



Minutes

Board of Deacons Meeting

September 2020

DATE: 9/14/2020

OPENING & PRAYER: Kevin Kritzberger opened in prayer at 1841 hrs. Kevin led in devotion with "The Importance of Saying Thank You".

ROLL CALL:

	Present	Excused	Unexcused
Kevin Kritzberger	✓		
Rob Christiansen	✓ (zoom)		
George Hardy	✓		
Mark Hardy	✓		
Kamba Kalubi		✓	
Mark Florentine	✓		
Gary Walleisa	✓		
Blake Kuntz		✓	
Dan Lichtenwalner	✓		

APPROVAL OF MINUTES FROM 5/29/2020:

Previously approved unanimously via email.

DISCUSSION ITEMS:

1. Ordinances: [Kamba] - Baptisms have been scheduled for 10/11/20 and 12/13/20. Discussion took place regarding help for Kamba during his health issues.
2. Activities: [Kevin] - On Mission youth soccer will be starting on 9/12/20 with a revised format due to COVID-19 restrictions. So far we have 30 kids signed up. There will not be Dart Baseball this year due to COVID-19. A coed intramural soccer program will be starting up on 9/13/20 with the hopes of beginning an On Mission soccer league.
3. Benevolence: [Gary] - (See Report Attached)

4. Counting: [Kevin] - Implemented revised alternate schedules with the reduction of one team.
5. Care Givers: [George] - (See Report Attached)
6. Ushers: [Rob] - Each week we have been short ushers. Luckily, multiple ushers/elders/deacons have stepped up to cover and Rob is happy and thankful. Discussion took place about the possibility of the Elders lifting the COVID-19 restrictions/policy/procedures and the outcome as it relates to the Deacons/volunteers.
7. Transportation: [George] - (See Report Attached)
8. Technology: [Mark] - (See Report Attached)
9. Kitchen & Special Events: [Mark Florentine] - (See Report/Policy Attached)
Reviewed new policy. Kevin requested that the "This is a Township mandate" be removed from the policy. All agreed. Verbiage to be added that no food is to be catered/brought/prepared on outdoor grounds. #5 is to be deleted in its entirety as the policy should apply for the EBFC building and grounds only. Mark F. to submit revised policy to Deacon Board for approval prior to sending it to the Elder Board.

No Thanksgiving dinner will be scheduled due to pandemic.

Mark F. mentioned that the ice machine is not working correctly. Kevin shut it down and will look at it soon.

10. Property: [Kevin] - We decided to move forward with the repair and sealcoating of the North gym masonry wall. Total cost is \$4,942.50. We also decided to proceed with changing all of the remaining HVAC controls to a new system. This is an added expense but we felt now is the right time to proceed. All old Metasys units will be sold on Ebay. Surge protector was installed but invoice has not been received as of yet.
11. Church-School Liaison: [Dan] - New agreement made with BCS, as approved by the Deacon Board on 7/30/20. Also, per the request of an Elder, EBFC had BCS sign a COVID-19 Release of Liability as an extra precaution (see attached waiver).
12. Church Safety: [Blake] - A particular individual would like to be considered for the security team per Pastor Tim. All agreed to defer vetting to Blake.

NEW BUSINESS:

Board recommended making a request to Elders to aggressively advertise for volunteers (i.e. job fair, through the kinships).

Mark F. requested John and Otis to alter the kitchen circuits so that kitchen staff does not have to try to figure out which outlets to use so that the circuit doesn't trip.

Mark F. commented that one refrigerator is on borrowed time and suggested that we purchase a new one. He and Kevin will discuss.

We have 3 new deacon candidates being reviewed by the nominating committee and a fourth is currently deciding.

Kevin reminded all to look over budgets and try to keep things flat. Mark H. stated that he has postponed numerous replacements for equipment and indicated that the budget will show significantly higher as a result of such need.

CLOSING:

Minutes - To be sent via email for approval.

Closing Prayer - Mark Florentine.

Meeting adjourned at 2110 hrs. Motion made by Kevin and seconded by Mark F.

Respectively Submitted,

Daniel Lichtenwalner
Vice-Secretary

ENCLOSURES (..5..)

Benevolence Committee Report for September 14, 2020

First and foremost, we want to thank Steve and Diann McDaniel for their service and commitment to the Benevolence Committee. We will miss their insight and recommendations tremendously, as well as their friendship.

Our Committee has now been reduced to 5 members (3 voting members), but we press on – and after a long pause, have a meeting scheduled for October 5th.

There are a few ongoing cases that had their origins before the pandemic, but a large portion of cases during the crisis centered around lack of food and medications, so gift cards to Giant and Walmart were distributed.

As mentioned above, we will resume our meetings on October 5th and discuss the ongoing cases in more detail.

Gary Walleisa
Benevolence Chairman

Transportation Report

Both the van and bus have had little use lately due to the ongoing pandemic. Both vehicles have had their registrations updated and inspections done. The battery needed to be replaced in the van because it was original and nine years old. No other issues at this time.

