March newsletter ready for publication on Monday, March 25, 2013. He will include a picture of the new Secretariat.
- Include in Newsletter the schedule and a call for angels to come and assist.
- Newsletter will be done with Easter colors.

### Training—Linda Casteel reporting

- Good turnouts for the trainings.

### Ultreya/Liaisons—Denise McConkay

- No liaison for Grace Lutheran in Bountiful as of yet. May go up there to see if she can recruit a liaison. Suggestion given to check with both Bobbi Spring and Pastor Neil.
- Post Weekend Ultreya is April 21<sup>st</sup> at GSLC.

### Trailer/Property—Marci Morse reporting

- King pin on the trailer does not need to be fixed prior to the Spring Weekends, but will need to be fixed after the weekends.
- Need to determine whether or not it is worth fixing the trailer's King pin.
- Suggestion made not to say the trailer was loaded incorrectly in front of a large group of people as we lose volunteers/angels this way.
- Supplies for Spring Weekends—Candace indicated there are plenty of Bibles, she has more candles, and the crosses are stored in a Palanca box in baggies. May want to check with Dave Meadows regarding Yellow Books. If necessary, Darren Orr may again be asked to make more of them.

### Finance—Candace Hockett

- Total checking and savings to be \$14,139.14. Total assets are currently \$25,365.96.

**Music Coordinator—Marci Morse reporting**

- Ken Baum has resigned and Linda will begin process of looking for someone to fill this position. Linda has some ideas as to possible replacement with the suggestion of Carolyn Drain given as well.
- Lonnie Hockett did books for the Men's Weekend and, although Abba Father was not on the CCLI site, Candace is in touch with the author/composer.
- Barb Nelson is doing songs on the overhead which is covered under the CCLI License.

**Renewal Group Coordinator—Marci Morse reporting**

- No report at this time.

**Palanca Coordinator**

- As Kelly has been elected to the Secretariat, Linda will begin looking for someone to fill this position. Linda has some ideas as to possible replacement with the suggestions of Alan and Cindy Day as Co-coordinators given as well.

**Prayer Chain—John Bradford**

- Nothing reported at this time.

The Lord's Prayer was said in closing  
Meeting was adjourned at 8:50

Next meeting is scheduled for May 16<sup>th</sup> at 7:00 p.m.

Respectfully Submitted,  
Linda Casteel

**Utah VDC Secretariat Minutes**  
**May 16, 2013**

Meeting was called to order at 7.00 p.m. by Linda Casteel and opened with the Prayer to the Holy Spirit

**Secretariat Members in Attendance** - Bill Lange, Neil Arnold, Linda Casteel, Bonnie Knudson, Candace Hockett, Annie Layton, Ann Pritchard, Kelly Martin, Denise McConkay, Mark Hollier

**Excused** - Hugh Cawthorne, Dave Meadows, Brick Thompson, John Bradford, Cindy & Alan Day, Debbie Baum

**Guests** - Ray Graham & Tonja Meadows

**March Minutes** - were reviewed and approved by Bonnie Knudson, Seconded by Candace Hockett unanimously approved as written.

**Devotional**

Neil Arnold gave the devotional which was based on Pentecost this Sunday May 19 - Romans 8 - 1: 13 Who is going to rescue me?- Christ Jesus my Lord. No condemnation for those who are in Christ Jesus. Life of the believer has been transformed - has already happened. What can I do God that will please you today - to please you now.

**Reports from the Spring Weekends**

Ray Graham felt that the Men's Weekend went well. It was a "cool", "one of a kind" experience. He found that if you follow the process and use the manual Via de Cristo is a Weekend that "works". Get to the roots and stick with it. Looking back he sees how the process evolves and how important it is to work in community. It is important to keep the team in prayer and to see how God is calling us to order and to follow His plans for the Weekend.

