



EBENEZER
BIBLE FELLOWSHIP CHURCH

Board of Elders Meeting September 9, 2019

Roll Call

- The following elders were **present**: Tim Gibson, Dick Bickings, Dennis Flanagan, Tom Galloway, Bob Gill, Swannie Griffin, Kevin Hardy, Jeremy Harkins, Scott Holwick, Chris Jones, Mike Notary, and Byron Roth
- The following elder was **absent**: Phil Norris

Pastor Tim Gibson opened in prayer

Elder's reviewed the 3 week member and regular attendee list

Prayer Time: Elders spent time in prayer corporately for the needs of the congregation.

Approval of Minutes

A motion was made to approve the minutes from the Elders meeting held July 29, 2019; it was seconded and passed unanimously.

Financial Report - August 2019 (Byron) *(Attachment 1)*

The motion was made to approve this financial report as written, it was seconded and passed unanimously. Byron Roth made note of the following highlights:

- Above budget in income
- Below budget in expenses

Discussion Items:

- 1) New Members – The elders voted unanimously to receive the following people into membership with the noted conditions
 - Alan & Nancy Finkelstein (contingent upon Tim's interview)
 - Hector & Jeannette Lopez
 - Melody Lopez
 - Eric & Karen Stinson (contingent upon being baptized)
 - Kingsley & Nousky Attor
 - Sharon Wallace
- 2) Semi-annual Congregational Meeting Debrief - August 11, 2019
 - Only negative Issue was child care
 - Well attended and received
- 3) Policy Updates (Byron)
 - **Social Media**
 - Discussion around youth vs. youth leader via text or social media
 - Discussion whether or not to be texting privately or not, especially with the opposite sex
 - Byron will rewrite some sections
 - **Anti-Bullying** – motion made to accept this policy, seconded, passed unanimously by the elders) *(Attachment 2)*

- **Financial** (*Attachment 3*)
 - Changes: Run for the Children under missions committee
 - Motion made to receive this policy, seconded, and passed unanimously.
- 4) Lynfield Update (Dick)
- Talked to Marcus Brunstetter about a part-time position at Lynfield, and he accepted
 - Next steps:
 - Eldership? - Not yet
 - Hourly rate - as per the Job Description
 - Motion made to hire Marcus Brunstetter to be our missionary to South Side Bethlehem, with our emphasis on Lynfield, answerable to the elder board. Seconded, passed unanimously.
 - Present Marcus and vision during Sunday School hour on October 20, 2019, and during the worship service.
- 5) Sunday Fellowship time between services (as per Deacons) (Mike)
- We will evaluate with feedback from the Deacons' discussion.
- 6) Master Plan, Signs & Landscaping – Update (Mike)
- **Master Plan** – Reviewed Horst Construction's "Building Program Summary" which gives an overview of our projected building usage and space requirements. (*Attachment 4*)
 - **Signs** – Reviewed quotes from Horizon Signs and discussed potential sign designs.
 - When final sign prices are known, the elder board will vote for approval.
- 7) Bi-monthly Prayer Time for the Missionaries – discussion (Swannie)
- Work out the details to continue to pray, but also include prayer for other things (Awana, etc.)
- 8) New Elders & Deacons?
- Travis Schanely (elder)
- 9) Funds from Parsonage Sale – Where to give some of the money away? How much total? (Continuation of discussion from last meeting.)
- Church Plants: Forks & Naples (\$20,000 each)
 - Local Church with which we have a connection: Keith Strunk - Saucon BFC (\$20,000)
 - Motion made to give \$20,000 to each for rent/building needs as they see fit. Seconded, passed unanimously.

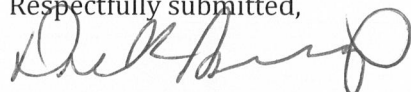
Next Meeting: October 14, 2019

Mike Notary adjourned the meeting with prayer.

Pastoral Reports:

Dick Bickings (*Attachment 5*)

Respectfully submitted,



Pastor Dick Bickings

Secretary to the Board of Elders

EBENEZER BIBLE FELLOWSHIP CHURCH

BUDGET VS. ACTUALS: FY 2019 BUDGET - FINAL - FY19 P&L

August 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
1100 Offerings / Gifts	93,099.95	82,393.33	10,706.62	112.99 %
1400 Interest	10.18	27.25	-17.07	37.36 %
1700 Memorials		58.00	-58.00	
1900 Bethlehem Christian School	3,010.00	1,220.79	1,789.21	246.56 %
1901 Other Building Use		25.00	-25.00	
Total Revenue	\$96,120.13	\$83,724.37	\$12,395.76	114.81 %
GROSS PROFIT	\$96,120.13	\$83,724.37	\$12,395.76	114.81 %
Expenditures				
10000 Congregational Care Ministries	51.25	232.00	-180.75	22.09 %
11000 Compensation	53,776.95	53,014.92	762.03	101.44 %
2000 General Church Finance	707.36	7,010.17	-6,302.81	10.09 %
3000 Discipleship Ministries	3,196.24	855.00	2,341.24	373.83 %
5000 Evangelism Ministries		280.00	-280.00	
6000 Missions	19,490.00	20,353.00	-863.00	95.76 %
7000 Deacon Ministries	9,535.70	6,113.00	3,422.70	155.99 %
8000 Worship	100.73	167.00	-66.27	60.32 %
9000 Office Expenses	833.64	1,349.00	-515.36	61.80 %
Total Expenditures	\$87,691.87	\$89,374.09	\$ -1,682.22	98.12 %
NET OPERATING REVENUE	\$8,428.26	\$ -5,649.72	\$14,077.98	-149.18 %
NET REVENUE	\$8,428.26	\$ -5,649.72	\$14,077.98	-149.18 %

Ebenezer Bible Fellowship Church

BUDGET VS. ACTUALS: FY 2019 BUDGET - FINAL - FY19 P&L

January - August, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
1100 Offerings / Gifts	712,297.50	700,336.86	11,960.64	101.71 %
1400 Interest	107.10	283.50	-176.40	37.78 %
1700 Memorials	200.00	464.00	-264.00	43.10 %
1900 Bethlehem Christian School	3,010.00	1,220.79	1,789.21	246.56 %
1901 Other Building Use	300.00	200.00	100.00	150.00 %
1902 Asset Sales	251,287.43		251,287.43	
Total Revenue	\$967,202.03	\$702,505.15	\$264,696.88	137.68 %
GROSS PROFIT	\$967,202.03	\$702,505.15	\$264,696.88	137.68 %
Expenditures				
10000 Congregational Care Ministries	500.03	1,862.00	-1,361.97	26.85 %
11000 Compensation	421,001.91	429,808.36	-8,806.45	97.95 %
2000 General Church Finance	48,221.22	44,540.36	3,680.86	108.26 %
3000 Discipleship Ministries	20,790.64	22,758.50	-1,967.86	91.35 %
5000 Evangelism Ministries	4,621.10	6,410.00	-1,788.90	72.09 %
6000 Missions	112,766.62	115,149.00	-2,382.38	97.93 %
7000 Deacon Ministries	80,344.87	90,278.07	-9,933.20	89.00 %
8000 Worship	3,385.81	5,799.00	-2,413.19	58.39 %
9000 Office Expenses	8,339.59	13,086.00	-4,746.41	63.73 %
Total Expenditures	\$699,971.79	\$729,691.29	\$ -29,719.50	95.93 %
NET OPERATING REVENUE	\$267,230.24	\$ -27,186.14	\$294,416.38	-982.97 %
NET REVENUE	\$267,230.24	\$ -27,186.14	\$294,416.38	-982.97 %

