



**EBENEZER**  
BIBLE FELLOWSHIP CHURCH

## **Board of Deacons Meeting January 30, 2017**

**Roll Call** - Kevin Kritzberger, George Hardy, Kamba Kalubi, Mark Dammeyer, Rob Christiansen, Andy Meeks, Mark Florentine, Mark Hardy attended via conference call.

Excused: John Romero, Bob Penchick

**Devotional** - Kevin Kritzberger - Mark 8:34 - Not a Fan. Daily Devotional by Kyle Idleman  
Challenge: What does your Cross look like? What do you need to sacrifice to fully follow Jesus?

**Opening Prayer**- Andy Meeks

### **Committee Reports:**

- Activities/Sports [Kevin] - See report.
- Benevolence [Kevin] - working through internal audits; documentation through minutes were beneficial to the process.
- CareGivers [Rob] - Preliminary discussions have been made that Caregivers ministry will be combined with, or placed as a sub-committee to Benevolence ministry. As per discussion the ministries will remain the same with more focused collaboration between Benevolence and Caregivers. Bob Penchick (Benevolence) and Mark Dammeyer (Caregiver) will take over leadership.
- Church-School Liaison [Andy] - A few concerns with the facility use agreement language which will be addressed when the new 2017/2018 school year agreement is drafted. Discussions about restructuring the liaison committee.
- Community Concerns - What is the future direction of this ministry? Been requested that this question go forward to the elders to ask what direction this ministry should take.
- Counting [Kevin] - Nothing to report; new volunteers have been trained and are beginning to serve.
- Crisis Management [Andy] -
- Security [Andy] - Approximately four members going to 'Sheepdog Seminar' in February

- Fire/Evacuation/First Aid [Kevin]
- Elder Liaison [Shawn] - Nothing to report.
- Events & Kitchen [Mark F.] - The kitchen committee requested another refrigerator for back-up use during large events; whether or not to move ahead with purchasing as well as proposed location for the refrigerator, are still under discussion.
- Ordinances [Kamba] - Concern about fill flow limit switch / valve for baptismal brought up by Kevin
- Property [George] - Address future concerns of drainage and sinkholes by playground, brought to our attention by Walters Excavating. See reports for more information.
- Transportation [Mark H.] - See report.
- Technology [Mark H.] -
  - See report and attached policy.
  - A motion was made to approve the proposed EBFC Technology Policy. The motioned passed unanimously.
- Ushers [Rob] - See report; relaxing the dress code for Ushers.

**New Business- Nominations**

- Kevin K - Chairman (Unanimously passed)
- Rob C - Vice Chairman (Unanimously passed)
- Rob C - Vice Secretary (Unanimously passed)
- Mark D - Secretary (Unanimously passed)

**Next Meetings** – February 20, 2017 - Book Study  
 March 20, 2017 - Deacon Meeting

**Closing Prayer** - Mark Dammeyer

Respectfully Submitted,  
 Mark Hardy

## **ACTIVITIES**

MEETING DATE: No specific date. Ongoing communication via phone and email.

### **COMMITTEE REPORTS:**

**SPORTS:** Zumba is still being held on Monday and Thursday evenings with attendance around 9-12 women in each. Open dialogue is continuing in regards to the switch over from Zumba to an all-around mixture of women's fitness classes. The basketball sessions through AFC increased in size again this year and has 51 children in attendance. As a result of the increase in both the soccer and basketball programs it has become evident that a need for coaches and spiritual leaders is needed in order to see this program grow as well.

**ALL CHURCH:** Discussions were had to launch the camping weekends again. Further information is coming.

**Special events:** A request was made to have a ski outing in late February or early march.

RESPECTFULLY SUBMITTED,  
KEVIN KRITZBERGER

## Property Meeting Minutes

December 13, 2016

Parking lot repair – We are waiting on new options that will give us quotes with or without the overlay for the project area. This is being considered to possibly save us money on the total cost of this project. We decided to also get a price on installing curbing on the south side of the driveway coming into the church parking lot to help preserve the integrity of the driveway on that side.

We are meeting with a representative from Honeywell to get information on the new smart Wi-Fi thermostats that we are considering switching to in the long term to replace our aging HVAC control system. We are also waiting to hear from Trane Inc. about the side clearances approval for our new HVAC systems in the sanctuary.

We decided to go ahead with the upgrade to our audio system in the fellowship hall. This was approved by the Elders to be paid for out of the building fund. We will contact the installer for this project and hopefully will get this done in the near future.

We decided to go ahead with the switch in phone service from XO to a bundled service through RCN with our internet service. This will save us \$130 a month and hopefully will give us more reliability than we have had in the past.

The Elders have asked us to give them a recommendation on what to do with the parsonage for the long term. Some of the options to consider are selling it, using it for a mission's rental home, keep it for a parsonage or possibly trading it for the Wieand home at the entrance to our church. We will discuss this further at our next meeting and also do a walkthrough to decide what repairs need to be made regardless of what we decide to do with it.