Tonja Meadows - Thanked the Secretariat for having faith in her to be the Rectora. Weekend went well with great team leaders, although there was some of the usual crankiness for a Women's Weekend.

In light of previous Women's Weekends, where there had been some issues which needed to be handled, she had encountered a lot of difficult phone calls, women not wishing to work a Weekend as they felt that Via de Cristo had become a social club - a sorority - a sort of glee club. Tonja felt that maybe, if it was considered more of a ministry and who were we calling to minister to the Weekend, the phone calls may be a more positive experience.

Having a deadline date worked well although this did mean that the men were in place only three weeks out as opposed to the women having four weeks. The Secretariat felt

that this was okay and gave the Allocations officer and the Rector and Rectora time to send their letters.

The secretariat had planned on a cap of 20 Weekenders per Weekend for both men and women. Last Weekend there were 25 women who were accepted. This puts pressure on the space in the rollo room. However, the bigger concern is lack of space for sleeping.

There was some discussion that people would be accepted after the deadline date however, this did not occur and will not occur in the future.

The Allocations officer should work closely with the Rector and Rectora during the final stages of the allocations process.

Training dates should be set before the first meeting with the Rector and Rectora - it was reported to the Secretariat that Kelly has these dates and the churches reserved for the fall training sessions.

Tonja felt there should be more communication between the Secretariat and the Rector Rectora. It was explained to her that their point of contact is with the Training Officer and they can communicate any specific needs with the Secretariat.

Tonja was unsure how to deal with support team members who had problems during the Weekend. The Secretariat felt that these should be dealt with by the team rector(a)s in the first place and only by the Weekend Rector(a) if of a more serious nature. The Weekend Rector(a) should inform the support team rector(a)s of any concerns which are brought to her attention.

There was an incident notes being put in two Weekender's Palanca Bags. These two women are from the LDS faith and had been selected to receive these notes particularly. Tonja spoke with these two women, and informed the Secretariat in an e-mail and Pastor Neil and Pastor Christine will speak with the author of the notes. It was stated by the Secretariat that Fourth Day know that each Palanca Bag should contain the same materials and no person should receive "special" gifts or notes. It was felt that maybe the bags should not be placed at the back of the sanctuary until the beginning of the Clausura.

Ann Pritchard addressed the changes to the schedule on Sunday am and Saturday lunch time, which have been made in light of some changes to the Weekend facility and needs. Also the Eucharist Rollo now appears on the schedule as Rollo 7, not 7(a) and 7(b) as previously. It will be up to the Spiritual Director for the Weekend to decide the best use of time to present this rollo, the poster and Eucharist to ensure they are completed in time for lunch to be as scheduled.

Neil Arnold stated that he was impressed how the Rector and Rectora for each Weekend was filled with the Holy Spirit and worked to God's call in running the Weekends. When we are wrestling to "choose" the next Rector and Rectora we should be more concerned with who God wants to use than who we would like to choose.

**Convener - Linda Casteel**

Linda shared her vision for this Secretariat. .She sees this group as having a lot of passion. She feels that the Secretariat needs to be an example of compassion for the 4th Day community we should share openly with each other and the entire 4th Day community.

As a way of showing compassion to those members who have just come off of the Secretariat the group will send "Thank You's" to them. Next month written "Thank You's" will be mailed to Ray and Tonja.

Rediscover Recommit Program June 8, 2013- Gene and/or Linda will pick up from the airport on June 8 and Candace will return to airport on June 9. Gene & Linda will house. Suggested luncheon will be provided. Motion made by Ann Pritchard and seconded by Bonnie Knudson. Motion carried.

### **Assistant Convener - Candace Hockett**

Publicity - Rediscover - Recommit program

Ann will read the materials and send a short synopsis for the web-site.

Send to the liaisons to get into the churches - notes. RSVP to Ann send #s to Candace

### **Spiritual Director - Neil Arnold**

Blessed by Father Darin who was the SD in the palanca chapel during the Men's Spring Weekend. He worked well with the group and was a blessing to the whole group.