EBENEZER BIBLE FELLOWSHIP CHURCH

BALANCE SHEET CURRENT VS. PRIOR MONTH

As of August 31, 2019

	TOTAL			
	AS OF AUG 31, 2019	AS OF JUL 31, 2019 (PP)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
18000 Branch Banking & Trust	482,851.26	770,550.52	-287,699.26	-37.34 %
18002 BB&T Certificates of Deposit	200,864.38	67,864.38	133,000.00	195.98 %
19000 M&T Bank Savings	0.00	93,192.75	-93,192.75	-100.00 %
19001 M&T Bank Checking	30,375.67	5,375.67	25,000.00	465.06 %
19002 M&T Money Market	200,198.36		200,198.36	
Total Bank Accounts	\$914,289.67	\$936,983.32	\$ -22,693.65	-2.42 %
Total Current Assets	\$914,289.67	\$936,983.32	\$ -22,693.65	-2.42 %
TOTAL ASSETS	\$914,289.67	\$936,983.32	\$ -22,693.65	-2.42 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
100 Payroll Liabilities	-2,964.81	-2,964.81	0.00	0.00 %
2111 Direct Deposit Liabilities	0.00	0.00	0.00	
901 Building Fund	32,681.32	49,097.43	-16,416.11	-33.44 %
902 Capital Improvement Fund	-9,471.90	-9,471.90	0.00	0.00 %
903 Transportation Fund	913.00	913.00	0.00	0.00 %
904 Scholarships	3,618.44	3,223.44	395.00	12.25 %
905 Faith Promise	17,790.98	26,500.58	-8,709.60	-32.87 %
907 Benevolence Fund	20,596.62	20,394.01	202.61	0.99 %
908 Music Fund	223.31	223.31	0.00	0.00 %
909 Heyer Trust Fund	34,901.36	41,437.34	-6,535.98	-15.77 %
911 Year End Accruals	8,480.16	8,480.16	0.00	0.00 %
912 Run for the Children	0.00	0.00	0.00	
914 Health Care Accounts	4,608.99	4,651.32	-42.33	-0.91 %
915 Youth Summer Missions	2,383.84	2,399.34	-15.50	-0.65 %
Direct Deposit Payable	0.00	0.00	0.00	
Total Other Current Liabilities	\$113,761.31	\$144,883.22	\$ -31,121.91	-21.48 %
Total Current Liabilities	\$113,761.31	\$144,883.22	\$ -31,121.91	-21.48 %
Total Liabilities	\$113,761.31	\$144,883.22	\$ -31,121.91	-21.48 %
Equity				
1000 Opening Bal Equity	-407,878.80	-407,878.80	0.00	0.00 %
900 Retained Earnings	941,176.92	941,176.92	0.00	0.00 %
Net Revenue	267,230.24	258,801.98	8,428.26	3.26 %
Total Equity	\$800,528.36	\$792,100.10	\$8,428.26	1.06 %
TOTAL LIABILITIES AND EQUITY	\$914,289.67	\$936,983.32	\$ -22,693.65	-2.42 %

EBENEZER BIBLE FELLOWSHIP CHURCH

BALANCE SHEET VS. PRIOR YEAR

As of August 31, 2019

	TOTAL			
	AS OF AUG 31, 2019	AS OF AUG 31, 2018 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
18000 Branch Banking & Trust	482,851.26	521,296.17	-38,444.91	-7.37 %
18002 BB&T Certificates of Deposit	200,864.38	67,827.42	133,036.96	196.14 %
19000 M&T Bank Savings	0.00	93,107.51	-93,107.51	-100.00 %
19001 M&T Bank Checking	30,375.67	5,375.67	25,000.00	465.06 %
19002 M&T Money Market	200,198.36		200,198.36	
Total Bank Accounts	\$914,289.67	\$687,606.77	\$226,682.90	32.97 %
Total Current Assets	\$914,289.67	\$687,606.77	\$226,682.90	32.97 %
TOTAL ASSETS	\$914,289.67	\$687,606.77	\$226,682.90	32.97 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
100 Payroll Liabilities	-2,964.81	-13,764.74	10,799.93	78.46 %
2111 Direct Deposit Liabilities	0.00	0.00	0.00	
901 Building Fund	32,681.32	74,691.70	-42,010.38	-56.25 %
902 Capital Improvement Fund	-9,471.90	-16,389.00	6,917.10	42.21 %
903 Transportation Fund	913.00	488.00	425.00	87.09 %
904 Scholarships	3,618.44	4,099.44	-481.00	-11.73 %
905 Faith Promise	17,790.98	14,234.00	3,556.98	24.99 %
907 Benevolence Fund	20,596.62	16,901.39	3,695.23	21.86 %
908 Music Fund	223.31	334.10	-110.79	-33.16 %
909 Heyer Trust Fund	34,901.36	9,062.99	25,838.37	285.10 %
911 Year End Accruals	8,480.16	8,480.16	0.00	0.00 %
912 Run for the Children	0.00	110.86	-110.86	-100.00 %
914 Health Care Accounts	4,608.99	4,218.30	390.69	9.26 %
915 Youth Summer Missions	2,383.84	3,763.57	-1,379.73	-36.66 %
Direct Deposit Payable	0.00	0.00	0.00	
Total Other Current Liabilities	\$113,761.31	\$106,230.77	\$7,530.54	7.09 %
Total Current Liabilities	\$113,761.31	\$106,230.77	\$7,530.54	7.09 %
Total Liabilities	\$113,761.31	\$106,230.77	\$7,530.54	7.09 %
Equity				
1000 Opening Bal Equity	-407,878.80	-407,878.80	0.00	0.00 %
900 Retained Earnings	941,176.92	988,024.88	-46,847.96	-4.74 %
Net Revenue	267,230.24	1,229.92	266,000.32	21,627.45 %
Total Equity	\$800,528.36	\$581,376.00	\$219,152.36	37.70 %
TOTAL LIABILITIES AND EQUITY	\$914,289.67	\$687,606.77	\$226,682.90	32.97 %

Ebenezer Bible Fellowship Church Anti-Bullying, Harassment and Intimidation Policy

Purpose of Policy

It is the purpose of Ebenezer Bible Fellowship Church (EBFC) to show the love of Christ in our midst and to oppose bullying, harassment and intimidation in all of its forms by those attending Ebenezer Bible Fellowship Church.

“EBFC” will be a safe sanctuary for all. We prohibit acts of bullying, harassment and intimidation as well as active or passive support of those activities. All Staff and volunteers who work with children and youth will be expected to demonstrate appropriate behavior; treat others with respect, civility and kindness as well as refuse to tolerate bullying, harassment and intimidation.

Our treatment of others should always be in accordance with scripture and the “Faith and Order” of the Bible Fellowship Church.

