



## **Board of Elders Meeting August 8, 2011**

### **Roll Call:**

- Present: Hoy, Culton, Batten, Sommons, Brimer, Capaldi
- Excused Absent: Bickings, Van Doren

### **Devotion & Prayer:**

- Pastor Jason Hoy led a time of devotion and discussion based on Hebrews 13 and the book, "Elders in Congregational Care" which had been previously reviewed by the Board.
- The men shared in a time of prayer and thanksgiving.

### **Approval of Minutes:**

- **Motion** was made to approve the minutes from the July 11, 2011 Board meeting seconded and approved.
- **Motion** was made to approve the minutes from the July 25, 2011 Board meeting pending one amendment, seconded and approved.

### **Financial Report:**

- Co-Treasurer, Andy Brimer reviewed the July financial report. (Attachment 1)
- Andy committed to creating a memo outlining budget planning and direction for 2012 planning.
- **Motion** was made to approve the report, seconded and approved.

### **Pastoral Reports:**

- Interim Senior Pastor/Congregational Care:
  - Jason Hoy reviewed his report with the men. (Attachment 2)
  - Jason and the Elders discussed three people matters and agreed on follow-up and next steps to be taken.
- Youth Pastor:
  - Mark Culton reviewed his monthly report with the men. (Attachment 3)
  - Mark asked for prayer for continued wisdom and discernment while he crafts a vision for the Youth ministry in the future.
- Pastor of Discipleship:
  - Dick was absent; however he did submit a monthly report for review. (Attachment 4)

### **Senior Pastor Search/Hiring Process Update:**

- Mike Capaldi, Committee Chair, provided a brief update on the progress of the first week.
  - The newly formed committee has met once already and devised a plan for the processing of several resumes that had been submitted during the pause; as well as making arrangements for future meetings and how they are conducted.
  - The committee is requesting prayer for wisdom and discernment during the process.

#### **Service Times:**

- The men continued the discussion regarding service times. Based on input from many, we were ready to implement changes that will allow the services to start earlier beginning in the fall.
- **Motion** was made for the following timing of services and Sunday school, seconded and passed.
  - 8:45 – 9:50 First Service
  - 10:05 – 11:00 Sunday School & Adult Electives
  - 11:15 – 12:20 Second Service

#### **Keith Strunk Support for 2012**

- Church Extension Ministries, on behalf of Keith Strunk, has inquired about support for 2012.
- Wayne Batten, Chair of the Missions Committee agreed to bring this before the committee for a recommendation to the Board in concert with the overall budget process.
- In a matter related to CEM, Mark Culton will follow-up on the "Summer of Ten" campaign to see if any additional communication is required.

#### **Bethlehem Christian School Facilities Agreement for 2011-12 School Year**

- The BCS Liaison committee submitted the final and recommended version of the agreement to the Board for approval. (Attachment 5)
- The Elders reviewed the document and a **Motion** was made to approve the agreement as written, seconded and approved.
- Wayne Batten, President of the Board, signed the agreement on behalf of the Elders and Ebenezer BFC.

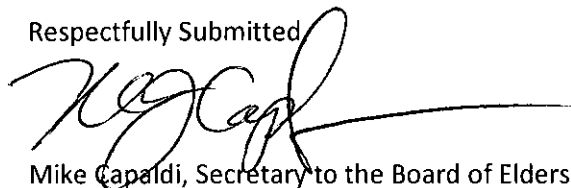
#### **By-Laws Review and Updating**

- The men continued the review and updating of the Ebenezer BFC By-Laws.
- Article VII – Board of Elders was reviewed and revised according to recommendations and feedback by the Board.
- We will complete this task over the next couple of Board Meetings.

#### **Closing**

- Shawn Sommons closed the meeting in prayer.
- Meeting was adjourned.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Mike Capaldi", with a long horizontal line extending to the right.