No trouble getting SD Rollistas, but Spiritual Directors for the Weekend commitment are difficult to find. In spite of looking to the contrary - we have several possibles:

Pastor Chip - Our Savior's Roy

Pastor Jeff Beebe - Our Saviour's Holladay

Jeff, Christine, James - Good Shepherd

Rick Earhart - Mountain of Faith

Jen Cook

Mike Galicia - Holy Cross

Ollie Fulmer

Father Charles - St. Luke's Episcopal Church, Park City

Neal Humphrey - Westminster Presbyterian

Pastor Gordon - retired

Sandra Jones

Mario Alejandre

Julia Martinez

Jerry Sanchez

Rick Bergsma

### **Allocations - Bonnie Knudson**

Dale will help Bonnie with this first run through.

20 should be the cap for the men and women.

### **Communications/Website - Mark Hollier**

Good list of contacts from Dave Meadows and John Bradford -Mark is working on creating a new accurate contact list which will be easier to use and update.

This list is an Excel spreadsheet at the moment.

Update information through the web-site - this should go to Dave.

Newsletter - going out soon it will include:

Rediscover - Recommit meeting information

Names of new 4th Dayers

Blurb for National Meeting

Prayer for Darren and Esther as the Weekends Rector and Rectora.

### **Training - Kelly Martin**

Leaders Meeting - July 20th Our Saviour's Holladay

Sept 3rd -Our Saviour's Holladay

Sept 14th - Ascension

Sept 28th - Good Shepherd

Oct 4th - Good Shepherd - Prayer Walk

### **Ultreya/Liaisons - Denise McConkay**

No liaison for Grace in Bountiful

#### Upcoming Ultreyas

May 19th - Our Savior's Roy

June 23rd - Mountain of Faith - Tooele

### **Trailer - Bill Lange**

Bill found the location of the trailer

Chad gave Bill some contact names in regard to the trailer

Dave in charge of repairs and he can fix the kingpin. The cost will be \$709. The trailer needs to be empty.

They can provide an empty trailer for temporary storage.

Trailer replacement it was felt this would be a more expensive solution and hopefully not necessary at this time. Dan Kartak will reinstall two of the ceiling panels in the trailer.

Bill will contact John Bradford to put out a notice to ask if anyone in the community has knowledge of trailers

### **Finance - Annie Layton**

Candace will prepare the finance reports for the Spring Weekends and then work with Annie to hand over.

Annie will be given a copy of Quickbooks Church Program for non-profits.

**Renewal Update -Debbie Baum**

No Report

**Prayer Chain - John Bradford**

This ministry to continue as is.

Meeting closed in prayer 9.36 p.m.

Respectfully Submitted  
Ann Pritchard

**Utah VDC Secretariat Minutes**  
**June 20, 2013**

Meeting was called to order at 7.00 p.m. by Linda Casteel and opened with the Prayer to the Holy Spirit.

**Secretariat Members in Attendance**

Bill Lange, Linda Casteel, Candace Hockett, Annie Layton, Ann Pritchard, Mark Hollier, Brick Thompson

**Excused**

Kelly Martin, John Bradford, Neil Arnold, Bonnie Knudson, Denise McConkay, Hugh Cawthorne, Dave Meadows, Cindy & Alan Day, Debbie Baum.

There were six members in attendance - this is a quorum for the meeting.

**May Minutes** were reviewed and approved by Candace Hockett, seconded by Bill Lange.

**Devotional - Linda Casteel**

Becoming a Prayer Warrior - Elizabeth Alves

Priority of Prayer - priority in Jesus' live - more important than rest. Way of releasing spiritual power. We should follow Jesus example in prayer.

**Linda Casteel - Convener**

Linda reported that Kim Brownlow - Rediscover, Recommit - sent thanks she was pleased with the strengths of the community.