Definition of Bullying Harassment and Intimidation (BHI)

A conscious, willful and deliberate hostile activity intended to harm, induce fear through the threat of further aggression or create terror. It is not about anger nor about conflict; it is about contempt – a powerful feeling of dislike toward someone considered to be worthless/inferior/underserving of respect.

- “BHI” always includes these three elements:
 - o Imbalance of power – The bully can be older, bigger, stronger, more verbal, higher on the social scale, a different race, the opposite sex, or a large number of individuals banded together.
 - o Intent to do harm – The bully means to inflict emotional harm and/or physical pain, expects the action to hurt and takes pleasure in witnessing the hurt.
 - o Threat of further aggression – Both bully and bullied know that the bullying can and probably will occur again.
- When bullying escalates unabated, a fourth element is added:
 - o Terror – Systematic violence used to maintain dominance.

Our Position on Rights and Responsibilities

- It is the right of all individuals of all ages to be free of victimization. It is the responsibility of those who witness victimization to stop it and/or speak to a trusted adult/Pastor/Elder.
- The leadership of Ebenezer Bible Fellowship Church will seek to prevent and deal with "BHI" through:
 - o Responding to incidents in a prompt manner
 - o Seeing that both the bullied and the bully are dealt with in a responsible and caring manner
 - o Implementing discipline when deemed appropriate
 - o Overseeing training/communication with other leaders and congregation as deemed appropriate concerning "BHI"

EBENEZER BIBLE FELLOWSHIP CHURCH

Financial Policy

SECTION I - PURPOSE

Since funds contributed to our church no longer belong to any individual but to the LORD, as stewards of these funds, we must take great care to ensure these funds are managed wisely for HIS glory.

This policy establishes the responsibilities required in the proper handling of funds donated to the church.

SECTION II – RESPONSIBILITIES

A. Elders

- 1) The Elders are responsible for the oversight of the collection and disbursement of funds. It is their duty to ensure that all policies and procedures are followed.
- 2) The Elders will present to the church membership, in written form, a summary of the financial activities of the church semi-annually.
- 3) The Elders will present a proposed annual budget to the church membership for discussion and approval, prior to the start of the calendar year.
- 4) The Elders will approve the following positions on a yearly basis:
 - a) Finance Committee Chairman (if Treasurer is not an Elder)
 - b) Treasurer
 - c) Audit Committee
- 5) The Elders will approve all expenditures above or beyond those approved by the church membership. The Elders shall inform and gain approval from the church membership when expenditures (from budget or non-budget expenses) are projected to exceed 110% of the current budget.

B. Treasurer

- 1) As stated in the By-Laws, the Treasurer is responsible for the financial structure of the church. As such, the Treasurer is accountable to the Elder Board and the church membership.
- 2) The Treasurer must be a member in good standing of the church.
- 3) The Treasurer will provide guidance and oversight of the Financial Policy.
- 4) The Treasurer has executive oversight for all expenditures and ensures that each is in line with the policy. The Treasurer has the authority to deny expenditures that either exceed the approved yearly budget or would otherwise imperil the church.
- 5) The Treasurer shall:
 - a) Manage the annual budgeting process.
 - b) Reconcile all church accounts on monthly basis.
 - c) Provide a financial status report to the Elder Board monthly.

- d) Oversee all disbursement and check requests to ensure that the proper procedures are used.
 - e) Review expenditures monthly to ensure that all expenditures fall within approved budget limits or within specially approved limits stipulated by the Elder Board.
 - f) Plan, prepare, and present the annual church budget for approval to the Elders and church membership.
- 6) The Treasurer may chair the Finance Committee. If the Treasurer is not on Elder Board, the Elder Board will nominate an Elder to be chair of the Finance Committee.
 - 7) The Treasurer shall manage specific accounting functions including but not limited to:
 - a) Bookkeeping
 - b) Budgeting
 - c) Insurance and Risk Management (Including vendors)
 - d) Banking (including investment and credit accounts)
 - 8) The Treasurer shall provide oversight on contracts.
 - 9) The Treasurer shall approve all expenditures requiring the approval of the Treasurer.
 - 10) The Treasurer is to advise the Elder Board on financial, legal and tax matters relating to the church.
 - 11) Provide donors with a one-time receipt for non-cash donations to the church, as approved by the Ministry Leader receiving the donated material and according to law.
 - 12) Provide 1099's to appropriate vendors no later than Jan 31st of the following year for the prior year services/payments.

C. Finance Committee

- 1) The Finance Committee will consist of 3 to 6 church members, including the Treasurer, Bookkeeper, a Deacon, and member of the Elder Board (if the Treasurer or Bookkeeper is not an Elder).
- 2) Each member of the Finance Committee shall be a member in good standing of the church.
- 3) Responsibilities:
 - a) Oversees the financial affairs of the church, providing support and assistance to the Treasurer.
 - b) Members serve on sub-committees appointed by the Treasurer and report to the Treasurer on the status, progress and conditions of assigned sub-committees.
 - c) Establishes management controls to ensure the fidelity and stewardship of church funds.
 - d) Establishes administrative procedures for conducting church business.
 - e) Ensures that all administrative procedures conform to the requirements set forth in this policy.
 - f) Reviews and advises on monthly church financial income and expenditures
 - g) Stays abreast of current tax law to ensure that the church stays in compliance with all federal, state and local laws.
 - h) Coordinates the preparation of the annual church budget and authorizes a recommended budget which will be forwarded to the Elder Board.
 - i) Reviews and approves church contracts as outlined in the policy.
 - j) Nominates and recommends to the Elder Board, church members for those positions necessary to execute the financial business of the church.
 - k) Coordinates and educates church members and Ministry Leaders on financial procedures, practices, and this policy.

- l) Provide recommendations regarding misconduct, misappropriation, or other inappropriate financial activity to the Elder Board.

D. Bookkeeper

- 1) Receive the church offering envelopes, special offering envelopes and other evidence of money received, and a summary of receipts from the money counters for posting to individual members' records.
- 2) Maintain the donation register on the church computer.
- 3) File all evidence of individual gifts in the designated location.
- 4) Provide each donor prior to January 31st with a receipt for all donations (monetary) from the previous year.
- 5) Write all checks according to policies and procedures.
- 6) Maintain the list of current Ministry Leaders.
- 7) Print reports and other financial records as required.
- 8) Prepare and submit the payroll.

E. Alternate Bookkeeper (may be appointed)

- 1) Be familiar with the appropriate sections of the financial policies and procedures.
- 2) Receive the church offering envelopes, special offering envelopes and other evidence of money received, and a summary of receipts from the money counters for posting to individual members' records. Write checks according to policies and procedures.
- 3) Print reports as required for ministerial staff.

F. Counters

- 1) The Deacon Board is responsible for providing counters and oversight of their responsibilities.
- 2) The counters are responsible for receiving the offering from the ushers and counting the funds.
- 3) Counters will work in pairs. The pairs will rotate.
- 4) The counters will verify the amount of each envelope and verify the total cash offerings received.
- 5) A summary of the collection will be completed and signed by both counters.
- 6) Deposit all cash received into the church bank account each Sunday. No cash is to remain overnight in the safe unless prior coordination is accomplished with the treasurer/bookkeeper.

