

Board of Deacons Meeting

Ebenezer Bible Fellowship Church

January 27, 2014

Roll Call:

- Attended by Bruce Eckel, George Hardy, Kamba Kalubi, Kevin Kritzberger, Rob Christiansen, Joe Meier, and Shawn Sommons
- Mark Hardy and John Romero were excused

Committee Reports:

- 1) Activities: see report, Committee members are getting burned out and there is a need for more volunteers to serve at functions. There were five potluck dinners last year with the last one being poorly attended and no volunteers willing to work it. Maybe we are doing too many of them.
- 2) Benevolence: Balance is \$14,391.30, see report
- 3) Caregivers: We need better communication to the committee about the needs as soon as they arise. This will enable them to try and address them before they are left for the staff to handle.
- 4) Church-School Liaison: Bruce will take over this committee on an interim basis. Nothing to report.
- 5) Community Concerns: John is taking over this committee
- 6) Counting: no report
- 7) Ordinances: Pastor Tim has requested that we replace all the non-white baptismal robes with white ones. Some concerns were raised about the possibility of them becoming see-through when wet, even if we purchase lined ones. We have had complaints in the past about the modesty of white robes for adults. We also discussed the best way to pay for them since this was not a budgeted item. The cost for each lined robe would be about \$90. We decided to purchase one for Pastor Tim and see how it works out with the lining. If the lined white robes are not see-through when wet, we would request the funds needed to replace the rest from savings.
- 8) Property:
 - Building Use: A request was made for all ministries using the building to be flexible so we can best use our facility in the most efficient manner for the church and BCS functions.
 - Broken Pipe: A water pipe broke in the outside wall of the kitchen behind the ice machine. This pipe is no longer needed and is shut off now but will be cut out of the supply line in the future.
 - Shaky Video Projectors: Kevin discovered that when all four roof top HVAC units outside the sound room are running at the same time it is causing vibration that shakes the projectors. We will have to investigate what is causing this all of a sudden.

- Lock-Up Responsibilities: Add changes to lock up schedule to include turning off the Moravian star in the sanctuary and locking of the classroom and resource room doors as per the new door lock policy.
- 9) Security: John would like us to write a specific policy concerning the locking of classroom and exterior doors from the recommendations in the October Property meeting minutes. See attached proposal which was drafted and approved by the deacons present.
- 10) Transportation: see report
- 11) Ushers/Emergency Response/Evacuation: see report; This committee will be taken over by Rob Christiansen.

New Business:

- Youth Room Furniture – A request was made by the Youth staff to replace the couches and chairs in the Youth room. It is estimated that the cost would be somewhere between \$3500-\$4000. Shawn will take this request to the Elders to see if it can be paid for out of savings.
- Bethlehem Township Ambulance Donation – Shawn brought up a request by the Bethlehem Township Volunteer Ambulance/EMT for a donation. We feel we should donate to them since they do service us and help with our emergency evacuations. Since this is not in any of our budgets we request that it be paid for out of the general, insurance, or some other area. We feel the same amount of \$150 we give to Nancy Run Fire department would be appropriate.

Next Meeting: March 17, 2014 6:30 pm

Closing Prayer: Led by Kamba at 9:20 pm

Respectfully Submitted,
by George Hardy
Acting Secretary

ACTIVITIES

COMMITTEE REPORTS:

- **SPORTS:** Unfortunately, Athletes for Christ will not be doing the basketball program this winter due to coaching issues. We are looking at having basketball clinics in March if the talks go well with a local basketball coach. We are looking at the soccer program as well. More information will be gathered shortly. We did start a women's "zumba" fitness class and that meets several times during the week. We also started a men's fitness class which is called "fit for him" and is led by John Romero and that meets on Thursday nights.
- **ALL CHURCH DINNERS:** There have been several dinners over the past several months and the need to have other people help during these events became increasingly clear. Many of the committee members have felt burned out. Discussions will be held with the leaders as to how to facilitate future dinners.
- **SNOW SPORTS:** A Sunday night ski trip will be planned shortly.

Next meeting will be in February to discuss future committee organization and events.

Respectfully submitted,
Kevin Kritzberger

Benevolence Committee Report – January 2014

Benevolence most recent meeting was January 16th.
Opening Prayer – Keith Beyer

Balance - ~\$14,391.30 as of 12/31/13

In 2013, the Benevolence committee spent \$21,268.82 supporting the needs of EBFC members and our community.

EBFC attendee with mortgage arrears problem. Steve and Diann McDaniel to follow up, what Benevolence can do, Can't afford any rent for now, and until mid-summer. Rob Christiansen group might be able to help with some maintenance. Diann to reach out to Rob Christiansen for Meal Train help.

Plumbing bill issue resolved with three women renting a house.
A student at Lehigh we have given assistance recently got a part-time job at GNC. He is looking for a place to live and looking for a roommate(s). We helped him with court debt, looks like he can make the future payments. He still is in need of transportation. His current lease runs out the end of April. Should be able to graduate in May.

Instead of giving out Giant Gift Cards, Benevolence is checking with Weis Grocery Store (Crawford Rd) and new Shoprite Store to see if we can get a bundle of groceries to order and pay with the EBFC Debit Card. This way we ensure the money will be spent properly.

Helped a person who was mad at God because his wife recently passed away. He has 4 children. Pastor Tim has had discussions with him. This person also was behind on rent and had to move out of the house, and had to split up the children at a couple of different homes. The Elders and Deacons gave about \$150 in gifts. Benevolence also gave what Giant Gift Cards we had, about \$120.