Ann Pritchard thought that it was important that Kim said that they had problems finding SDs in Colorado they do use non Lutheran SDs for the Weekend SD sometimes. The SD on the Secretariat should be Lutheran.

One idea discussed at the Rediscover, Recommit meeting was to have the reunion at the Post Weekend Ultreya at the beginning and then have the Ultreya followed by the Potluck. This would mean that members of the 4th Day community did not need to "hang around" while the Weekend Tables had their reunions.

John Bradford - Prayer & Praise was considered a strength of the Utah Via de Cristo communication.

Linda asked that the secretariat bring any concerns for the National Secretariat Meeting to the next meeting.

Bobbi Spring resigned and so one of the new positions on Secretariat will be a 2 year term. Vote would be taken next meeting to decide who will take this term.

### **Financial Report**

Candace transferred all files to Annie - Annie has the soft wear loaded on her computer. The Spring Weekend was a "frugal" Weekend - \$50 per weekender. \$2500 per weekend.

### **Neil Arnold SD**

Grace Lutheran Church a liaison has been identified. This will be confirmed at the next meeting.

SDs for Weekend - there are discussions going on at this time - these should be confirmed by the July meeting.

### **Training - Kelly Martin**

Report from Ann Pritchard - Meeting took place with Esther Raymond and Darren Orr - rectors for the Fall Weekends.

Dates are in place for the trainings and the churches are booked for the meetings.

Next Meeting - Leaders Meeting July 23, 6.30 p.m. Our Saviour's in Holladay.

### **Allocations Bonnie Knudsen**

Cut off date for Fall Weekends - September 17th

### **Ultreya Liaisons Denise McConkay**

Next Ultreya - Mountain of Faith - Tooele

### **Policy/Procedures - Hugh Cawthorne**

No Report

### **Trailer/Property - Bill Lange**

Rich Jones said that if the trailer has been accepted with a report filed that Kingpin will need to be replaced - then it needs to be replaced.

When & where it can be done - contact has been on vacation.

Options - Rent a trailer for a week - have a few people move temporarily and then move back the following week.

Trailer is basically good - does not need replacing  
\$709 to fix kingpin + rental of trailer

Bill will check into non-profit donation of one week's trailer rental.

Thrivent account was set up to replace contents when we did not have insurance. Now that we have insurance we do not use this account.

### **Communications - Mark Hollier**

Training Dates updated on calendar and web-site

Database - Dave has this on the laptop

Mark is the web master now.

Mark is working on a single list with phone numbers & addresses.

Ron Millard who set up the database originally, Linda will try to make contact with him at Nationals and then Mark will work with him to find out how the database is set up.

Transition from the whole thing for the Prayer Chain

Next Newsletter - come from utahvdc.org

There was discussion to have 2 separate list - prayer and praise list and newsletter list.

### **Financial Candace Hockett/Annie Layton**

The Financial Manual for the 4th Day Weekend Team is out of date and Candace will get the changes to Ann to make the changes

Non-profit copy of Quickbooks - \$199 was purchased for Annie to load on to her computer.

### **Renewal Groups - Debbie Baum**

No report.

### **Palanca Alan & Cindy Day**

No report

Meeting Closed - 8.30

Next Meeting - July 18, 2013 Our Saviour's Holladay 7.00 p.m.

Respectfully submitted

Ann Pritchard

**Utah VDC Secretariat Minutes**  
**July 18, 2013**

Meeting was called to order at 7.00 p.m. by Linda Casteel and opened with the Prayer to the Holy Spirit.

**Secretariat Members in Attendance**

Bill Lange, Linda Casteel, Kelly Martin, Ann Pritchard, John Bradford, Neil Arnold, Bonnie Knudsen, Denise McConkay

**Excused**

Candace Hockett, Annie Layton, Hugh Cawthorne, Dave Meadows, Cindy & Alan Day, Debbie Baum, Mark Hollier, Brick Thompson

**June Minutes** were reviewed and approved by Kelly Martin, seconded by Bonnie Knudsen.

**Devotional - Neil Arnold**

**Linda Casteel - Convener**

There were no questions/concerns voiced to be taken to Nationals.