G. Ministry Leaders

- 1) The Ministry Leader is normally responsible for the costs associated with their ministry. Ministry Leader can appoint a person to oversee the budget and finances for their ministry; however, the ministry leader still maintains overall responsibility for the ministry budget.
- 2) The Ministry Leader is that person authorized to obligate and commit church funds for the specific budget area under their authority.
- 3) Oversee their cost centers to ensure that their area of responsibility is being properly managed.
- 4) Responsible to ensure all expenditures remain within the approved budget limits and to ensure all goods and services have been satisfactorily received.
- 5) Approve all check requests and invoices to be charged to their cost center.
- 6) Submit a proposed budget to the Finance Committee. The proposed budget shall be in the form of a monthly spending plan

H. Audit Team

- 1) The Audit Team will be made up of 4 members with at least 1 member from the Finance Committee (other than the Treasurer, Bookkeeper or Ministry Leader)
- 2) An Audit will be completed in time to conform to the BFC Conference requirements. (Typically, not later than January 31st, to cover the previous accounting year.)
- 3) Performing Audit responsibilities as defined in the responsibilities section of this policy or as dictated by the treasurer.

I. Church Members and Staff

- 1) Each church member or staff member receiving or spending church funds shall be familiar with church financial policies, procedures and the appropriate budget.
- 2) Church members shall only commit church funds that are authorized by budget (or in the case of budget exceptions, from the Elder Board). It is the financial policy of this church that those who misrepresent, misappropriate, or otherwise improperly expend church funds shall be held personally financially responsible and liable. (The Finance Committee shall review and recommend any such allegations to the Membership and Discipline Committee). In all instances the Membership and Discipline Committee shall provide written documentation to the Finance Committee of disposition of the matter.
- 3) When reimbursement is appropriate, church members will submit the appropriate paperwork with proper authorization to the church office, in compliance with proper procedures and in a timely manner.
- 4) Finance Committee Chairman will coordinate with Elders, Deacons and staff to identify in writing to the Bookkeeper, those individuals having Ministry Leader responsibilities.

SECTION III – FINANCIAL STRUCTURE

A. Financial Structure:

- 1) Offering, Gifts, and other sources of income:
 - a) All funds donated, received, or paid to the Church will be deposited into and maintained in a bank general checking account.
 - b) Long Term Savings: Funds not required to support daily operations may be invested to a short-term interest/dividend bearing account backed by the US Government. The purpose of this account is to fund future capital expenditures or other major expenditures so designated by the Elder Board. All deposit and withdrawals from this account will be coordinated through the Finance Committee and approved by the Elder Board. All funds moving in and out of this account will be transferred from or to the general checking account only.

B. Budget: The church shall construct a balanced budget on a calendar year basis.

- 1) Responsibilities:
 - a) Treasurer shall prepare a template for the next fiscal year budget for ministry leaders to review and comment to by the end of the 2nd week of September each year. This template will ideally include history for the current year through August and September through December of the prior year.
 - b) The Treasurer or the Finance Committee may assist the ministry leaders as required and review budget submissions. Their recommendations shall be included in the presentation of the proposed budget to the joint Elder/Deacon Board budget meeting.
 - c) Ministry Leaders will review their budgets and submit their budgets by the end of the first week of October.
 - d) The Treasurer will collate the ministry leader budgets by the end of October. A joint Elder/Deacon budget meeting will be held no later than the end of the first week of November in which to review and approve the budget.
 - e) Treasurer will submit the combined budget in time to have it copied and available to the congregation at least 2 weeks before the December Congregational budget meeting.
 - f) Ideally the budget should be presented to the Congregation within the first two weeks of December.
- 2) Budget Execution: Membership approval of the budget constitutes the authority for Ministry Leaders to execute their respective budgets. As such the budget becomes the spending plan for the church during the designated calendar year.
 - a) Ministry Leaders do not have the authority to exceed their budget without prior approval of the Elder Board.
 - b) Ministry Leaders have the authority to adjust their sub account spending levels.
 - c) Should unexpected requirements or circumstances arise which would cause a particular ministry to exceed its budget, the Ministry Leader shall inform the Treasurer who will determine if funds are available or if Elder Board approval will be necessary.
- 3) Capital Improvement Budget (CIB): The purpose of the CIB is to identify and prioritize those items which are durable, enduring, and/or high value that require periodic refurbishment, renovation, repair, or replacement (CIB Items are not consumable or expendable).
- 4) The intent of the CIB is to have a single source from which such items can be collectively viewed and funded at any time either within the budget or as directed by the Elder Board. CIB items are part of the church budget, but initially segregated to ensure they receive visibility, cross committee coordination, and prioritization. CIB items are either funded in the current church budget or subject to the availability of funds (unfunded).
 - a) Any church member can recommend an item for inclusion on the list.
 - b) The Property Committee will coordinate the CIB, ensure that all new

- recommendations are forwarded to the appropriate Ministry Leader for review, and make recommendations to the Elder Board as required. As the list is dynamic, changes can be made as required within the approved CIB.
- c) The Elder Board shall review and approve new items as required.

SECTION IV – Contracts and Purchase Agreements

A. Entering into Contract and/or Purchase Agreements

- 1) Ministry Leaders are authorized to enter into contracts or purchase agreements on behalf of the church under either of the following conditions:
 - a) The purchase or contract is a budgeted item and the Finance Committee or Elder Board has put no further restriction into place and
 - the purchase or contract has a life time value of less than \$2,500
 - for purchases or contracts with a life-long value of more than \$2,500 dollars but less than \$5,000 must be coordinated through the Treasurer and approved by either the Finance Committee or the Elder Board
 - for all purchases or contracts with a life-long value of more than \$5,000 must be coordinated through the Treasurer and be approved by the Elder Board.
 - All purchases and contracts with a value above \$5,000 require 3 quotations/bids unless authorized by the Ministry Leader. A record of all bid waivers containing the reason for the waiver will be kept with the purchase files. The ministry leader should be guided by the conflict of interest policy for EBFC.
 - For the property committee, if the budget line item has already been approved as part of the annual budget, the Property committee can approve the expenditure above the amounts identified above.
 - b) The Elder Board has specifically authorized the purchase or contract that is outside of the existing church budget.
 - The Elder Board must approve all purchases or contracts that were not budgeted or listed on the capital improvements and cause the CIB budget to be exceeded prior to the obligation of funds and documented in the meeting minutes of the meeting where the approval was granted.
 - Expenditures that cause the budget to be exceeded by more than 10% must be approved by the congregation in advance and documented in the congregational meeting.
 - For those items with special approval the requirements in “a” above will apply.

- B. Major Projects: This section outlines the policies regarding the contracting, purchasing, and making payments associated with major projects, such as the erection, construction, or major modification of structures. Due to the special nature of these related expenditures, specific policies are set forth for the effective management and control of these type projects. Major projects would be related to significant remodeling of the existing facility and expenditure is above \$200,000 or projects that are adding additional space to the existing facility and are above \$200,000.

- 1) The Elder Board will establish a Building Committee for the management/oversight of these activities. At least 1 member of the Finance Committee should be a part of the Building Committee.
- 2) The Building Committee shall only commit funds, whether by contract or purchase, up to the total value of funds so designated by the Elder Board. Releasing of said funds will be recorded in Elder's meeting minutes.
- 3) The Building Committee is responsible for maintaining complete and accurate records of all contracts and purchases.
- 4) The Building Committee chairman may authorize individual contracts and purchases up

to \$10,000.