Next meeting date is February 20, 2017 at 9:30 am

Prepared by,  
George Hardy  
Property Committee Chairman

## Technology Report

January 2017

- Installed Comodo Internet Security Pro on the Women's Ministry laptop, to provide better protection, as the laptop is frequently off site and the server has been unable to consistently keep Microsoft Security Essentials up-to-date.
- Configured, tested, and implemented a VPN for EBFC Staff to use while outside EBFC's network; also, intend for the Elders to use the VPN if they desire to connect to EBFC's FileMaker Pro database over an unsecured Wi-Fi.
- Upgraded Robbin and Rachel's workstations to Office 2016, as well as general maintenance to increase performance of their computers.
- Configured an external network drive to accept automated 'Time Machine' (Apple's backup program) backups from Pastor Tim's laptop, and then backup itself to the server; further configuration of the laptop still needs to be accomplished to activate the automated backups.
- Finalized the setup of the replacement Sound Room Recording computer; planning to meet with Jeremy, in the near future, to thoroughly test Audacity (recording software) on the new workstation during deployment.
- Began the initial setup of a secondary Copy room computer; the computer to be used will be a repurposed workstation from elsewhere in the building.

Mark Hardy

Technology Committee Co-Chairman

## Ebenezer Bible Fellowship Church Technology Policy

### Data

- Congregants' personal information shall not be shared with those who are not members or regular attendees of Ebenezer Bible Fellowship Church, without direct consent from the congregant. This includes sending files (hard copy or electronic) or emails containing such data to vendors, solicitors, or any other individual outside of the EBFC ministry. Personal information includes, but is not limited to, name, address, phone number(s), email address(es), financial giving information.
- EBFC database (FileMaker Pro/Sheppard lists) and Email should only be accessed over a secured internet connection; users who access this information off site, are required to confirm adequate encryption and should **never be accessed from public/unsecured Wi-Fi (i.e. Starbucks, Panera Bread, etc.) without the use of a VPN program/app**. If you do not know what a VPN is, then you are not using one. See the Technology Team for more information.

### Hardware

- The computers, software, and files are the property of EBFC. Unless directed by the Board of Elders or EBFC's Technology Team, individuals shall not modify computer systems or software defaults. No software should be installed or downloaded to any workstation, without prior approval from the Technology Team.
- EBFC has the right to review computer systems at any time and have access to all programs, data files or anything associated with computer operation. Any computers used for EBFC Ministry, whether owned by EBFC or the employee, are not guaranteed for privacy. The computer, and the information stored on it, is open to monitoring and review by the Board of Elders or Technology Team at any time and without notice. Personal files stored on computers owned by EBFC, are the property of EBFC, and may have restrictions on available storage space.
- Pastor computers will be evaluated and replaced every 4 -5 years, or as deemed necessary by the Tech Team. The Pastor computers will be allotted \$1,000 for replacement; if replacement cost exceeds the allotment (i.e. Apple), the Tech Team may attempt to recoup the extra cost by resale of the computer which is being replaced.

### Internet

- EBFC provides access to the internet via Wi-Fi, as well as multiple workstations through the building. Users must exercise good judgment at all times and stay within the guidelines expressed in the BFC Faith & Order including the Biblical Principles for Living. The Technology Team monitors the use of its computing and Internet resources, for performance reasons, as well as for compliance of EBFC's policies.
- Under no circumstances are users permitted to use EBFC's computer systems to access, download, or provide input to the following:
  - Gross, indecent, or sexually-oriented materials
  - Gambling sites
  - Illegal drug-oriented sites
  - Any other sites that are not in keeping with the guidelines expressed in the BFC Faith & Order.

### Password

- Passwords for all church accounts (email, database, online retailers, etc.) must contain at least eight (8) characters: at least one uppercase letter, at least one number, and a special character when possible. Passwords also should not match the username for said account; and should not be easily identifiable - i.e. the church's name or address.

#### **Software**

- Licensed software is for EBFC computers only, and shall not be copied or installed on any computers, other than those issued or approved by the EBFC Technology Team. See the Tech Team for information concerning currently deployed licensed software.

## Transportation Report

January 2017

### Mini-Bus

- While in for diagnosis of inoperative parking brake, Mavis Discount Tire (Nazareth) found rear brake rotors, and shoes/pads rusted and deteriorated, as well as one of the rear calipers failing to completely release or compress.
- Reported what sounded like the serpentine belt beginning to squeak; Mavis inspected and found serpentine belt to be dry rotting.
- As a result of the significant labor associated with dual rear wheel brake maintenance, it was decided to replace both calipers as well as the other parts which were unserviceable; the following parts were replaced:
  - Left & Right rear brake rotors
  - Left and right rear calipers
  - Left and right rear pads/shoes
  - Serpentine belt
  - Oil & filter

Total cost: \$1,489.94

- Due to the merger/acquisition of STS by Mavis, our tax-exempt account with STS did not 'carry-over'; a new Tax exempt form for Mavis Discount Tire was emailed to their billing department, and a new tax exempt account for Ebenezer was established prior to payment - as such, no sales tax was paid.

### Van

- No issues to report.

Mark Hardy

Transportation Chairman

## Ushering

Head Usher's Meeting was held 12/11/16

We reviewed past policies.

Two new points:

**Attire** - Head ushers discussed and are in favor of 'relaxing the dress' year-round. We maintain the understanding that some prefer a more formal attire, and respect the individual's decision to dress more formally. We voted and it was unanimous in favor of change.

**Crew Schedules** - options for a change in crew scheduling was discussed, i.e. weekly rotation instead of monthly. At this time, it has been decided that schedules stay as they are, however the conversation has been left open for future discussions.

Rob Christiansen

Chairman