Linda handed out a sheet of information to each member of the Secretariat showing their responsibilities.

The 'ballot' for which new member will take Bobbi Spring's remaining 2 year term was postponed to next meeting.

Denise McConkay will be moving to Las Vegas at the beginning of September and will need to resign her position on the Secretariat. It was decided that as she has the Ultreyas in place through 2013 and most of 2014 that Bonnie Knudsen could take on this responsibility until a new member is voted in next Spring.

**Financial Report**

Annie was excused from the meeting - no report.

**Neil Arnold SD**

SDs for the Weekend

Women's Weekend - Pastor Rick Aarhart with support from Dave Meadows.

Men's Weekend - Darren and Pastor Neil are still looking into possibilities.

Grace in Bountiful - Liaison not confirmed yet.

**Training - Kelly Martin**

Dates and venues for training are in place and the Rector and Rectora are working on their teams.

**Allocations Bonnie Knudsen**

Cut off date for Fall Weekends - September 17th

Bonnie has the files required for the applications and will start working through any applications as they come in.

**Ultreya Liaisons - Denise McConkay**

Next Ultreya - August 18, St Luke's in Park City.

**Policy/Procedures - Hugh Cawthorne**

No Report

**Trailer/Property - Bill Lange**

The trailer will need to be emptied into a 'loaner' trailer on Saturday August 10 and then moved back to our trailer once it is fixed on August 17. Bill will advertise the need for willing hands through John Bradford's prayer list.

**Communications - Mark Hollier**

Mark was excused from the meeting - no report.

**Renewal Groups - Debbie Baum**

No report.

**Palanca Alan & Cindy Day**

No report

Meeting Closed - 8.30

Following the formal meeting members of the Secretariat present were anointed for their service on the Secretariat for this upcoming year.

Next Meeting - August 15, 2013 Our Saviour's Holladay 7.00 p.m.

Respectfully submitted  
Ann Pritchard



## Utah VDC Secretariat Minutes

August 15, 2013

Call to order - 7.00 p.m

Prayer of the Holy Spirit

**Members Attending** - Linda Casteel, Candace Hockett, Neil Arnold, Kelly Martin, Annie Layton, Bill Lange, Mark Hollier, Denise McConkay,

**Members Excused** - Bonnie Knudson, John Bradford, Hugh Cawthorne, Carolyn Drain, Alan & Cindy Day, Brick Thompson

**Minutes** - Review and approval of July minutes approved as corrected - Motion to approve the minutes as corrected by Candace Hockett, Second Bill Lange - approved by Secretariat.

### **Devotion- Neil Arnold**

Galatians 5 - If we live by the Spirit let us also be guided by the Spirit.

Luke 10 - Good Samaritan - Who is my neighbor?

### **Ministry Reports**

Report from Nationals - Ruth Hanzlik

Saddened that Linda was not able to join them.

Palm Beach Atlantic University - Downtown Palm Beach.

Very nice accommodations.

Thursday - orientation - breakfast - worship in a beautiful chapel - small group meetings - business meetings - Vespers in the evening.

Florida secretariats joined together to form a choir.

Picked one small group to attend - in previous year's you have been able to attend several small groups.

National Lutheran Secretariat Executive Director working towards having this position full-time by 2016. Nancy Peterson from Minnesota is excited to be in this position.

Regional break out - Region 1 - very large area but secretariats are spread out.

Region 1 - VdC Facebook page - regional group to communicate with other secretariats in the group.

Weekend fees - Secretariats charge varying from zero to Colorado is \$220.

Sponsor role is key to healthy VdC and healthy Secretariat.