A woman with 4 children living in a car. Gave them the minimum amt of gift cards and have not heard back.

C.V.'s house should be ready sometime later this year. He is now a US citizen.

Kevin and Tim met with a guy who needed some help. Gave him \$50 in Giant Gift Cards.

Intake Sheets – Kevin reminded everyone that we need to make sure we fill out the Intake Sheets. This information goes into an excel spreadsheet. Kevin references this spreadsheet throughout the year and also needs to give this spreadsheet to the EBFC auditor each year. This year Kevin had to spend an extra 3 hours of time comparing gift cards, intake sheets, and the books to find the gap between the amount given and the data on the Intake Sheets.

Kevin's Suggestions regarding some of our procedures:

- Put all gift cards in the safe, the Pastor's would not have any.
- Audit Issue/Suggestions – Limit to Grocery stores only. Wal-Mart cards enable buying electronics, etc. Joe Meier to ask John Wiegand if we keep receipts from Wal-Mart if that would be acceptable.
- Eric Sherer will talk with Pastor Dick about the Pastors' Shepherd's List database possibly being used to also track Benevolence requests, scan past documents, and help automate the intake sheets.
- Security of Data – Joe Meier will contact Andy Brimer, Tom Murphy or Mark Hardy, about security so only certain people can access the Benevolence data.

Joe requested that we think about candidates to replace Bruce on the Benevolence Committee since he is moving in the spring.

Next meeting is Thursday, February 27th, 7pm

Closing Prayer – Bruce Eckel

Adjourned about 8:20 pm

Submitted by:
Joe Meier

Property Meeting Minutes October 21, 2013

The HVAC unit for room 8 will be replaced with two new wall mounted mini-split units. They will be installed by Jim McMahon who is donating his time to save the church over \$2,000 in installation costs. Kevin will be assisting him. Gary Young and Otis Powel will be doing the electrical work. Kevin will purchase a space heater to be used in the mean time. Jim has also offered to remove the old units and dispose of them to give us more cost savings. Estimated time to complete the project is 3-4 weeks. At some point we will have a work day to cover and seal the old duct vents in the floor.

Security issues: The property committee is recommending that all Sunday school room doors be kept locked from now on due to the recent theft. Head ushers can unlock them on Sunday mornings and BCS teachers can unlock them during the week. All others using them for meetings will have to get a key ahead of time. All exterior doors should be locked approximately 10 minutes after meetings start and at all times that there is not active entering the building for a specific meeting or function. This policy should be followed by all church staff, BCS staff, church leadership and anyone holding a private function in the building. At some point we may have to have the church re-keyed and some of the doors may be upgraded to an electronic locking system.

Kevin will purchase a lockable storage bin to keep the balls in so they won't be left out in the gym all the time.

EBFC Building Door Lock Policy Proposal

- All classroom and resource room doors should be kept locked when not in use. On Sunday mornings the Head Ushers will unlock these doors upon arrival and the person on lockup will lock them. BCS teachers will lock them before leaving during the week. All use of these rooms after normal operating hours will require the person in charge of such use to have or obtain a key. Packets will be made up with instructions and keys for this purpose.
- All exterior doors should be kept locked at all times that there is not active entering the building for a specific meeting or function. When there are specific meetings or functions that require the door be left open for awhile, the person in charge should have the door locked no later than 15 minutes after the start time of the meeting/function. If someone arrives after that time, they can knock on the window of the room to be let in. Only the exterior door closest to the meeting room should be used for entering and exiting.
- The person in charge of the meeting/function is responsible for informing the people coming to it of this new policy and to prepare them for it.
- This policy should be followed by the church staff, BCS staff, church leadership and anyone holding a meeting or private function in the building.

Transportation Report: January 2014

Mini-bus: On January 10th, while doing the general vehicle check/pre-trip inspection (tires, oil, coolant, & lights), I noticed the left rear inside tire (the mini-bus has dual rear tires) was showing zero on the tire pressure gauge. At first I thought my gauge was just frozen stuck, however, after attempting to add some air to the tire and use the gauge on my air pump, and squeezing the tire I realized the tire was completely flat. Since the outside tire, along with the mud flap, blocks most of the view, it was not visibly apparent that the tire was flat. I am not sure exactly how long the tire had been flat, but according to the trip log, it is possible that the vehicle had been driven after the tire went flat. After confirming with Valley Tire Factory (place of purchase of 6 new tires for the minibus spring 2013) that it was safe/wouldn't damage the good tire to drive it up to them in Nazareth, I took it there for inspection. They found a fairly large bolt in the tire, and were unable to repair the tire; a new tire was purchased for \$155. The bus was then used for high SNO-GLO (Pinebrook) and Winter Blast (Victory Valley) without incident.

Van: No issues to report.

Submitted by,
Mark Hardy

January 2014 Usher Report

USHER: Ray Morteiz will be leaving the team due to some issues that will not allow him to serve as an usher. Talking with him, Dave will be taking over his position as head usher and we will need to find one or two ushers for this team.

FIRST AID: All boxes filled and up to date.

EMERGENCY EVACUATION: No drill has been scheduled, will follow up with Kevin.

SECURITY: We will need to discuss issues for lock up with the church and school when closed, also need to talk with all ministry leaders day and night on church policies for lock up.

Respectfully Submitted,

John Romero