

Date / Time:	05-21-2012 6:45pm
Meeting Name:	Combined Elder / Deacon Board Meeting
Moderators:	Jason Hoy / Bruce Eckel
Elder Attendees:	Mike Capaldi, Mark Culton, Dick Bickings, Scott Holwick, Jason Hoy, Shawn Sommons
Deacon Attendees:	Rob Christiansen, Bruce Eckel, George Hardy, Mark Hardy, Kamba Kalubi, Kevin Kritzberger, Rob Lofthouse, Joe Meier, John Romero, Sean Sommons/Elder Rep
Regrets:	Wayne Batten, Shawn Van Doren, Otis Powell, Bob Smith, Rob Lofthouse
	Otis and Bob pre-excused from May 21 <sup>st</sup> meeting
Purpose:	Committee Updates
Attachments:	{{ Committee Reports embedded at the end of these minutes }}

Agenda Item	Actions
Kevin Kritzberger captured these meeting minutes in Rob's absence.	
Joint meeting was conducted by the Elders, and later split so that Elders and Deacons could conduct their own separate meetings.	
<b><u>Devotional</u></b>	
Pastor Jason led a discussion about the current sermon series "Four Pillars"	
<b><u>Opening Prayer</u></b>	
7:05 PM – Bruce Eckel	
<b><u>Previous Meeting Minutes</u></b>	
Approved	
<b><u>Committee Reports</u></b>	
Notes below reflect the in-meeting discussions / decisions. Full details are contained in the embedded Committee Reports at the end.	
Note the action items and assigned names in the far right column.	

<b><u>Activities – Kevin Kritzberger</u></b>	
Note Activities Report at the end and see related note that is attached to Property discussion.	
<b><u>Benevolence – Joe Meier</u></b>	
Joe is looking to have an additional counselor come aboard to assist Eric and him.	
Note Benevolence Report at the end.	
<b><u>Caregivers – Rob Christiansen</u></b>	
Rob needs to follow up with Jacque Prebula and deliver the equipment that was donated to her and give the leftover items that she doesn't need to First Presbyterian.	Rob to follow up with Jacque
<b><u>Church-School Liaison – Otis Powell -- Excused.</u></b>	
Note Church-School Liaison Report at the end.	
<b><u>Community Concerns – Bob Smith -- Excused.</u></b>	
Note Community Concerns Report at the end.	
<b><u>Counting – Bruce Eckel</u></b>	
Email chain for substitutions is working out well. A motion was made and passed to purchase a new counting machine.	Bruce to follow up with purchasing next steps
<b><u>Ordinances – Kamba Kalubi</u></b>	
Note Ordinance Report at the end. Last communion it was reported that we ran short on cups. Two orders have been placed.	
<b><u>Property – George Hardy</u></b>	
Discussion was held in regards to a request for new backboards in the gym that would allow younger kids to play on 6 to 8 foot heights. Kevin is going to do more research on this.	Kevin to research new backboards for children's use in the gym
Note Property Committee minutes at the end.	

<b><u>Security – Rob Lofthouse - Excused</u></b>	
Discussion was held with the elders in relation to current security procedures. A request was made that a handout be drawn up and handed to all ministry leaders stating the procedures they are to follow in the event that no ushers or security personal are on the premises.	Rob to draft memo for Deacon review and eventual distribution to Ministry Leaders & members
Note Security Report at the end.	
<b><u>Transportation – Mark Hardy</u></b>	
Note Transportation Report at the end.	
Mark was asked to have further discussions with the Reading BFC church in regards to their request for a van. We as deacons and elders will proceed with a plan of action once we have answers from that discussion.	Mark to pursue transfer options for the van to Reading BFC
<b><u>Ushers/Emergency Response/Evacuation – John Romero</u></b>	
One usher crew is down by two members. John is asking all ushers to keep an eye out for new candidates. John reported a concern that some ushers are entering into the service and leaving the foyer unattended or shorthanded. John received an “Usher Guideline” report from another church and wants to review it with the security team.	John to review Usher Guideline report with Security Team
<b><u>New Business</u></b>	
None Discussed.	
<b><u>Closing Prayer</u></b>	
9:30 Joe Meier	
<b><u>Next Meeting</u></b>	
	July 16 <sup>th</sup> , 2012 6:30pm

Embedded Committee Reports follow:

# ACTIVITIES MEETING

MAY 2, 2012

KEVIN OPENED IN PRAYER AT 6:10 PM. IN ATTENDANCE WERE SHARON KRITZBERGER, JUDY SEYFRIED, DONNA D'IMPERIO AND ROB CHRISTIANSEN.