Every Secretariat provides sponsorships for Weekenders who cannot afford the cost.

Annual Love Dinner to raise funds was held on Saturday evening.

Trivia Game Night - fundraiser.

Conversation with Bev Arnt

In their secretariat they have a NLS rep on the secretariat - 3 year term.

They hold Leadership Training - 2 times a year - have to have attended this to be a member of a team.

## **Linda Casteel- Matters Arising**

1. Kelly volunteered to take the two-year term and then the God confirmed this should be the case with a random drawing.
2. Members of the Secretariat will write an article for the Newsletter describing their positions on the board.  
Linda will write about the Convener's position and the Executive Committee for the next Newsletter.

## **Pastor Neil - Weekend Report**

SDs for the Fall Weekends 2013

### ***Women's Weekend***

Rick Ehrheart  
Dave Meadows

### ***Men's Weekend***

Pastor Neil  
Rick Bergsma

## **Allocations-Bonnie Knudson**

- Update for Weekend Application - September 17, 2013 cutoff date. Linda will announce this at the Ultreya at St. Luke's on Sunday.

## **Communications/Website-Mark Hollier**

- Newsletters - two will go out in the next two weeks:
- one will go out this Weekend.
- the second will go out later next week.

## **Training-Kelly Martin**

- Update on trainings for Fall Weekend  
Servant Training - January instead of having an ultreya.  
Denise McConkay made a motion to have the servant training in January. Kelly Martin seconded the motion and it was carried by the secretariat present at the meeting.

## **Ultreya/Liaisons - Denise**

- Update—Grace Liaison - still in process.
- Next Ultreya - St Luke's Park City, August 18, 2013

## **Policy/Procedures—Hugh Cawthorne**

Bye-Laws - Ann will e-mail copies of the Bye-Laws for them to review ready for discussions during the October meeting.

### **Trailer/Property- Bill Lange**

- Trailer updates: repairs are completed - set up again. Great Dane Trailer - loaned the trailer to hold the goods during the repairs. Thank you to the Service dept at North American Trailer.
- Newsletter - put in an announcement for somewhere to store the trailer betweenWeekends. Linda will also announce this at the ultreya at St. Luke's on Sunday.
- 5 volunteers turned up to help reload the trailer following repairs.
- Supplies for Fall Weekends - discussion on crosses, bibles, candles - Candace will make sure these are available for the Fall Weekends.
- Mattress Warehouse - mattresses are around \$100 a piece.
- Inventory Sheets - going forward once the 4th Day Computer Geek has entered the information on to the database these sheets should be collected and given to Annie Layton.

Kelly will check into the condition and number of mattresses during the Fall Weekends- and give recommendations on number of mattresses needing to be replaced.

### **Finance-Annie Layton/Brick Thompson**

- Trailer expenses \$872.40
- Profit and Loss
- Balance Sheet

Financials will be e-mailed tomorrow - let Annie know if you do not receive them.

### **Music Coordinator—Carolyn Drain**

Excused - no report.

### **Renewal Group update—Debbie Baum**

Resignation because of time conflict and other issues.

### **Palanca-Cindy & Alan Day**

Excused - no report

### **Prayer Chain—John Bradford**

Excused - no report

Pray

Adjourn 8.36 p.m.

Next Meeting - September 19th

NOTE - October Meeting - October 24th

**Utah VdC Secretariat Minutes**  
**September 19, 2013**

**Call to Order: 7.00 p.m.**

**Prayer of the Holy Spirit**

**Minutes for August -**

Motion to accept the minutes as submitted Candace Hockett - Annie Layton second.-  
carried by the secretariat.

**Devotional - Pastor Neil:**

Theme - Grace - Galatians 5 - If we live by the Spirit Galatians 5:26 - not be competing  
and envying each other. Luke 14 - live in humility. We are invited to know that we are all  
invited by God. Phillipians 2:4 ...look to the interest of others.....