Mike Capaldi, Secretary to the Board of Elders

August 8, 2011

To: Board of Elders  
From: Treasurers, Mike Capaldi & Andy Brimer  
Subject: Financial Report for July 2011

Attached you will find the following documents as our submission for the July 2011 Financial Report:

- July Financial Statement
- July YTD Financial Statement
- Four graphs representing the following:
  1. Income compared to budget
  2. Expenses compared to budget
  3. Income trends in relation to expense trends
  4. Asset trends

In reviewing the financial statements we would like to make the following comments:

- We praise God for His continued faithfulness to us!
- Giving for June was 92% of the budgeted forecast.
- Expenses for June were 69% of the budgeted forecast.
- We recommend that we remain diligent with current spending and our assessment of any major financial decisions in the coming months.

Treasurer

## BALANCE SHEET

TOTAL ASSETS	607,792.96	649,160.74	-41,367.78
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### Current Liabilities

<b>Total Other Current Liabilities</b>	<b>70,408.07</b>	<b>128,836.79</b>	<b>-58,428.72</b>
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## 810 · Building Mortgage

## EQUITY

Treasurer

1100 · Offerings / Gifts	July	Budget	Variance
1400 · Interest	70,279.99	75,833.33	-5,553.34
1700 · Memorials	60.56	150.00	-89.44
1900 · BCS / Bldg Use	565.00	100.00	465.00
	0.00	576.17	-576.17
<b>Total Income</b>	<b>70,905.55</b>	<b>76,659.50</b>	<b>-5,753.95</b>

## 2000 · General Church Finance

Net Ordinary Income

Net Fund Transfer between Accts.

