

Ebenezer Deacon Board Meeting Minutes | 2012

Date / Time:	07-16-2012 6:30pm
Meeting Name:	Deacon Board Meeting
Moderators:	Bruce Eckel
Elder Attendees:	Shawn Sommons
Deacon Attendees:	Bruce Eckel, George Hardy, Mark Hardy, Kamba Kalubi, Rob Lofthouse, Joe Meier, Otis Powell, Bob Smith
Regrets:	Rob Christiansen, Kevin Kritzberger, John Romero
Purpose:	Regularly Scheduled Committee Updates
Attachments:	{{ Committee Reports embedded at the end of these minutes }}

Agenda Item	Actions
<u>Devotional</u>	
By Bruce Eckel	
Pray for and support our new Pastor Tim Gibson	
Jeremiah 3:15	
¹⁵ Then I will give you shepherds after my own heart, who will lead you with knowledge and understanding.	
Colossians 4:2-4	
² Devote yourselves to prayer, being watchful and thankful. ³ And pray for us, too, that God may open a door for our message, so that we may proclaim the mystery of Christ, for which I am in chains. ⁴ Pray that I may proclaim it clearly, as I should.	
Hebrews 13:7	
⁷ Remember your leaders, who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith.	
Hebrews 13:17-19	
¹⁷ Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.	
¹⁸ Pray for us. We are sure that we have a clear conscience and desire to live honorably in every way. ¹⁹ I particularly urge you to pray so that I may be restored to you soon.	

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<u>Opening Prayer</u>	
7:00 PM – Joe Meier	
<u>Previous Meeting Minutes</u>	
Approved	
<u>Committee Reports</u>	
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.	
<u>Activities – Kevin Kritzberger – excused</u>	
Note Activities Report at the end.	
<u>Benevolence – Joe Meier</u>	
Joe is looking to have an additional counselor come aboard to assist Eric and him ... ongoing discussions.	Joe – to assign one additional counselor to assist
Joe suggests that the Benevolence Committee help to pay for food to be used by The Bridge ministry.	
Note Benevolence Report at the end.	
<u>Caregivers – Rob Christiansen – excused</u>	
[from May report] 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 - follow up with Jacque?
No report at the end.	
<u>Church-School Liaison – Otis Powell</u>	

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BCS pre-school will occupy Rooms 4 & 5 with an afternoon session.	
Discussion on movement of piano to Room 3 for the school's piano lesson program.	Otis – follow up with Jenny to make sure choir doesn't need to use piano for pre-worship service warm-ups.
Note Church-School Liaison Report at the end.	
<u>Community Concerns – Bob Smith</u>	
Note Community Concerns Report at the end.	
<u>Counting – Bruce Eckel</u>	
Bruce looking for candidates to fill out the Counting team.	
No report at the end.	
<u>Ordinances – Kamba Kalubi</u>	
Ten people were baptized.	
No report at the end.	
<u>Property – George Hardy</u>	
Discussion on use of the new chairs in Room 2 & 3 – could wear them down quicker and due to their expense George suggested that the older blue chairs be used in the classroom while the newer chairs be placed in storage as backups for the Sanctuary whenever needed. The next question to answer then, becomes, where do we store them as space is getting limited.	George to take this up with the Property Committee.
Door to the electrical closet (behind Baptistry) is not getting locked after the 2 nd Sunday worship service. There is a need to make all Counters, Deacons and Elders aware that this door needs to be locked.	George will update the Lock Up instructions. Bruce will notify the Counters.

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Note Property Report at the end.	
<u>Security – Rob Lofthouse</u>	
At the May Joint Elder/Deacon meeting, a request was made that Rob create a handout for all ministry leaders, stating the procedures they are to follow in the event that no ushers or security personal are on the premises. The draft of this document is summarized in the Security Report in these Minutes, and a hard copy was handed out to all Deacons in attendance last night.	ALL Deacons – review and comment back to Rob on the Building Use Security & Procedure Guidelines
Review Draft, integrated with Deacon comments, with Security Committee at the July/August meeting	Rob – review with Security Team
Present Final Draft to September Deacon meeting for approval before sending to Elders.	Rob – prepare final draft for Deacon and Elder review
Proposed the formation of a new Deacon Committee, to be called the Medical Response Team, consisting of members who are professionally trained as a doctor, nurse or other medical practitioner, to offer guidance for ushers and other ministry leaders on how to handle certain medical situations until the first responders (police, fire, EMT) arrive on the scene. The motion was seconded and approved by all in attendance.	Rob to make contact with several known medical practitioners in the congregation and request their participation on this committee.
The Safety Ministry proposal was postponed until Bruce, Kevin, John and Rob have a chance to meet and discuss further.	Rob to set up meeting
Note Security Report at the end.	
<u>Transportation – Mark Hardy</u>	
Note Transportation Report at the end.	
The van has been transferred to the Reading BFC on behalf of the receiving church.	
<u>Ushers/Emergency Response/Evacuation – John Romero – excused</u>	