**Members Attending:** Ann Pritchard, Linda Casteel, Candace Hockett, Neil Arnold,  
Annie Layton, Bill Lange, Brick Thompson, Carolyn Drain, John Bradford, Bonnie  
Knudson, Mark Hollier.

**Members Excused:** Kelly Martin, Hugh Cawthorne, Alan & Cindy Day

**Convener - Linda Casteel:**

Suggestions for Rector - Dale Wise, John Schmidt,

Suggestions for Rectora - Sabrina Bell, Shirley Cooper Aguilera, Brie Brunsvold  
Before next month review database and suggestions based on that.

Linda Casteel, Denise McConkay , Candace Hockett - maybe Hugh Cawthorne (one  
year term) review next month.

Next Convener - consider if you are willing to be convener.

Servant Training in January check with Kelly - 3rd Saturday 18th January - availability  
of Ascension/Good Shepherd/Our Savior's/Grace

Esther & Darren to join us at the meeting on October 24th

**Pastor Neil Arnold:**

In process

**Allocations - Bonnie Knudson:**

11 women

6 men

**Communications - Mark Hollier:**

Newsletter - Linda's article ready to submit for next weekend.  
Schedule for the Weekends - time to Angel.

**Training - Kelly Martin:**

Great job on training.

**Ultreya/Liaisons - Candace Hockett/Bonnie Knudson:**

Roy - February 16th  
Trailer - 36 women's 52 men's - order next spring.  
Candles - 3 doz

**Policy & Procedures:**

**Trailer/Property - Bill Lange:**

Storage still okay - Driver to take trailer to GSLC

**Finance - Annie Layton/Brick Thompson:**

Still having problems with sending the financials will try saving from Quickbooks and then e-mailing.

**Music Coordinator - Carolyn Drain:**

E-mail asking for music contacts  
Need information for all musicians as to their availability.  
CCLCI license

**Renewal Groups - vacancy:**

Marianne Liston not interested in coordinating this ministry - as she has other commitments at this time.

**Palanca Coordinators - Alan & Cindy Day:**

**Prayer Chain - John Bradford:**

Nothing to report - works out well.

**Pray  
Adjourn**

**Next Meeting - October 24th (note change in date)**



**Utah VdC Secretariat Minutes**  
**October 24, 2013**

**Call to Order: 7.00 p.m.**

**Prayer of the Holy Spirit**

**Minutes for August -**

Motion to accept the minutes as submitted Annie Layton - Candace Hockett second.-  
carried by the Secretariat.

**Devotional - Pastor Neil:**

Theme - Grace - Galatians 6:1 - Led by the Spirit Live in the Spirit. 1. Compassion; 2.  
Humility; 3. Confront ourselves.  
Forgiveness is the key to restoration of relationships.

**Members Attending:** Ann Pritchard, Linda Casteel, Candace Hockett, Neil Arnold,  
Annie Layton, Bill Lange, Brick Thompson, Bonnie Knudson, Mark Hollier, Kelly Martin

**Members Excused:** John Bradford, Carolyn Drain

**Convener - Linda Casteel:**

Suggestions for Rector - Dale Wise, John Schmidt, Bob Morstadt

Suggestions for Rectora - Brie Brunsvold, Mary Kartak, Kim Sparkman, Sue Heiskanen

Linda will e-mail the Secretariat members for their votes for the Spring Weekend Rector  
and Rectora.

Next Convener - consider if you are willing to be convener.

Linda asked that members of the Secretariat speak with members of the Fourth Day  
concerning standing for election.

Servant Training - January 18th Our Savior's in Roy. Kelly & Ann will meet and discuss  
the program and make a report at the next meeting.

Reminder that the Secretariat will meet with Esther and Darren at the beginning of the  
Post Weekend Ultreya on Sunday 3rd November. Candace will send out reminders.

Ruth Hanzlik has resigned as liaison between the Secretariat and GSLC. Linda will ask  
Rhonda Hollier if she would consider taking that position.