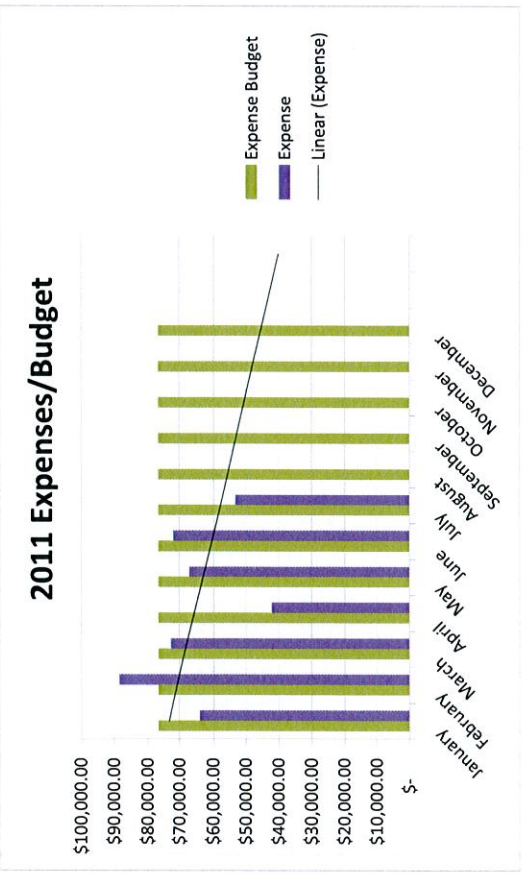
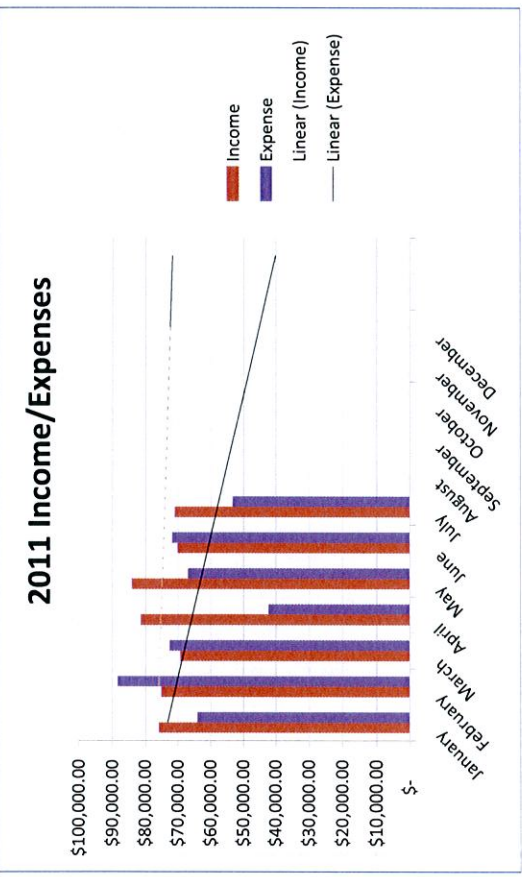
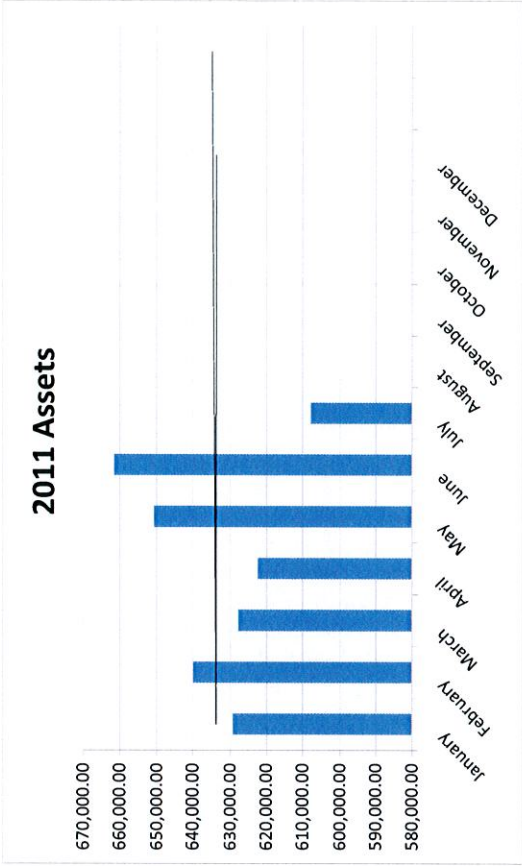
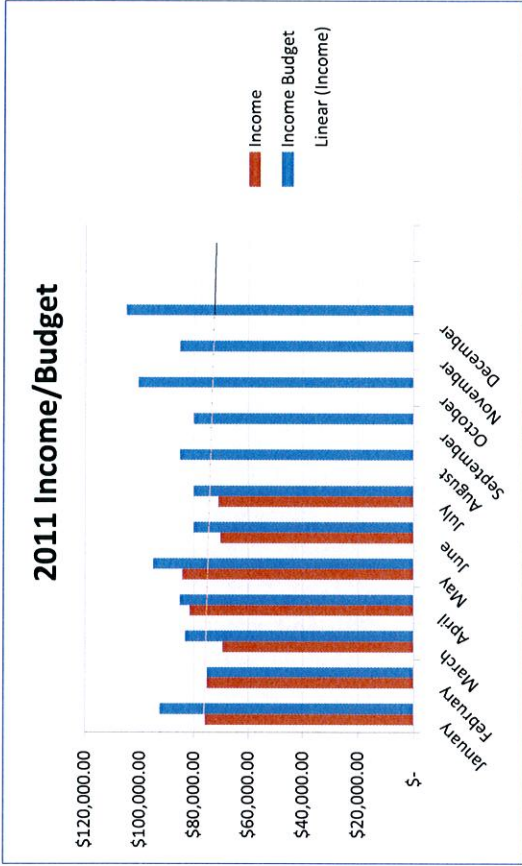
**Net Income**

## DESIGNATED FUNDS

	Income	Expenses	Net
901 · Building Fund	1,271.00	0.00	1,271.00
903 · Transportation Fund	225.00	0.00	225.00
904 · Scholarship Fund	1,055.00	506.00	549.00
905 · Faith Promise	0.00	173.99	-173.99
907 · Benevolence Fund	1,552.00	2,738.00	-1,186.00
908 · Music Fund	0.00	778.25	-778.25

## OTHER LIABILITY ACCOUNTS

902 · Capital Improvement Fund	0.00	58,672.53	-58,672.53
910 · Angel Food Ministries	0.00	0.00	0.00
911 · Year End Accruals	0.00	0.00	0.00
912 · Run For The Children	0.00	0.00	0.00
914 · HRA	0.00	219.00	-219.00
<b>Total Other Current Liabilities</b>	<b>4,103.00</b>	<b>63,087.77</b>	<b>-58,984.77</b>