DISCUSSION WAS HELD ABOUT THE EASTER SUNRISE SERVICE IN RELATION TO THE POT LUCK BREAKFAST AND THE WAY IT WAS HANDLED. IT WAS DECIDED TO LOOK INTO OTHER ALTERNITVES FOR NEXT YEAR IF IT IS HELD.

## COMMITTEE REPORTS:

- DAY TRIPS: ISLAND BEACH ST. PARK – AUGUST 18TH
- SPORTS: ATHLETES FOR CHRIST HAS STARTED THEIR SUMMER SOCCER PROGRAM. A REQUEST CAME IN TO ADD ADJUSTABLE BASKETBALL RIMS TO OUR GYM TO ACCOMMODATE THE LITTLE KIDS. MORE INFORMATION IS TO BE GATHERED. SOFTBALL IS UP AND RUNNING WITH 18 MEN AND WOMEN ON THE TEAM.
- CAMPING: SPRING TRIP IS BEING PLANNED FOR JUNE 15<sup>TH</sup> – 17<sup>TH</sup> AND A REVISED WAY OF DOING RESERVATIONS WILL BE IMPLEMENTED SO THAT THE CHURCH IS PROTECTED OF NOT LOSING ANY MONEY.

- FELLOWSHIP MEALS: SEVERAL POT LUCK BREAKFAST'S WILL OCCUR THIS YEAR AND WILL BE HELD ON THE NON-SUNDAY SCHOOL DAYS. THIS WILL BE DISCUSSED WITH THE DISCIPLESHIP MINISTRY AND THE MISSIONS COMMITTEE AS TO WAYS WE CAN IMPLEMENT BOTH IF NEED BE.
- ALL CHURCH PICNIC – THIS WAS DISCUSSED AND A DATE IS TO FOLLOW AFTER DISCUSSION WITH THE CHURCH STAFF.

NEXT MEETING WILL BE IN JULY TO DISCUSS FUTURE COMMITTEE ORGANIZATION AND EVENTS.

DONNA CLOSED IN PRAYER AT 6:55 PM.

## Benevolence Committee Report – May 2012

- Balance in the Benevolence Account at the end of April 2012 was \$15,292.23.
- We will be discontinuing the rental support for Clement’s family. Last support payment was for March. Steve McDaniel has been working closely with them, including budgeting, replacement of their van with the 2011 tax return. Steve McDaniel has been working with Clement and has access to his bank accounts.
- Joe meeting with a family who has requested help with heating bills.
- Helping a long-time EBFC member with car payments and paid down a medical bill. This person has been laid off and now is on the US food stamp program and on unemployment. Eric is meeting with this person regularly and the person is pretty good at following Eric’s advice.
- Monitoring the situations with two members who may need some assistance.
- Steve and Diann McDaniel have joined the Benevolence Committee.
- The remaining Benevolence Committee Meetings are scheduled for:
  - June 13th 6pm
  - August 8th 6pm
  - October 10th 6pm
  - December 12th 6pm

Respectfully Submitted,

Joe Meier

## **EBFC-BCS LIAISON COMMITTEE MEETING**

**March 22, 2012 – 10:00am**

**Attendance:** Janie Hughes, Steve Mc Daniel, Sharon Kritzberger, Kevin Kritzberger, Otis Powell, Pastor Dick.

**Prayer:** Steve McDaniel opened the meeting with prayer.

### **Pre-School:**

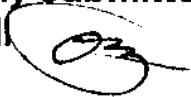
- **Relocation Update:** Sharon K. informed that many phone calls have been received expressing interest in the P/S now to be at Ebenezer; 25 children are enrolled, a few openings remain and, an afternoon program is anticipated from n 12:30 to 3:30. P/S move to EBFC on schedule for June 5. Steve will arrange to rent a truck for the move. Sharon will coordinate all schedule dates. No conflict with Mopettes as they won't have to use Rm 5. Rm 5 to be used for move in of P/S furniture, equipment, toys. Piano lessons – we should invite Jenny Flicker to discuss at next meeting. Funeral situation to be discussed further.
- **VBS:** Scheduled for last week of June, Rms 4 & 11 can be used for staging.
- **Shed:** Steve will place a purchase order for the shed which will include installation by Green Acres. Kevin suggested consideration by given to obtain a larger shed – say 12ft. by 20ft. Robin or Don Lynch will be asked prepare the necessary sketch to be submitted to the township for approval.

- **Cabinets:** One cabinet is to be moved from Steel City. Sharon requested a locking bar or similar device be installed on the file cabinet presently in Rm. 5.
- **Locks:** Doors to Rms 4 & 5 need to be equipped with lockable door handles.
- **Cleaning:** Discussed increasing Jessica's pay rate, possibly now rather than in July. Steve will research "market rates" vs. hiring an outside contractor.
- **Fire & Evac Drills, Lock-ins:** We met with a principal of Bethlehem School District to gain insights in how Bethlehem conduct drills; EBFC and BCS are looking into ways to implement such plans here.