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<p>[from May meeting] 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.</p>	<p>John - review Usher Guideline report with Security Team</p>
<p>Note Usher Report at the end.</p>	
<p><u>New Business</u></p>	
<p>None Discussed.</p>	
<p><u>Closing Prayer</u></p>	
<p>8:05pm - Mark Hardy closed in prayer.</p>	
<p><u>Next Meeting</u></p>	<p>Sept 17th, 2012 6:30pm Room 20 will be requested.</p>

ACTIVITIES MEETING

SUMMER, 2012

COMMITTEE REPORTS:

- DAY TRIPS: ISLAND BEACH ST. PARK – AUGUST 18TH
- SPORTS: SOFTBALL IS UP AND RUNNING WITH 18 MEN AND WOMEN ON THE TEAM. WE ARE TEAMING UP WITH HOLY FIT ORGANIZATION AND POSSIBLE SAUCON COMMUNITY CHURCH TO HAVE WOMEN'S STATIC FITNESS CLASSES TO BE HELD HERE. DETAILS WILL BE FORTH COMING.
- CAMPING: FALL TRIP IS BEING PLANNED
- ALL CHURCH PICNIC – THIS WAS DISCUSSED AND AUGUST 5TH IS THE DATE THE ELDERS WANTED. THIS WILL BE IN CONJUNCTION WITH THE SEMI-ANNUAL BUSINESS MEETING. THE ELDERS WILL BE COOKING AND WE WILL BE SETTING UP.

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

Benevolence Committee Report –July 2012

- Balance in the Benevolence Account at the end of June 2012 was \$18,421.25.
- Decided to continue to support a family with Giant Gift cards through the summer.
- Helped a regular attendee with Walmart gift cards. The business has closed where her ex-husband was employed and the child support payments are not coming in. We will continue to monitor and help when needed.
- Helped a single parent family pay their electric bill before it was shut off. Eric met with this person to go over their budget, which is not sustainable. This person is not an attendee of EBFC.
- Paid an electric bill for a former EBFC Member to avoid the electric from being shut off.
- The remaining Benevolence Committee Meetings are scheduled for:
 - August 8th 6pm
 - October 10th 6pm
 - December 12th 6pm

Respectfully Submitted,

Joe Meier

Church School Liaison Report

June 6, 2012- 10:00am

Attendance: Janie Hughes, Steve McDaniel, Sharon Kritzberger, Kevin Kritzberger, Otis Powell, Bob Smith

Prayer: Janie Hughes opened the meeting with prayer'

Pre-School:

- Relocation Update: Steve will pick up the truck about 7am and drive to Steel City. Parents of preschoolers have been asked to help with the move'
- Shed: Shed installation is complete'
- Cabinets: The existing wood cabinet in Rm 4 back wall will be disposed of. A 5 drawer file cabinet from Steel City will be moved to Rm 4. Pricing for new wall cabinets will be obtained from Lowes.
- Piano Lessons: The piano can be moved to Rm 3 for Mon to Fri. Jenny F licker is obtaining pricing for a suitable piano carrier- Otis will follow up'
- Walkway sign: will be replaced. BCS school logo and full name to be shown if possible'
- NILD Therapy: Kevin will be discussing further with Amy Smith.
- Agreement: Was reviewed minor changes suggested. Kevin will talk with Andy Brimer concerning BCS Payables.

New Business:

- BCS asked if the playground swingsets would be checked – chains and seats seem to have rust and rough edges.
- Driveway arrows and crosswalk markers need to be repainted.
- An electronic star board is being obtained for Rm8 kindergarten.
- General Supply will be asked about a more practical door lock (hardwired?) for BCS entrance.