## INTERIM SR PASTOR REPORT

Elders Meeting – August 8, 2011

***Our Vision:*** To introduce people to Jesus Christ and help them become devoted followers of him!

### Goals accomplished last month and continuing into this month:

- Devoted time to people (visitation, breakfast/lunches/dinners, phone calls, constant e-mail, one on one).
- Continue doing some intake counseling, on-going counseling, and meeting with men one on one.
- Continue doing the prayer sheet and occasionally attend the Wednesday afternoon prayer meetings.
- Continue contacting visitors and members/regular attendees.
- Lead Elder, Staff, and Pastoral Meetings.
- Constantly touch base with Pastor Mark and Pastor Dick regarding ministry. Help Jennie and Robbin make administrative decisions.
- Enjoying the Mark series and the Titus sermon.
- Completed BFC Oral Exam

### Goals for upcoming weeks:

- Finish Greek Class
- Keep up with a few specific people needs
- Clean up membership rolls/Shepherding Lists (Fall project)
- Take some time off!
- Keep my eyes intensely fixed on Christ, His Word, and His Fame

### People issues

Student Ministries Report – July 2011

*Mark 8:34-36 (ESV)*

<sup>34</sup>And calling the crowd to him with his disciples, he said to them, “If anyone would come after me, let him deny himself and take up his cross and follow me.

<sup>35</sup>For whoever would save his life will lose it, but whoever loses his life for my sake and the gospel’s will save it.

<sup>36</sup>For what does it profit a man to gain the whole world and forfeit his soul?

We just came back last night from our annual high school camping trip that we call “Kickback”. It was a fun time of hanging out together, but more importantly we studied through a little booklet called “The Radical Question”. This passage from Mark was one of the passages we talked through, and we were all challenged to trade in the traditional “American dream” for a deeper level of discipleship where we live a radical life for Jesus. I believe it was a good study, and I heard from several students that they are planning to make changes in their life. I pray that they follow through on these decisions. I know I myself have been challenged to share my faith in a more intentional way.

**Activities**

- **Pinebrook Week**

I thoroughly enjoy teaching the students up at Pinebrook and then hanging out with them throughout the week. I am so thankful for Shawn V. who filled in for me when we cut out early for Preslie’s surgery

- **New Mexico Missions Trip**

I praise God for Dick and Donna! What a blessing it was to my family to be able to take some time off and care for Preslie and regroup as a family. Dick can speak more to the trip itself, but everything I have heard was very positive, from leaders, students, and Josh Allen. Praise God!!

- **Movie Nights**

We had special movie nights (MS and HS) during the week of the missions trip. It was a nice break for the teens and a chance for them to hang out together and invite un-churched friends.

- **Water Night**

Water games + the students shared testimonies from their New Mexico trip.

**Teaching**

- **Middle School**

Going through a new series on The Church called “The Church Has Left the Building”.



- **High School**  
Going through the book of Galatians. I am excited about highlighting the gospel! I have heard positive feedback from the students during this study.
- **Sunday School**  
I am trying to get a team together to share in this which includes Don Panto, Dale Tshudy, Tom Galloway, Tom Carlstrom, and myself. We are going to try to meet sometime at the end of August.
- **Children's Church**  
Filled in for Pastor Dick twice in July. A challenge and joy all at the same time. ☺

### **Shepherding**

- Attended Don Matz memorial service and connected with some families that have left Ebenezer

### **Staff**

- Our staff has been a blessing to me personally and to our family lately with volunteering to help in any way necessary as we go through the challenges with Preslie's surgery. I praise God for each of them. We feel as though this a shared ministry and it is not all on us.

### **Other**

- Met with Duane Moyer, the missionary that we plan to help next summer in Guadeloupe. It was nice to get to know him and his wife and daughter and talk about what God is calling us to do next summer.
- The youth group traveled up to Pinebrook to have youth group there on the 5<sup>th</sup>.
- Attended another grad party
- Met with another youth pastor that I am mentoring
- Met with Jennie to discuss her job description and see how she is doing as well as how the worship ministries are doing.
- Had my meeting with David Gundrum to get the ordination process moving along. It was a nice meeting.
- Participated in Semi-Annual meeting
- Working through Old Testament Introduction Class at Reformed Baptist Seminary.