- 5) The Building Committee may approve individual contracts and purchases up to \$30,000. If the total committed funds do not exceed the funds released by the Elder Board. Approvals will be recorded in committee minutes.
- 6) The Finance Committee shall approve all individual contracts or purchases that exceed \$30,000. The Finance Committee may do so only if the value of all committed funds will not exceed the value of the funds released by the Elder Board. Approvals will be recorded in Committee minutes.
- 7) The Building Committee Chairman has the authority to approve payments for any properly approved expenditure. This authority cannot be delegated.
- 8) The Building Committee is responsible for establishing appropriate management controls to ensure that only payments are made for properly completed work or received items.
- 9) The Building Committee shall approve all advance payments.
- 10) All material purchases and contracts with a value above \$5,000 require 3 quotations/bids unless authorized by the Building Committee chairman. A record of all bid waivers containing the reason for the waiver will be kept with the project files and recorded in building committee minutes.

C. Purchases made by individuals with personal funds:

- 1) Anyone making an authorized purchase with their personal funds may submit a request for reimbursement and expect the same under the following conditions:
 - a) The purchase is a budgeted item and the Ministry Leader has approved the purchase.
 - b) The church incurs no obligation to reimburse an individual for any unauthorized purchase as stipulated above or in violation of any Church, State or Federal law or statute.

SECTION V – INSURANCE

A. EBFC has a variety of insurance policies. These include but are not limited to:

- 1) Property Insurance
- 2) Automobile Insurance
- 3) Workers Comp Insurance
- 4) Medical, Dental, Vision Insurance for some staff

B. To manage the overall risk profile of EBFC, the Finance Committee will perform an overall review of the insurance coverage for the church every 3 years prior to the timing for any re-quotation of insurances. This review should be documented in minutes and should include any recommended changes for risks identified.

C. All insurance policies should be put out for bid at least once every three years. Bids shall be obtained from at least three companies using at least two different agencies which specialize in church insurance.

D. For property insurance, building evaluations should also be updated each time the insurance is put out for bid. The process for bidding should be started 90 days prior to the expiration of the policy to allow enough time before the policy expires.

- E. For medical insurance, on a yearly basis, evaluation of coverage requirements should be worked on with the PRC to determine if any coverage changes are required or the approach to medical coverage for staff requires changes. This process should start early enough to support the budgeting process.

SECTION VI – PAYMENTS

General: Payments will be paid only upon the approval of the Ministry Leader. Only the Bookkeeper, Office Administrator or the Treasurer are authorized to make payments either by check or electronic funds transfer (EFT). No payments will be made by cash. All payments will fall into one of the following categories and the corresponding procedure must be followed.

- A. Regular Bills – These are recurring payments (monthly/quarterly) for services rendered such as utilities, insurance, and mortgage which are part of the church budget. The Bookkeeper(s) will normally pay these bills. The Treasurer will not pay any bills unless the transaction involves an EFT or the Bookkeeper (or alternate) is unavailable.
- B. Non-regular Payments – These are payments for items and services that are one-time, single purchase, or that do not occur on a recurring schedule. Examples: Payments to individuals, catered meals, and special activities. The Bookkeepers are the only personnel authorized to make non-regular payments. Non-regular payments greater than \$5,000 require the additional approval of the Treasurer.
- C. Check Register
 - 1) The Bookkeeper will record all deposits and payments on the check register.
 - 2) The Bookkeeper will enter the all deposits into the check register based on the deposit slip and the Collection Record.
 - 3) The Treasurer or designee will reconcile all church checking accounts monthly.
- D. Returned Checks
 - 1) It is the policy of this church that the donor shall be responsible for all fees levied by a bank on the church for circumstances initiated by the donor. This includes checks returned for insufficient funds and checks returned due to stop payments.
 - 2) Where circumstances warrant, checks that are lost or stolen will be replaced.
- E. Compensation:
 - 1) All staff compensation will be paid on the 15th and the last day of each month in accordance with the approved budget. Staff members are encouraged to use direct deposit.
 - 2) All compensation will be paid in arrears.
 - 3) The Compensation Committee/Pastoral Relations Committee is responsible to the Elder Board and the congregation for all compensation and compensation related issues.
 - 4) The Elder Board shall approve, and the Congregation shall affirm the establishment of any new position.
 - 5) The Elder Board shall approve, and the Congregation may affirm new hires.
 - 6) The Elder Board shall approve changes in compensation for salaried employees.

- 7) The Elder Board shall approve and notify the Congregation of any changes in hours or wage rates for part-time and hourly employees.
- 8) A pay advance or loan to a staff member may be made with advance approval of the Elder Board. (Interest at market rates will be charged on all loans). This pay advance or loan shall not exceed 2-months' salary or wages. A pay advance not reimbursed after 1 month will be considered a loan. The loan period will not exceed 24 months.

F. Staff Travel and Expenses

- 1) When budgeted or authorized by the Elder Board, staff members will submit a record of their travel, meals, and other expenses for reimbursement in accordance with the Expense Account Policy. The Pastoral Relations Committee will review expense reports and allowances periodically to ensure allowances are within budget and authorized.

SECTION VII – DESIGNATED FUNDS

- A. Designated Funds: The purpose of a designated fund is to allow the congregation the opportunity to directly support a particular ministry or need within the church.
 - 1) The Elder Board will approve the establishment or dissolution of a designated account.
 - 2) The Finance Committee is responsible for the oversight of all designated funds.
 - 3) Ministry Leaders responsible for designated funds shall ensure that their account balance remains in the black (positive dollar value).
 - 4) If a designated fund falls into the red (negative balance), the Treasurer will place a restriction on the account until the Treasurer determines that the fund has stabilized. The Treasurer will approve all expenditures on a restricted account. The Treasurer shall inform the Elder Board and provide recommendations as to prevent future occurrences.
 - 5) Designated funds include:
 - a) Building Fund:
 - Fund is available for designated giving
 - This fund is used for large major capital projects as described elsewhere in the policy.
 - The Elder Board is responsible for the management of the Building Fund unless a Building Committee has been established for a specific Major Project as defined in Section IV.B.
 - b) Transportation Fund:
 - Fund is available for designated giving.
 - The fund is available for use on church transportation vehicles and is managed by the Deacons.
 - c) Scholarships:
 - Fund is available for designated giving
 - Funds in this account are for use in helping members with the cost of attending church sponsored conferences and events.
 - Funds are managed by the Pastor of Discipleship as well as the Youth Pastor.
 - d) Faith Promise:
 - Fund is available for designated giving
 - The funds are utilized for support of missionaries and is managed by the Missions Committee.
 - e) Benevolence Fund:
 - Fund is available for designated giving

- The Benevolence Committee is responsible for oversight/management of this account. The activities and uses of this fund are defined in a separate policy.
- f) Music Fund:
 - Fund is available for designated giving
 - Fund is used for the enhancement of EBFC's music ministry and are managed by the Worship Pastor.
- g) Heyer Trust Fund:
 - Fund is not available for designated giving and was created for the proceeds that have been given to EBFC from the Heyer Estate
 - Fund is used to enhance our outreach ministry at the Elder Board's discretion.
- h) Run for the Children:
 - Fund is available for designated giving
 - Funds are used to support specific mission opportunities as deemed appropriate by the Missions Committee.
- i) Youth Summer Missions:
 - Fund is available for designated giving
 - Fund is used to provide support to EBFC's Youth ministry for the purpose of summer missions and is managed by the Youth Pastor.