**New Business:** None

**Next Meeting:** To be scheduled.

**Respectively submitted;**  
**Otis Powell**





## **COMMUNITY CONCERNS**

### **MANNA MINISTRIES:**

I requested that all dented cans be refused at the source. Severely dented & bloated cans were found on the tables.

State Inspector examined our food handling procedures shortly after the last meeting & we passed.

I requested some of the full time staff to periodically check for food which has gone moldy and trash it.

### **LETTERS RECEIVED FROM VARIOUS ORGANIZATIONS**

Letters requesting donation of time or participation in events are placed on the Community Bulletin board.

**Letters requesting use of facilities or funds require guidance and are referred to the Elders.**

**I received a request to restart Angel Food Ministries from a kinship group. I informed the requestor that the organization is defunct and the reasons why and referred them to the Community Bulletin Board for organizations that can use volunteers.**

**Respectfully,**

**Bob Smith**

**Community Affairs**

Kamba Kalubi, May 21, 2012 Report

**Communion:**

- May 6/ 2012 we ran out of the communion cup, I had to clean about 25 cups that were used during the first.
- We would like to have more elders sign up for communion

**Baptism:**

- No change

## Property Meeting Minutes

**April 23, 2012**

In attendance were: George Hardy, Kevin Kritzberger, Otis Powell, Wayne Batten, and Gary Young and Jesse Holencik

The north ladies bathroom renovations have been completed and the south bathrooms have been started and will be done in the next few weeks.

The heat pump in room 4 needs to be replaced due to several leaks in the main unit. Several quotes, brands and contractors were looked at. After checking several reviews on the brands recommended, it was decided to proceed with a Fujitsu unit. We will get more quotes on this unit and proceed with the replacement of that unit. Funding for this replacement will have to come from savings with Elder approval.

Jesse Holencik attended the meeting to give us an update on the roofing project to replace the metal roof over the north and east side classrooms. This will include from the BCS library to the baby nursery. The updated installation instructions from the shingle manufacturer were reviewed and the contracts were signed for proceeding with this project. The proposed start date will be June 11th and the cost will be \$25,960 plus the cost of materials for any sheathing that may need to be replaced.

We will be getting quotes to replace the metal roof on the front and west end of the church for the 2013 budget year.

After checking the new blinds in fellowship hall it was decided to order another set to also cover the end windows on the south side which still let in too much sun in the winter months.

Gary Young was welcomed to our committee as a new member.

Next meeting date June 18, 2012 at 6:30pm.

Prepared by George Hardy

**Subject:** Security Committee Report - May 2012

Mark Hardy continues to work on enabling remote access for the surveillance system.

The security team has no significant incidents to report from Sunday mornings or Wednesday evenings in the past two months.

I continue to work with Kevin Kritzberger and John Romero to develop an Emergency Planning Manual for Ebenezer staff, ministry leaders and Sunday School teachers. This will probably be developed enough for general Deacon review during the fourth quarter of this year.

Comments? Questions? Suggestions?

Respectfully Submitted -

God bless.

Robert Lofthouse | Deacon & Security Team Leader | Matt 10:16 | (610) 392.7084

Ebenezer Bible Fellowship Church | Bethlehem, PA 18020

## Transportation Report: May 2012

- **Van:** Maintenance - The driver's seat belt plastic buckle assembly broke apart during use in April; the plastic had dried out over time, and broke apart when the seat belt was fastened. It was unknown if the now visible occupancy sensor and wire (is sometimes also connected to the air bag controller) was damaged or not, so the van was placed 'out of service', until the repair could be made. The replacement buckle and anchor was installed by Don at Hillside Auto. He also tightened/replaced some bolts and fasteners on the exhaust pipe heat shield, which was found to be loose after significant rattling was heard during idling and low speed use.
- The following need came to my attention; discussion of whether or not EBFC should pursue supplying our current van, upon purchase of a new one, has been proposed.

*"With the growth taking place at the La Roca, the Hispanic BFC mission church in the city of Reading PA, there is the need for transportation. Pastors Carlos and Miguel need a 15 passenger van to assist their efforts to transport people to meetings and also to take their ministry teams out into the city for outreach. If you have or know of a van that is available to assist La Roca, please contact Director Gundrum ([610-554-1464](tel:610-554-1464), [davqun@dejazzd.com](mailto:davqun@dejazzd.com)) or Pastor Carlos ([610-780-4103](tel:610-780-4103), [rogoldcya@hotmail.com](mailto:rogoldcya@hotmail.com)). Please pray for the Lord's provision of a van."*

Mark Hardy

Transportation Chairman