Respectfully Submitted,

Mark Culton

## POD (Pastor of Discipleship) Cast – Jul/Aug 2011

What an amazing month in which to serve the Lord! The Lord has shown Himself in so many ways that I never thought possible personally. One thing that became abundantly clear this month was that many times the glory of God shines brighter as you step outside the comfort-zone box. This is exactly what happened to the priests as they prepared to lead the people across the Jordan river into the promise land at the time of Joshua. Let's read the account...

*"and as soon as those bearing the ark had come as far as the Jordan, and the feet of the priests bearing the ark were dipped in the brink of the water (now the Jordan overflows all its banks throughout the time of harvest), the waters coming down from above stood and rose up in a heap very far away, at Adam, the city that is beside Zarethan, and those flowing down toward the Sea of the Arabah, the Salt Sea, were completely cut off. And the people passed over opposite Jericho." (Joshua 3:15, 16 ESV)*

You may remember that the last time the Israelites crossed a large body of water was some 40 years prior when they crossed the Red Sea. This, miraculous event was spawned by God using Moses to lift up his rod and wham, the sea parted and the Israelites crossed on dry land. Okay, why didn't God do it the same way? I'm sure Joshua could have found a similar stick to make it work. However, after 40 years in the wilderness, the Israelites saw God's powerful hand over and over again, so now would they trust Him by "stepping" out of the comfort zone? Could God use the feet of the priests to do the same thing Moses' rod had done? Of course the answer is yes!

This month was that kind of challenge for me...I have seen God work in many glorious ways over my life, but have grown pretty accustomed to my little ministry box and pray accordingly every day. So when God asked me to take the teens to New Mexico on a mission trip, I was not immediately willing. But praise be to God, as we stepped into the water of God's will, the way was made to walk, accompanied by a lifetime of great memories of His enabling hand to accomplish His purpose.

With that in mind, here is a quick summary of some of the ministry opportunities from July/August:

### Kids Crossing

- **Cross Time Sunday School:** Praise the Lord, He has brought in the teachers and assistants to fill all the Sunday School gaps!
- **Early Childhood (2&3 year-olds):** We continue to split the class into 2 year-olds who go to the nursery, and 3 year-olds who go to children's church. This stop-gap measure seems to be holding for now...
- **Children's Church:** We continue to have nearly 15 in Children's Church and will keep Children's Church at the 11:30 AM service.
- **Wednesday Evening Programs:** Mid week programs will begin soon, please pray that the Lord will send the volunteers for this vitally important children's ministry.
- **Victory Valley Summer Overnight Camp (July 17-23, 2011) & Day Camp (July 25-29, 2011):** Praise the Lord for a great couple of camping weeks. The overnight camp had 3 attend, and the Day Camp 13. Praise the Lord for the various drivers that He raised up to take our children there and back.

### Student Ministry

- See Pastor Mark's report.

### Adult Ministry

- **Adult Electives:** We are currently in the midst of our Summer 2 schedule for Adult Electives. As a reminder, here is our current Summer 2 class breakdown:

- o **Summer 2: July 10 - Aug 28:** EV2 – Evangelism Explosion (Shawn Van Doren/Pat Barry), Luke – Part 4 (Scott Holwick), Hebrews – Part 2 (Mike Capaldi), Survey of The Bible – Part 2 (Rich Mastronardo), Basic Theology – Part 2 (Joe Maddock), Networking (Andy Brimer)
- **Men's Ministry:**
  - o **Bethel Series:** Jason Lee and I attended the Bethel Series training in Madison, WI, on July 26 – August 3. We were excited to be apart of this fabulous Bible Training Course. Much planning has yet to be done in order to make this a reality for this fall for our men and/or couples. Please pray that the Lord will use this teaching in the lives of our men as they go through the Old and New Testaments in two years. Jason Lee and I will be meeting with Gail Tshudy and Peggy Brimer to plan and glean from them their veteran methods that they have gained through teaching this series for women.
  - o **BattleZone™:** We are currently running two groups that meet early on Saturday mornings.
  - o **Men's Bible Studies:**
    - Saturday mornings from 8:00 AM – 10:00 AM, Don Panto is currently leading a series on the book of Galatians.
    - Thursday mornings from 6:15 AM – 7:30 AM, Dave VanWinkle continues in his study on the book of *Romans*.
- **Women's Ministry:** Praise the Lord, Laura Sommons started as Women's Coordinator on July 11. We are very excited to see how she has hit the ground running and is currently deeply immersed in preparing the ministry for the fall.