Next Meeting: To be called
Respectively Submitted;
Otis Powell ,/-)

COMMUNITY CONCERNS
JULY REPORT

THANKSGIVING CANNED FOOD DRIVE

The Prime Timers have agreed to take over this activity as a service project from Ben Kusiak, who is returning to school. The Bethlehem Salvation Army will continue to accept the food. Sunday dates 10/14 thru 11/18 have been reserved to place the food box in the lobby. This activity has an eight year history with over 8 thousand items donated.

ST LUKES VISITING NURSE ASSOCIATION – CHRISTMAS GIFTS FOR CHILDREN OF HIGH RISK FAMILIES.

They will provide the names & gift suggestions to me. The names will be placed on the Christmas tree in the lobby after Thanksgiving. They will pick-up any gifts received. This did not occur last year due to communication issues.

LIFE LINE SCREENING

Is scheduled for October 8, 2012 at the Church. Each person will receive \$10 off their test. The Church will receive \$10 per person. Last year 50 people had tests performed. Church resources: Fellowship Hall, kitchen & serving room reserved. 8 tables, 35-40 chairs & 5 power connections. Set-up by 8am & finish by 5pm.

CARE NET ANNUAL GALA

Sandy Barron requested Church support again this year. I will use \$350 of my budget to donate a Giver of Hope table. They will give the Church 8 tickets to the Gala, which I requested Sandy to use at her discretion.

LETTERS & E-MAILS RECEIVED FROM VARIOUS ORGANIZATIONS

BRIDGE MINISTRIES (FOOD HELP IN EASTON) & NEHEMIAH'S WALL (WOMEN'S AID) - SHAWN VAN DOREN

I received an e-mail requesting monetary support from my budget. My budget of \$500 is virtually consumed. I suggested possibility using unconsumed Manna Ministries food. He will search for monetary aid elsewhere. **Question:** What is the process to add ministries?

Respectfully,
Bob Smith
Deacon Community Affairs

Property Committee Report July 16, 2012

The south bathroom has been completed and we have received many compliments on both bathroom renovations.

The heat pump in room 4 has been replaced and is working well.

The leak in the ductwork on the south side of the sanctuary has been repaired and that should improve efficiency in the sanctuary.

Holencik Roofing is finished replacing the metal roof over the north and east side of the main building. So far no leaks that I know of since the project was completed.

The second set of blinds for the fellowship hall has come in and hopefully we will get them installed soon. A set for the large windows on the north side may also need to be purchased.

We have had some suggestions to return one of the old pews to the area just outside the sanctuary doors and to put a sign on it stating that the pew and stain glass window are from the original main street church. We will discuss this at our next property meeting.

The front door was found unlocked Wednesday July 4th in the morning with no one in the building. Was probably left open from Tuesday night. Everyone has to be more diligent about making sure it is locked when you leave.

Security Team Report July 2012

Deacons,

Lots of activity has taken place – much of which has to do with planning.

SECURITY INCIDENTS: Nothing of note to report.

SECURITY SCHEDULE:

- 1) Sunday morning schedule is fully staffed and on target with no negative reports.
- 2) Wednesday evening schedule is fully staffed and on target with no negative reports. This schedule is being suspended until the late summer youth session kicks up again.
- 3) Two new members have joined the Security Team (Rob Christensen and Don Lynch). Along with these two, Gary Young and Blake Kuntz all make up the Wednesday evening rotation.

SECURITY POLICY: Proposed changes will be reviewed with Deacons at the July meeting.

OTHER ITEMS:

EMERGENCY RESPONSE PLAN: Pending reviews by all staff and ministry leaders. (Rob, Kevin & Otis) Having met with Jonathan Horvath and learning of the Bethlehem School District emergency planning strategy, Rob will be requesting his planning participation to further refine the emergency plan currently in progress.

1st PROPOSAL: We should form a Medical Response Team, consisting of members who are professionally trained as a doctor, nurse or other medical practitioner, to offer guidance for ushers and other ministry leaders in how to handle certain medical conditions until the police, fire or EMT first responders arrive on the scene.