SECTION IX – Audits

- A. The completed audit should result in the detection of errors, deficiencies in certain policies, and gaps in procedures, whether intentional or through carelessness. It may result in some type of formal recommendations as to where improvement in the church's procedures can be made.
- B. The yearly audits will be done through a combination of the Audit Committee as well as external auditors.
- C. Audit Committee will:
 - 1) Review at least 20% of the check requests/distribution transactions, and all of the staff credit card expense reports, to ensure that the expense/reimbursement policies are being followed.
 - 2) Will also confirm that:
 - a) Expenses are charged to the appropriate general ledger account, and
 - b) Checks prove back to the bank statement when cleared, and
 - c) Do a random sampling of reverse checking of cleared checks from the bank statement back to the general ledger account and to the supporting check request.
 - 3) The team will review the Benevolence gift card log and prove that out each year to confirm that all cards are appropriately accounted for, i.e. the gift cards were used for benevolence use, including purchases, approved uses, and remaining card balances.
 - 4) The team will contact by letter a random sampling of church members to confirm contributions made to the church were recorded correctly, as follows:
 - a) 5 random members contributing \$0 - \$1,500 for the audit year;
 - b) 5 random members contributing \$1,500 - \$5,000 for the audit year;
 - c) 2 random members contributing \$5,000 - \$10,000 for the audit year;
 - d) 1 random member contributing \$10,000 - \$100,000 for the audit year.

Note: These numbers were suggested by the outside auditing firm and may be adjusted based on further guidance from the outside auditing firm or direction by the finance committee. It is desired to have a 75% response from the audit letters. Records should be kept so the same members are not confirmed each year.

D. External Auditors:

- 1) It is recommended that the following items be completed by either a qualified auditor or accountant on the Audit Committee or by an outside auditing firm.
- 2) The following item should be reviewed:
 - a) Balance Sheet review and comparison to previous years for any material differences, with a focus on the cash and cash equivalents at year end and the yearend reconciliations.
 - b) Profit & Loss Statement review, comparing budgeted to actual totals for the year, and comparing to previous years for any material differences.
 - c) Cash Receipts:
 - Randomly selected 10 weekly deposit sheets from current donation tracking software, traced the weekly totals to bank statements and QuickBooks, and traced the distribution of funds to income accounts, designated funds and other funds in QuickBooks.
 - Compared annual and weekly totals of receipts from current donation tracking software to annual and weekly totals of receipts in QuickBooks.
 - Trace interest income to bank statements.
 - d) Compensation/Payroll review – compare individual wages and benefits from the detailed budget to actual amounts in the payroll records for all employees.
 - e) Designated Funds:
 - Search for individually significant contributions of \$5,000 or greater recorded in designated funds to ascertain that they are properly classified in the accounts.
 - Search in QuickBooks for expenditures of \$5,000 or greater from designated funds and ascertain that they are properly authorized and classified in the accounts.
 - f) Liabilities – Match the payroll liability at year end to the last payroll in December and to the subsequent payment in January.

NOTE: These items should be done by a qualified person who can produce and sign an opinion letter for presentation to the Elders and the Denomination. Any material discrepancies or errors that need to be corrected will be noted in the opinion letter.

- E. A written report will be on file and available to any member in good standing, of the Church.

SECTION X – RECORDS and RECORDKEEPING

- A. All original files, registers and documentation will remain in the church office. Hard copy files will be maintained in a secure location. Access to these files is restricted to those individuals specifically authorized by the Treasurer. All financial records maintained on the church computer network shall be protected by electronic security methods including passwords and access rights established by the Treasurer (coordinated with the Office Administrator). All copies and data remain the property of Ebenezer Bible Fellowship Church.
- B. The following Financial Records may be made available upon request, to any member of the Ebenezer Bible Fellowship Church: Treasurer's financial statements, budget vs. actual reports, balance sheets, loan, mortgage and insurance policies. Copies may be made at the discretion of the Treasurer.
- C. No exemption shall be granted for any record containing personal information or personal attributes unless the request is for one's own donation or other personal record. In all instances, the Treasurer shall have the right to deny access. The Elder Board is the appeal authority.

D. Donation records.

- 1) The official record of donations shall be maintained on the church computer system. Donation records will be retained for the previous 7 years. Individual donation statements will be provided NLT than the last day of January for the previous tax year. Individuals, may, at any time, request a copy of their donation record.
- 2) Other donation records such as offering envelopes, canceled check copies will be retained for the previous year or until completion of the annual audit.
- 3) The Bookkeeper shall record all donations on the church computer.

E. Other financial records, such as property, loan, budget, and other records deemed historically significant shall be maintained permanently.

F. Information Management and Security.

- 1) Responsibilities: The Treasurer is the gate keeper for the financial management system and financial records maintained on the church computer system/network. This includes QuickBooks, and all other financial documents. The Treasurer shall identify those persons authorized access to the financial management system. The Treasurer shall ensure those authorized have the appropriate access rights and permissions to perform their duties.
- 2) Authorized users shall access the financial management system via login/password and are responsible for ensuring their password(s) is not compromised or given to unauthorized users. It is recommended that Passwords be changed/deleted every 180 days. Accounts and passwords will be deleted upon the departure/termination of individuals possessing access to said computer systems.
- 3) The safe combination will be changed as deemed necessary upon the departure/termination of individuals authorized access to the church safe.

SECTION XI – COLLECTIONS

A. Collections and Counting

- 1) The counters are responsible for receiving the offering from the ushers and counting the funds each Sunday.
- 2) At least four counters will be identified and will work in pairs. The pairs will rotate.

B. Designated Donations

- 1) Designated gifts will only be accepted for funds set up and approved by the Elder Board (must be recorded in Board Meeting minutes stating the specific purpose of the fund.)
- 2) A current list of approved funds will be maintained by the Treasurer.
- 3) Any designated gift for a purpose other than the current list will be returned to the donor. If the donor is anonymous the funds will be assigned to the general fund.

All funds collected for a designated purpose (an approved fund) will be used for that purpose until the time the purpose is fulfilled. When the purpose of a designated fund is complete, the Elder Board may redistribute any remaining funds.

SECTION XII – NON-CASH DONATIONS

- A. All non-cash donations must be approved by all the appropriate ministry leaders and captured in meeting minutes or other documentation.
- B. Ministry Leaders are responsible to ensure that all impacted ministry leaders approve the non-cash donation *prior* to accepting the property.
- C. Upon notification of the above, the treasurer will provide the individual with a receipt.
- D. It is the Donor's responsibility to value the gift and to follow the tax law. At no time will the church accept responsibility for assigning a value to the property.
- E. This policy covers tangible property and does not cover services provided to the church.

SECTION XIII – FINANCIAL STATUS

A. GREEN

- 1) All current obligations are met.
- 2) All commitments are programmed.
- 3) Revenue is steady -- At least 95% of budget glide path Expenses (burn rate) --Less than 105% of budget glide path
- 4) Checking and savings account balances exceed previous 90 days total expenses.