#### Discipleship Support

- **Kinship:** Kinship Groups will be starting in about a month...much work needs to be done in preparation. I will begin contacting the group "shepherds" soon.
- **Membership Class & Interviews:** Applications continue to come in from those interested in becoming members. I will be holding a membership class again in the fall for those who have expressed a desire to join.

#### Other:

- Continue to meet with individual men weekly or biweekly to counsel and encourage. One of these men is still in the hospital and would appreciate your prayers for him.
- Led Mission Trip to Las Cruces, NM. My wife and I were immensely blessed by the dedication, godliness and giftedness of the 10 teens and 2 adult leaders that accompanied us. The teens were used greatly by the Lord to operate a VBS, minister in a Nursing home, homeless and child care facilities, did a car wash, handed out flyers in Walgreens, and a number of parks, and were a great blessing to the pastor and his wife. This was one of the greatest ministry events of my life!
- Continued to work through my TNARS, BS410 - NT Theology course as time permits.

Respectfully Submitted,

Dick Bickings,

Pastor of Discipleship



**2011 - 2012**

**Facilities Agreement**

**Ebenezer Bible Fellowship Church  
and  
Bethlehem Christian School**

**August 1, 2011 to July 31, 2012**

**Approved by the Liaison Committee – 08/04/2011**

**Approved by the EBFC Elder Board – 08/08/2011**

# Agreement for Use of Premises

## 1.0 Introduction

1.1 This agreement is entered into by Ebenezer Bible Fellowship Church ("the Church") and Bethlehem Christian School ("the School"). This agreement demonstrates the partnership of two ministries working together with complementary purposes and objectives. The Church, having an under-utilized facility during many of the normal School operating hours, enters into this agreement with an intent to encourage the School and to make a limited amount of its facilities available for School use during specific times, understanding that without the use of such facilities at very little financial cost the School would not be able to offer the proposed student fee structure.

1.2 The School is defined as officers, administration, staff, employees, teachers, aids, volunteers, students, representative agents, guests, and invitees. In this agreement, the word "School" shall be used to represent any or all such aforementioned groups.

## 2.0 Identification of the Premises

2.1 Subject to the provisions of this Agreement, the Church allows the School, and the School agrees to occupy and use, designated areas of the premises located at 3100 Hecktown Road, Bethlehem, PA. These are described in Attachment A.

## 3.0 Limit on Use

3.1 The premises are to be used by the School only for the purpose of operating a private Christian school as described by the School's Charter dated April 29, 1978. Use of the premises for other than this purpose is prohibited without written consent and will be considered a breach of this Agreement.

3.2 The School shall not assign or sublet, or in any manner transfer this Agreement or any estate or interest herein, without the express prior written consent of the Church.

## 4.0 Liability and Insurance

4.1 The School agrees to be responsible for and hereby agrees to indemnify and save the Church harmless from and against any and all claims, demands, actions, damages, liability, cost (including legal fees) and expense in connection with loss of life, personal injury, or damage to property arising from or out of the use of the premises by the School.

## 5.0 Exclusive Use, Preferred Use and Complimentary Use

5.1 The Church reserves the right to schedule use of all areas of the premises at its discretion. The School and the Church will coordinate in the use of those designated areas described in Attachment A as follows:

5.2 **EBFC Exclusive Use** – The church will have sole use of those areas that function as Church Offices and support. The school will not make use of those areas.

5.3 **BCS Exclusive Use** - The School will have sole use of those areas that function as School Offices. With the exception of emergencies, cleaning, maintenance and repairs, the Church will not make use of those areas.

5.4 **Priority Use** – During normal operating hours throughout the School year, the School will have priority use of classrooms as designated in the BCS "Normal" and "Special" Use Report. The School may request use of these areas after normal operating hours, subject to approval of the Liaison Committee.

5.5 **Preferred Use** - During normal operating hours throughout the School year, the School will have primary use of classrooms and other areas as designated in the BCS "Normal" and "Special" Use Report. The School may request use of these areas after normal operating hours, subject to approval of the Liaison Committee. In the event of an emergency (such as a funeral), the Church reserves the right to use these areas with sufficient notice (forty-eight hours) to the School.