Rob has previously spoken with Shawn Van Doren, Leonor Maderas and Ruth Romero about the possibility of doing this and they were initially interested.

2nd PROPOSAL:

- a) Combine the Security Team, First Aid, Emergency Evacuation and [if approved] Medical Response Team into a new Deacon Committee called the Safety Ministry.

- b) Safety Ministry would replace the Security Team as a Deacon Committee, but Security would remain an integral part of this new team.

NOTE: The goal is to integrate safety and security measures into the daily life of the congregation without compromising the church's ministry

- c) The primary role and responsibility of this new committee is to provide a comprehensive risk management strategy for the church to include;
 - i) building use/lock up guidance,
 - ii) medical assistance guidance,
 - iii) first aid kits availability/replenishment,
 - iv) emergency evacuation planning/training/control,
 - v) emergency response planning/training/control,
 - vi) congregational security during worship services and at other times [SEE NO.2 ABOVE]requested by Pastoral staff.

d) To be led by the Security Deacon,

e) Committee membership to include Deacon Chairman, Usher Deacon, Property Deacon [OR DESIGNEE], Security Team Deacon [OR DESIGNEE], Facilities Manager, Emergency Evacuation Team Lead [OR DESIGNEE] and Medical Response Team Lead [OR DESIGNEE].

BUILDING USE GUIDELINE HIGHLIGHTS:

Requested at the last Joint Elder/Deacon Meeting, to be reviewed with the Security Committee in our upcoming July/August meeting and to be proposed to the Deacon Board via email, immediately following the next Security Committee meeting.

1. SECURITY GUIDELINE

1.1. SINCE OUR CHURCH STAFF IS SMALL AND THIS IS MOSTLY A VOLUNTEER ORGANIZATION, IT IS IMPERATIVE THAT EVERYONE WORKS TO SEE THAT PEOPLE AND THE BUILDING ARE SAFE AND SECURE. IF DOORS ARE LEFT UNLOCKED, PEOPLE CAN WANDER INTO OUR BUILDING AND RUMMAGE THROUGH ROOMS, EQUIPMENT AND PERSONAL BELONGINGS.

1.2. THIS OPENS UP THE POSSIBILITY FOR THEFT, MALICIOUS INTENT OR BODILY HARM.

1.3. WE WANT OUR CHURCH TO BE INVITING TO OTHERS. WE ALSO WANT OUR MEMBERS AND EMPLOYEES TO BE SAFE WHILE ON EBFC PROPERTY. IT IS IMPORTANT TO KEEP OUR BUILDING SECURE AND CLEAN FOR THOSE WHO USE OUR BUILDING FACILITY. THOSE WHO HAVE KEYS TO THE BUILDING ALWAYS NEED TO BE

AWARE OF SECURITY ISSUES AND LOCK UP WHEN CONCLUDING YOUR SPECIAL ACTIVITY AND LEAVING THE PREMISES.

1.4. ANY GROUP OR PERSON DESIRING TO USE THE BUILDING DURING HOURS WHEN SECURITY OR USHER TEAMS ARE OFF DUTY, MUST ABIDE BY THESE SIMPLE GUIDELINES.

1.5. IN ALL CASES, WHEN THE BUILDING IS BEING USED, DESIGNATED EXTERIOR DOORS SHOULD BE LOCKED AND UNOBSTRUCTED, WITH A MEMBER OF YOUR TEAM PHYSICALLY PRESENT AT THE DOOR, MONITORING ACCESS AND PROVIDING DIRECTIONS TO EVENT ATTENDEES.

1.6. IN ALL CASES, WHEN THE CHURCH IS NOT BEING USED FOR ACTIVITIES, ALL EXTERIOR DOORS SHOULD BE LOCKED. INTERIOR DOORS LEADING FROM HALLWAYS TO CLASSROOMS AND LARGE AREAS SHOULD BE CLOSED.

2. MINISTRY LEADERSHIP

2.1. YOU HAVE RESPONSIBILITY FOR THE SECURITY OF THE BUILDING AND THE SECURITY AND WELFARE OF THOSE ATTENDING YOUR EVENT IF THERE ARE NO USHERS OR SECURITY TEAM MEMBERS ON DUTY.

