

Communication and Building Report

Communication: We still work to try to make sure as many people as possible are aware of events, hear messages from Bishop Mike and Pastor Liz, and are able to connect with one another in the synod. The newsletter list is currently at 493 people and I will add members of the assembly unless asked not to. I usually send out a weekly message that includes a devotional from Bishop Mike. We still have the synod website, Facebook page, and Twitter account. Pastor Liz has been posting photos from congregations she visits.

Building: It has been a busy year for the staff in the synod office. We moved into the building in July, 2016. These are a few of the projects that the staff has addressed since acquisition of the building:

Paint- synod offices walls painted, but not hallways and ceilings. Have contact with painters to do rest of the work.

Lighting- new LED lighting fixtures in synod offices and hallways on bottom floor. Lights have been replaced throughout the building. Currently there are two lights out in Jordan Hall that need to be replaced and I am working to hopefully change out the lights before assembly begins.

New signage- the large sign in the front has been changed to represent the Lutheran Ministry Center. We have directional signage outside the building.

Security and entry systems- new locks for synod office and small conference room. New electronic entry system in place for three south doors (not the two sets of doors into sanctuary.) Electronic door system guidelines was created for groups/individuals that use the Lutheran Ministry Center. Alarm system is ready for use once all the building agreements have been signed. All other key locks will be changed also.

Building agreements- I have made a building usage agreement for both long-term and single-date usage. I have notified the tenants that they need to come and sign the agreements.

Septic/sewer drama- WE ARE CONNECTED TO CITY SEWER! The old septic tank was filled up with a concrete-like mixture. Ida is a happy camper because she got to use the back hoe to dig a small hole and she was able to check that off her bucket list. The building is far less stinky than it had been. That, and good cleaning, has made it a better working environment for all. And we don't have to go check to see if the septic is full every week. Laura is a happy camper now too.

Cleaning and maintenance- We have had three individuals clean the building in our short time here. Currently Bill McAllister has agreed to clean and maintain the building for us. He, with the help of Ida, have been thoroughly cleaning and taking care of small maintenance jobs for the building such as cleaning the return air vents, replacing light bulbs, getting new mats for the doors, moving tables and chairs, tearing up and taking out the two very large, very old display cabinets, etc.

Kitchen and pantry

- Last summer members from Cushing, Stillwater, and Bartlesville came to clean out the kitchen. It was a whirlwind Saturday and they did a marvelous job not only cleaning out the clutter, but reorganizing the kitchen and washing all the plates, cups and silverware.

- We have been working on getting the dishwasher/sanitizer back in good working order. A Hobart tech came out to check it out and it works. We worked hard to get the thick layer of hard water stains out of it. A comparable replacement unit would cost approx \$8000.
- We had Roto Rooter come and fix both of the garbage disposals.
- We have a contract with pest control to visit at least quarterly for termites, bugs and rodents. It seems to be under control and nothing but a few dead crickets have been sighted.

A/V and Wi-Fi technology- We have a non-profit agency that specializes in non-profit businesses that has up the building for adequate Wi-Fi for meetings and the assembly. Our A/V tech for assembly is from the same group that has helped us for years at the Doubletree.

Parking lot- we have completed the resurfacing and striping of the parking lot. We also created a new lot near the office door with additional handicap parking. This new space will be used for the food tent during synod assembly.

Staircase by Ascension Chapel- we have completed the renovation of the staircase. It was by far too dangerous for children or adults not paying close attention to the very low railing. The same contractors are starting other work on the building exterior- rotting wood, paint, gutters, roof, etc.

Yard maintenance- We have purchased a riding lawn mower and Bill will mow the yard. Attachments were also purchased for snow removal, fertilizer application, etc.

Building users- Besides us, at this point we have:

Iglesia de Amor – a Latino Free Methodist congregation, the Helping Hands ministry, two music teachers, a counselor, a young adults AA group, and we are a polling place.

A large United Methodist congregation in Tulsa is talking to us about using the building as a satellite ministry.

Other general maintenance & inventory- We've had the carpets cleaned, the bathroom floors stripped and waxed, and have been preparing the building for the assembly. We have purchase long, thin folding tables to be used for the vendor booths for assembly and have done inventory and purchased needed items such as flatware, plates, trash cans, etc. We have rented a tent, extra tables, table cloths, etc. for the business sessions and meals at the assembly.

Peace, Love, and Joy,

Laura Bunch