5.6 **Complimentary Use** - During normal operating hours throughout the School year, the School may schedule use through the Church office after approval by the Liaison Committee. The Church will have priority for use of these areas.

## **6.0 Term and Renewal of the Agreement**

6.1 The "Term" of this Agreement shall commence as of July 1, 2011 and shall remain in effect until June 30, 2012, and shall renew thereafter for additional one (1) year periods until such time as either party shall give notice of termination to the other at least six (6) months prior to the end of the then current Term. In the event that the Church gives notice of termination to the School, the School may extend this Agreement for one additional one-year Term or for an additional time as negotiated by both parties.

## **7.0 Reimbursement of Expenses Associated with Use of Premises**

7.1 The Church will provide and pay for all utilities and services associated with the premises except as noted in Attachment B. The School will reimburse the Church a portion of these expenses according to the same attachment.

## **8.0 The School's Maintenance Responsibilities**

8.1 The School will: (1) keep the premises clean, sanitary and in good condition and, upon termination of the agreement, return the premises to the Church in a condition identical to that which existed when the School took occupancy, except for ordinary wear and tear; (2) immediately notify the Church of any defects or dangerous conditions in and about the premises of which the School becomes aware; and (3) reimburse the Church for the cost of any repairs to the premises damaged by the School through use, misuse or neglect. Additional maintenance responsibilities assumed by the School are described in Attachment B.

8.2 The Church or the Church's agents may enter the premises in the event of an emergency or to make repairs or improvements.

## **9.0 Repairs and Alterations by the School**

9.1 Except as authorized by the prior written consent of the Church, the School will not make any repairs or alterations to the premises. The School will not, without the Church's prior written consent, alter, re-key or install any locks to the premises or install or alter any burglar alarm system.

## **10.0 Compliance and Insurance**

10.1 The School covenants and agrees, at its sole cost and expense, throughout the duration of this Agreement, to obtain, keep and maintain in full force and effect for the mutual benefit of the Church and the School, insurance in amounts and coverage reasonably acceptable to the Church, and issued by insurers acceptable to the Church. A duplicate original of the Church's certificate or binder of such insurance shall be furnished to the Liaison Committee at the commencement of the Term of this Agreement and yearly thereafter. Each renewal certificate of such policy shall be furnished to the Church at least fifteen (15) days prior to the expiration of the policy it renews. Each such policy of insurance shall contain an agreement by the insurer that such policy shall not be cancelled or changed without thirty (30) days prior written notice to the Church. The School liability should match the minimum required for the Church.

## **11.0 Violating Laws and Causing Disturbances**

11.1 The School will not use the premises or adjacent areas in such a way as to: (1) violate any law or ordinance, including laws prohibiting the use, possession or sale of illegal drugs; (2) commit waste (severe property damage); or (3) create a nuisance by annoying, disturbing, inconveniencing or interfering with the quiet enjoyment and peace and quiet of the Church or nearby residents. Repeated violations could result in the immediate termination of this Agreement.

## **12.0 Shared Equipment and Set-up of Facilities**

12.1 Where feasible, the Church and the School will share tables, chairs and other furnishings in the designated areas. All furnishings and equipment purchased by the School should be labeled and inventoried by the School. Shared use of other equipment such as electronics must be coordinated and agreed to in advance through the Liaison Committee.

## **13.0 Entire Agreement**

13.1 This document constitutes the entire Agreement between the parties, and no promises or representations, other than those contained here and those implied, have been made by the Church or the School. Any modifications to this Agreement must be in writing signed by the Church and the School.

## **14.0 Default**

14.1 The failure of the School to comply with any provision of this Agreement, which failure is not corrected within twenty (20) days of written notice by the Church, is grounds for termination of the Agreement.

## **15.0 General**

15.1 Failure of the Church to seek redress for violation of or to insist upon the timely performance of any of the provisions, covenants or conditions of this Agreement (regardless of the length of the breach), shall not be deemed to be a waiver by the Church of any of its rights hereunder. No waiver by the Church at any time, expressed or implied, of any breach of any provisions of this Agreement shall be deemed a waiver of the breach of any other provision of this Agreement or a consent to any subsequent similar breach or breach of any other provision.