B. YELLOW

Some, but not all of these conditions exist

- 1) All current obligations are met.
- 2) All commitments are programmed, but some may not be obligated. Revenue is unsteady – **less than 90% of budget** for the previous 90 days.
- 3) Expenses – greater than **110%** of the budget for the previous 90 days.
- 4) The checking and savings account balances have less than a 60-day operational cash flow.

When a Yellow condition exists, the Finance Committee will notify the Elder Board and the Church membership. Notification may be either in writing or verbal announcement. The Finance Committee will make recommendations to resolve the status. These recommendations may include but are not limited to the suspension of a capital improvement program, curtailment of discretionary spending, reduction in budgeted initiatives, cutback hours for non-salaried employees.

C. Red

Some but not all previous conditions exist.

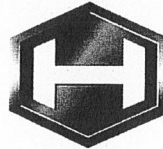
- 1) Current financial obligations are at risk of not being paid.
- 2) Revenue is less than 90% of budget for the previous 90 days.
- 3) Expenses exceed current actual revenue or expense plan by more than 10% for the previous 90 days.
- 4) The savings account has to be used to cover current obligations.

When a Red condition exists, the Elder Board shall notify the church membership through a special members-only meeting. The Treasurer will approve all disbursements and all discretionary spending will be suspended. All unnecessary expenditures will stop. All non-essential employees will be placed on unpaid furlough. (The Finance Committee will post a list of necessary expenditures).

Ebenezer Bible Fellowship Church

3100 Hecktown Road, Bethlehem, PA 18020

September 4, 2019



HORST
CONSTRUCTION

Attachment # 4

BUILDING PROGRAM SUMMARY

Ministry Areas

** = Immediate Need

FACILITY AREA	OCCUPANCY	S.F. / PERSON		TOTAL S.F.	NOTES:
1. Worship					
1 Worship Space	700	12	**	8,400	pews
2 Platform	55	20	**	1,100	with baptistry
3 A/V/L Control Area	3	50	**	150	floor of sanct.
4 Simulcast Room	3	50		150	adj. to sanct.
5 Usher Room	5	20		100	rear of sanct.
6 Worship Storage	1	200		200	adj. to sanct.
7 Music Practice Room	10	20		200	adj. to sanct. / flexible
8 Men's Restroom	5	50	**	250	-
9 Women's Restroom	5	50	**	250	-
10 Family Restroom	4	30	**	120	-
11 Family Room	5	20		100	fussy children
12 Gathering Space/Lobby	350	12	**	4,200	stage, seating, flex.
13 Welcome Center	-	-		0	part of Lobby
14 Porte Cochere	-	-		0	drive under roof
15 Circulation	20%	-		3,044	interior corridors/walls
SUBTOTAL	1,146	-		18,264 SF	
2. Nursey and Children					
1 Nursery Drop Off Foyer	1	50		50	security for children
2 Nursery (0-1 yrs old)	6	40	**	240	sink
3 Restroom	1	70		70	for volunteers/moms
4 Nursery (1-2 yrs old)	6	40	**	240	sink
5 Nursing Mom's Room	3	50	**	150	-
6 Sleeping babies room	4	25		100	adj to Mom's room
7 Welcome Center	10	10		100	welcome desk
8 Early Childhd (2-3yrs old)	22	40	**	880	sink / fold part
9 Restroom	1	70		70	-
10 Classroom (3-5 yrs old)	15	40	**	600	sink / fold part
11 Restroom	1	70		70	-
12 Pre-K / K Cr.	15	40	**	600	sink / fold part
13 Restroom	1	70		70	-
14 1st / 2nd gr. Cr.	15	40	**	600	sink
15 Restroom	1	70		70	-
16 3rd / 4th gr. Cr.	15	40	**	600	sink
17 Restroom	1	70		70	-
18 5th gr. Cr.	10	40	**	400	sink
19 Multi-Purpose Room	30	30	**	900	activity room
20 Circulation	20%	-		1,176	interior corridors/walls
SUBTOTAL	158	-		7,056 SF	

3. Youth

1 Youth Room	80	20	**	1,600	<i>sink / adj to gym</i>
2 Middle School Small Group	12	20	**	240	<i>girls</i>
3 Middle School Small Group	12	20	**	240	<i>boys</i>
4 Storage Room	1	200		200	-
5 Circulation	20%	-		456	<i>interior corridor/walls</i>

SUBTOTAL	105	-		2,736 SF	
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4. Adults

1 Adult Elective Classrm	60	12		0	<i>use Gym</i>
2 Adult Elective Classrm	60	12		720	-
3 College Ministry	25	12		0	<i>off campus</i>
4 Senior Fellowship Classrm	20	12		240	-
5 MOPS Classrm	30	12		0	<i>use gym</i>
6 Women's Bible Study	15	12		0	<i>use Classrm</i>
7 Women's Bible Study	25	12		0	<i>use Youth Rm</i>
8 Women's Bible Study	30	12		360	<i>adj to restroom</i>
9 Women's Bible Study	8	12		0	<i>use Library</i>
10 Women's Bible Study	8	12		0	<i>use Conf Rm</i>
11 Women's Bible Study	8	12		0	<i>use Parlor</i>
12 Women's Bible Study	16	12		0	<i>use Sanctuary</i>
13 Women's Bible Study	15	12		180	-
14 Storage Room	1	100		100	-
15 Circulation	20%	-		320	<i>interior corridor/walls</i>

SUBTOTAL	321	-		1,920 SF	
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5. Kitchen and Fellowship

1 Kitchen	8	100	**	800	-
2 Pantry	1	200	**	200	-
3 Kitchen Storage Room	1	150	**	150	<i>ice machine, frz, ref.</i>
4 Storage Room	1	200		200	<i>chairs & tables</i>
5 Gym	500	12	**	6,000	-
6 Storage Room	1	200		200	<i>gym equipment</i>
7 Small Fellowship area	10	15		150	<i>small group</i>
8 Men's Restroom	4	50		200	-
9 Women's Restroom	4	50		200	-
10 Circulation	20%	-		1,620	<i>interior corridor/walls</i>

SUBTOTAL	530	-		9,720 SF	
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6. Maintenance & Grounds & Outdoor Space

1 Janitor Room #1	1	100	**	100	-
2 Janitor Room #2	1	100	**	100	-
3 Storage Room	1	200	**	200	-
4 Exterior Storage Building	-	1,000		0	<i>exterior site planning</i>
5 Exterior Pavilion	-	5,000		0	<i>bb / vb courts</i>
6 Exterior stage	-	200		0	<i>movie screen</i>
7 Circulation	20%	-		80	<i>exterior space</i>

SUBTOTAL	3	-		480 SF	
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7. Finance

Note: No additional spaces were requested other than those listed with the other ministry areas.