George Hardy
Chairman

Caregivers Report

I have taken care of several requests for Sandy Barron. This past week two requests came in. One for Linda Brooks to help her son and son-in-law empty a storage unit out in Lenhartsville and move the items to her home in Easton. Jacob Grim and I helped them out with this request. The other request was to help Debbie Matz move from Alexandria Manor on 191 where she lives now to her new room in Westminster Village. Sarah and I will be helping her with that move once she has a transport service lined up to move her as she is bedridden at the present time.

George Hardy
Chairman

Technology Report: September 2020

Hardware

- Purchased and installed a replacement keyboard (broken key, unrepairable) on the Women's Ministry laptop.
- Workstation RAM upgrades:
 - Women's Ministry laptop (Laura) - \$77.37
 - Office Assistant (Kristy) - \$42.39
 - Worship and Youth Assistant (Heather) - \$43.98
 - QNAP NAS drive - \$54.82
- Purchased and installed an Apple TV (4k) for the Fellowship Hall projector cart.
 - Cost: \$179
- Purchased a Logitech Webcam
 - Cost: \$74.19
- Purchased a 86" 4k TV to replace the rear projector in the sanctuary.
 - Cost: \$1,797

Software

- Completed setup of the new server (Microsoft Server Essentials 2019) and migration of user data and shared folders from the old server - Microsoft Small Business Server 2008. Two tasks remain: configuration of the Client Computer Management service and configuration and deployment of a few additional Group Policies - mainly the Windows Update Group Policy.

Mark Hardy
Technology Committee

Kitchen Committee Recommendations for serving food September/October 2020

- 1. All food for smaller gatherings such as Bible studies, prayer groups and meetings must be pre-packaged, and no self-service coffee or beverages are allowed until further notice.**
- 2. For all larger events that are requesting food they will have the option of three types of service:**
 - a. They can have a caterer come in and either prepare the meal here or at their facility and serve the food. The caterer must have their current license for food service and a copy of their liability insurance must be turned into the church prior to the event.**
 - b. They can have a caterer prepare the meal and bring it to us and we serve it ourselves. This will be done with oversight from the kitchen / events committee.**
 - c. They can make the meal here and serve it but must have oversight from the kitchen / events committee.**
 - d. Beverages will be served by a server and not self-serve. This applies individual package or if bulk served. See kitchen committee for the serving procedure.**
 - e. Until further notice we will only be serving food in the Church. No food will be served outside on the Church grounds.**
- 3. No one will be allowed to prepare or serve food without oversight or consultation with the kitchen / events committee.**
- 4. No home prepared food will be allowed in the building until further notice. Again, all food must be prepared buy a licensed facility or prepared at the church on site with the oversight of the kitchen committee.**

Please remember this just temporary as we come through this COVID-19 event.

Kitchen Committee report: September 14, 2020

Mark Florentine

Jacob Grim

George Hardy



EBENEZER

BIBLE FELLOWSHIP CHURCH

COVID-19 LIABILITY RELEASE FORM

THE NOVEL CORONA VIRUS, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and as a result, certain practices are recommended. Ebenezer Bible Fellowship Church (herein referred to as "EBFC"), located at: 3100 Hecktown Road, Bethlehem, PA 18020, (herein referred to as "FACILITIES") has put in place reasonable preventative measures to reduce the spread of COVID-19. However, even though reasonable measures have been put into place, EBFC cannot guarantee that the employees, volunteers, students, attendees or directors of Bethlehem Christian School (herein collectively referred to as "BCS") will not become infected with COVID-19. By signing this agreement, the undersigned, on behalf of BCS, acknowledges the contagious nature of COVID-19 and;

IN CONSIDERATION for being permitted to utilize the FACILITIES of EBFC, the undersigned, on behalf of BCS hereby releases, waives, discharges and covenants not to sue EBFC, its employees, volunteers, boards/officers, and agents from all liability to the undersigned or the employees, volunteers, students, attendees or directors participating on behalf of BCS in/on the FACILITIES.

In executing this COVID-19 RELEASE, the undersigned acknowledges, understands, represents and covenants as follows:

1. Brenda K Hillman individually as the duly authorized and empowered _____ (position) of Head of School Bethlehem Christian School (BCS) executes this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT RELATING TO NOVEL CORONA VIRUS (COVID-19) AND GENERAL RELEASE RELATING TO RENTAL AND USE OF THE FACILITIES; and,
2. BCS has developed their own preventative measures, practices and or procedures and have implemented them; and
3. BCS understands that preventative measures, practices and/or procedures may differ between EBFC and BCS; and,
4. BCS will notify employees, volunteers, students, attendees and/or directors within BCS of this RELEASE OF LIABILITY AGREEMENT.

Signature: Brenda K Hillman

Print: Brenda K. Hillman

Date: 8/21/20

Position: Head of School