3. CODE OF CONDUCT

3.1. ACTIVITIES AND BEHAVIOR SHOULD BE IN A MANNER BEFITTING EBFC.

4. TRESPASSING GUIDELINE

4.1. EBFC IS INCORPORATED AND PRIVATELY OWNED BY THE MEMBERSHIP OF EBFC.

4.2. *EBFC WELCOMES ALL WHO WISH TO WORSHIP ACCORDING TO OUR STATEMENT OF BELIEFS. THE BUILDING IS OPEN FOR BUSINESS AT DESIGNATED TIMES AND SECURED AT DESIGNATED TIMES. PERSONS WHO TRESPASS ON CHURCH PROPERTY ARE SUBJECT TO PROSECUTION UNDER STATE LAW.*

4.3. *A TRESPASSER IS:*

4.3.1. *A PERSON WHO ENTERS OR REMAINS IN THE CHURCH BUILDING WHEN S/HE IS NOT PRIVILEGED TO DO SO.*

4.3.2. *PRIVILEGE COMES FROM A LEGITIMATE REASON TO BE IN THE BUILDING AS AUTHORIZED BY THE ELDER OR DEACON BOARDS OF TRUSTEES.*

4.3.3. *A PERSON WHO HAS A LEGITIMATE REASON TO BE IN THE CHURCH BUILDING, BUT IS IN AN AREA OF THE BUILDING INCONSISTENT WITH HIS PRIVILEGE.*

4.3.4. ***IMPLEMENTATION PROCEDURES:*** *IF INDIVIDUALS ARE DETERMINED TO BE TRESPASSING BY THE ELDER, DEACON AND MINISTRY LEADER OR STAFF MEMBER:*

5. *BUILDING SECURITY*

5.1. *ALL EXTERIOR DOORS NEED TO BE LOCKED DURING TIMES WHEN ACTIVITIES OR PROGRAMS ARE NOT IN PROGRESS. ALL INTERIOR ROOM DOORS LEADING INTO HALLWAYS SHOULD BE LOCKED WHEN THE ROOM IS NOT IN USE.*

5.2. *WHEN PROGRAMS OR ACTIVITIES ARE IN PROGRESS, ALL EXTERIOR DOORS IN THE IMMEDIATE AREA OF THE ACTIVITIES SHOULD BE LOCKED.*

- 5.3. *IT IS ADVISABLE IF YOU ARE IN THE BUILDING ALONE TO CARRY A CHURCH KEY, CORDLESS PHONE OR A CELL PHONE.*
- 5.4. *THERE ARE TEN ENTRANCES TO THE BUILDING. EACH ENTRANCE IS NUMBERED ON THE ATTACHED DIAGRAM OF THE CHURCH. SOME OF THESE ENTRANCES HAVE DOUBLE DOORS. IN ORDER FOR THESE DOORS TO BE SECURE, THE CRASH BARS MUST BE SECURED BEFORE THE DOOR IS LOCKED. (EVERYONE SHOULD CHECK ENTRANCE DOORS WHEN LEAVING THE BUILDING. CHECK NOT ONLY THE DOOR YOU ENTERED AND WILL EXIT THROUGH, BUT ALSO CHECK ALL NINE ENTRANCES TO ENSURE THE BUILDING IS SECURE.*

Respectfully Submitted,

God bless.

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

Ebenezer Bible Fellowship Church | Bethlehem, PA 18020



Please **consider the environment** before printing this email.

Transportation Report: July 2012

- **Van:** It has been sold. Thanks to Andy and all his work preparing the paperwork, and time spent today, we were able to transfer the title at AAA, and accepted a check for \$2,500 from Grace BFC, in Reading. They're a sponsor church for La Roca; La Roca meets at Grace's facilities. An in depth search for a replacement will begin in the next few weeks.
- **Min-Bus:** The windshield received a significant chip/crack on the way home from the Cape May, NJ missions trip in June. After multiple phone calls with our insurance - agent, underwriter, claims adjuster, and account manager - the windshield was replaced. Unfortunately, we were still responsible for \$250 (our deductible).

Mark Hardy

Transportation Chairman

July 2012 Usher Report

USHER: There are no changes, but an email will be sent to all head ushers to inform their crew to try and help the summer ushers needs if any arise. We need to work together in providing direction.

FIRST AID: No changes

EMERGENCY EVACUATION: No changes

Respectively Submitted,
John Romero