SUBTOTAL	0	-	0 SF
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8. Administration

1 Waiting Room	8	15	120	-
2 Restroom	1	70	70	adj to waiting area
3 Office #1	2	100	200	Front Office
4 Office #2	1	200	200	Pastor of Discipleship
5 Office #3	1	150	150	Youth Pastor
6 Office #4	1	250	250	Senior Pastor
7 Office #5	1	150	150	Worship Pastor
8 Office #6	2	100	200	Y/W Assist, Child Dir
9 Office #7	2	100	200	Finance
10 Office #8	1	200	200	Facility Mgr
11 Copy Room	5	50	250	-
12 Conference Room	20	15	300	church access
13 Conseling Room	8	15	120	adj to waiting area
14 Library	15	15	225	-
15 Archives	1	100	0	stored under stage
16 Circulation	20%	-	527	interior corridor/walls

SUBTOTAL	69	-	3,162 SF
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9. Community

1 Food Bank	10	50	500	adj to gym
2 Thrift Shop	10	50	500	includes storage
3 VBS	-	-	0	use other spaces
4 AWANA	-	-	0	use other spaces
5 Counseling Services	-	-	0	use other spaces
6 Circulation	20%	-	200	interior corridors/walls

SUBTOTAL	20	-	1,200 SF
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10. Aesthetics

Note: No additional spaces were requested other than those listed with the other ministry areas.

SUBTOTAL	0	-	0 SF
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TOTAL:	44,538 SF
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Pastor of Discipleship Report, Aug/Sep 2019

As I continued my trek through the OT, my next stop was 2 Chronicles 26, which provides us with a look at King Uzziah:

"But when he was strong, he grew proud, to his destruction. For he was unfaithful to the Lord his God and entered the temple of the Lord to burn incense on the altar of incense." (2 Chronicles 26:16, ESV)

What an incredible legacy King Uzzah had in doing what was right in the eyes of the Lord. As a result, the Lord made him strong and he prospered. Unfortunately, that was his downfall, instead of recognizing all that he had came from the Lord, he became proud as if he brought these blessings upon himself. As a result, he lived the remainder of his life as a leper.

"Oh Lord, may I NEVER take pride in all what you are doing through me and for me but ALWAYS acknowledge your hand is what brings the blessing, and all that I have and am is to be used for your glory! Amen."

With that in mind, here are some of the ministry updates from August/September 2019:

Kids Crossing

- Cross Time Sunday School (10:05 AM): All Cross Time classes are currently studying 1&2 Kings, and the life of the Kings of Judah and Israel. We praise the Lord for this Christ honoring curriculum! All classes have resumed their different rooms following a successful promotion Sunday on 9/1.
- Early Childhood (2&3 year-olds): Praise the Lord, he has brought us all the teachers and helpers, for all the services, and for both odd and even months!.
- Children's Church: The Gospel Project curriculum worship segment continues to work well for Children's Church. We continue to see around 12-15 students each week.
- Wednesday Evening Programs: Our Awana clubs will begin again on September 18. Registrations are consistently coming in for both participants and volunteers.

We will be holding our first mandatory safety/policy meeting on September 11, with help from Blake Kuntz our director of security.

Adult Ministry

- Adult Electives: Our fall session begins on September 22 with the following classes:
 - Deception, Discernment, Prudence - Lee Ciccotelli (Room 20)
 - Shepherding a Child's Heart (Tedd Tripp) - Chris Jones (Gym south)
 - 1 & 2 Thessalonians (Be Ready: Warren Wiersbe) - Phil Norris (Room 2)
 - Jeremiah : Mike Hard (Gym north)
 - New Believer's Class - Scott Holwick (Room 18)
- Student Ministry: No update.
- Senior Fellowship Ministry: No update.
- Men's Ministry:
 - Bethel Series: Our 2019/2020 cycle NT Bethel Class will begin again in October 2019.
 - Bethel Series: New 2019/2021 cycle Bethel Class will begin on October 5, 2019. We currently have 10+ students signed up to participate.
 - Men's Bible Studies/Prayer:

- Thursday mornings from 6:15 AM – 7:30 AM, This early morning bible study group is currently studying, "The Pursuit of God" by AW Tozer.
 - Thursday mornings from 9:00 AM – 10:30 AM, This Men's Bible Study is currently studying the book of James.
 - Saturday mornings from 7:00 AM - 8:00 AM, This men's pray time is for men who are serious about going before the throne of grace together to cry out to God for their marriages, family, jobs, neighbors, country, etc.
 - Saturday mornings from 8:00 AM - 9:00 AM, This new Men's Bible Study is studying the book of 1 Timothy and is taught by Marcus Brunstetter.
- Women's Ministry: Here is a update from Laura from July & August:

"With the end of Summer approaching I have used the Summer time to do a lot of administrative task. This would include preparing for the fall. In keeping of the Family Togetherness vision, I have tried to consolidate what The Well offers and how often.

Due to my leader on Monday nights feeling like they needed to step away we have made some adjustments.

We will have Bible study on Tuesday morning and Tuesday evenings, with both groups doing the same study. This fall we will begin with "1Peter Our Living Hope" by Jen Wilkin. We will offer childcare in the evening study. Barb Tinker will lead a study on James on Wednesday mornings.

MOPS: We will begin on September 19th this year. This will be our kick off day with it looking like a regular MOPS meeting.

WELCOME TO THE WELL

Thursday, October 10, 7-9pm

"The Well" Women's Ministry invites all women to a night of fellowship, devotion, and connecting. Our purpose is for women of all ages to have a place here at Ebenezer to believe, belong, and become. Based on Romans 15:7, "Therefore, welcome one another as Christ has welcomed you, for the glory of God." Meets every-other month in various homes. Our first gathering will be at the home of Karen Coldren. Karen along with Anita Friend will be leading this ministry.

Tis So Sweet:

3rd Tuesdays, Sept 17 - May, 7-9pm

"The Well" Women's Ministry would like to invite you to a once-a-month book discussion. This year we will be going through, "A Shepherd Looks at Psalm 23," by W. Phillip Keller. Cost of the book is \$6 payable at the first gathering. Led by Linda Visco.

"FLOURISH": WOMEN'S DISCIPLESHIP GROUPS

Kick-Off Event: Saturday, Oct 5, 6:30-8:30

Join us for a pot-luck dinner in the gym and a night to find out about being in a small discipleship group with 1-3 other women. Groups would meet on their own schedules throughout the year for heart-to-heart fellowship, encouragement, and growth. Based on the concepts in Titus 2. Come hear testimonies of women who have previously been ministered to in this way, and be challenged to step into the role of mentor or mentee.

Retreat: Our third retreat is planned for March 6-8th at the Ladore Conference and Retreat Center. Speaker to be confirmed this week.

I continue to meet with mentee on a regular basis.

A bulletin insert will be provided this coming Sunday for all WM for the upcoming fall and winter.

Laura Sommons”

Discipleship Support

- Kinship Leaders Mini-Shepherd's Conference (September 7, 8:00 AM - 11:30 AM): We completed our first conference with 24 Kinship leaders/helpers attending. Praise the Lord for a great response!
- Kinship: Bob & Laurie Gill are hard at work placing some 25 new people & children in Kinship groups. Our 18+ kinship Groups will resume September 22, 2019.

Other:

- Continued to visit and provide physical & Spiritual care for several people in our church.
- Facilitate the Men's Prayer Group each Saturday morning.
- Facilitated the Kinship Shepherd's Conference

Respectfully Submitted, Dick Bickings, Pastor of Discipleship