A member of the 4th Day Community expressed some concerns following the  
Weekends:

1. Misspeaking by Rick Bergsma during his rollo - Rick has had discussions with this person and explained the misunderstanding and apologized for it.
2. Dave Meadows being unchurched and his qualifications to be a Spiritual Director. The Secretariat felt they were justified in choosing Dave as he has an on-line pastor qualification and has hosted a home church. Pastor Neil gave examples of how we have used the Lay members together with clergy to be SDs during the weekends in the past.
3. Non clergy blessing/administering eucharist - the Secretariat felt that eucharist was between the individual and God. The SD is always available to discuss but that it is biblical for the Lay people to share eucharist when they are in community.

### **Assistant Convener - Candace Hockett**

There were some problems in communications with Good Shepherd during the Fall Weekends. VdC needs the speaker stands in the Trench to be left out - this needs to be communicated one month in advance via the form for use of musical equipment at Good Shepherd.

Cheryl e-mailed Linda and Candace with concerns that we did not give enough notice of our needs. Also Cheryl said that because of the growth in the Little Lambs Daycare we would no longer be able to use rooms 8 & 9 for sleeping. This would leave VdC with the Quad which sleeps 17, the Serendipity room for the Kitchen Team and the Sanctuary for the rest of the team members.

There was some discussion concerning other venues in Utah VdC could rent out where we would have the use of the entire buildings.

Candace was concerned at the time that the Men's Weekend ran over. It was almost 3 o'clock by the time the men came up for lunch and then 5 o'clock when they came up for the Clausura.

### **Pastor Neil Arnold:**

Neil felt that the Weekends went well and that all of the Grace Talks were delivered and received well. The only pastor that was used on both Weekends was Pastor Rick who gave the Sacrament's rollo on both the Men's and the Women's weekend.

Niicene Creed is incorrect in the Fourth Day booklet - Ann will look into getting this corrected before the next printing.

### **Allocations - Bonnie Knudson:**

Final numbers for Fall 2013 Weekends:

10 women

5 men

One woman left on Saturday.

### **Communications - Mark Hollier:**

Newsletter - November 9 deadline

Linda asked that Candace writes a report on the role of the Assistant Convener and that Neil write a report on the role of the Spiritual Director on the Secretariat

**Training - Kelly Martin:**

There is a need for a training for Table Leaders and Assistant Rectors. Kelly will put this together and teach it to the rollo room team during the first training for each set of Weekends.

Kelly will also work on a training entitled Stewardship of Time to be given during the training sessions for each set of Weekends.

**Ultreya/Liaisons - Candace Hockett/Bonnie Knudson:**

June 2013 check to see if Our Savior's in Holladay is available.

**Policy & Procedures:**

No further work on the By Laws - will continue next month.

**Trailer/Property - Bill Lange:**

Transportation of truck to and from Good Shepherd completed with no problems.

Annie has the invoice sheets from last Weekend. She will look to see if any supplies need to be replaced.

**Finance - Annie Layton/Brick Thompson:**

Still having problems with sending the financials will try saving from Quickbooks and then e-mailing.

**Music Coordinator - Carolyn Drain:**

Carolyn was asked by Mark Hollier - Kitchen Rector to ensure there was a musician for the Agape Dinner serenade. Using the information available to her she was unable to reach anyone. Fortunately, God provided and she saw Julie Arnold at GSLC and she was available to play.

It is frustrating for Carolyn that despite all the advertising via the John Bradford prayer chain - Facebook - individual e-mails and face to face conversations that musicians in the community are unwilling to share their contact information for a musician's database.

**Palanca Coordinators - Alan & Cindy Day:**

No report

**Prayer Chain - John Bradford:**

Nothing to report - works out well.

**Pray**

**Adjourn - 9.10 p.m.**

**Next Meeting - November 21, 2013**