15.2 If any provision of this Agreement shall be invalid or unenforceable, the remainder of the provisions of this Agreement shall not be affected thereby and each and every provision of this Agreement shall be enforced to the fullest extent.

15.3 This Agreement and the rights and obligations of the parties hereto shall be interpreted and construed in accordance with the laws of the Commonwealth of Pennsylvania.

15.4 The covenants, conditions, and agreements contained in this Agreement shall bind and become effectual to the benefit of the Church and the School and their respective successors and assigns.

15.5 The Purpose of Ebenezer Bible Fellowship Church is to: "Introduce people to Jesus Christ and help them become devoted followers of Him." The Vision is to "Glorify God through heartfelt worship, Reach out to others with the love of Christ, Obey God's command to make disciples, Win others to Christ".

15.6 The Mission Statement of Bethlehem Christian School is:  
*"We are a non-denominational, Bible believing Christian school. This school exists to assist parents in their responsibility of training their children by providing a complete educational program that is biblically sound, Christ-centered and of excellent standards. BCS is committed to equip students for Christian living by instilling biblical principles of self-discipline, individual responsibility, personal integrity and good citizenship. We are located on four campuses throughout the Lehigh Valley, and are hosted by each of the four churches."*

15.7 Ebenezer Bible Fellowship Church and Bethlehem Christian School are two ministries with complementary purposes and objectives and thereby we see our partnership advancing the Kingdom of God and glorifying His name.

The undersigned, intending to live and work by the concepts described here-in, have executed this Agreement as of the date first written above.

**EBFC**

W. Wayne Batten  
Name of Authorized Agent

W. Wayne Batten  
President  
Title

8/8/11  
Date

**BCS**

\_\_\_\_\_  
Name of Authorized Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Agreement for Use of Premises  
Ebenezer Bible Fellowship Church and  
The Bethlehem Christian School**

**Attachment A - Designated Areas of Use  
July 1, 2011 to June 30, 2012**

Reasonable accommodations will be made for teachers and other staff who wish to use facilities to work outside normal hours. Teachers who desire to work after hours or on special occasions need to check with the School Office who then confirms with the Church.

**(See attached "BCS 'Special' Use Report")**

According to the definitions of EBFC Exclusive, BCS Exclusive, Priority Use, Preferred and Common Use contained in the Agreement, the following areas have been approved for use by the School or church as indicated.

**EBFC EXCLUSIVE USE**

Itemize Staff Offices, Pastors' Offices, Electrical Service Room, Copy Room, Storage Rooms, Janitor's Closet, Church Parlor, Church Conference Room, Nursery, Rooms 6, 12, 13.

**BCS EXCLUSIVE USE**

Itemize School Offices, Storage Closet, & Outside Playground Shed. BCS Conference Room

**(See attached "BCS Room 'Normal' Use Report")**

**PRIORITY USE**

Itemize Classrooms, Playground, BCS Teacher's Work Room.

**(See attached "BCS Room 'Normal' Use Report ")**

**PREFERRED USE**

Itemize Room 2, BCS Library, Serving Room, Kitchen, Gym,

**(See attached "BCS Room 'Normal' Use Report")**

**COMPLIMENTARY USE**

Itemize Room 20, Sanctuary

**(See attached "BCS Room 'Normal' Use Report ")**

**OTHER SCHEDULED AREAS**

Itemize School meetings, programs, other activities approved after normal hours

**(See attached "BCS 'Special' Use Report")**

**EBFC**

W. Wayne Batten  
Name of Authorized Agent  
W. Wayne Batten  
President  
Title

8/8/11  
Date

**BCS**

JUD  
Name of Authorized Agent  
Superintendent  
Title

8/16/2011  
Date

**Agreement for Use of Premises  
Ebenezer Bible Fellowship Church and  
The Bethlehem Christian School**

**Attachment B – Reimbursements Agreement  
August 1, 2011 to July 31, 2012**

Ebenezer Bible Fellowship Church and Bethlehem Christian School are completely autonomous and self-governing institutions that have complementary purposes and objectives resulting in a partnership in advancing the Kingdom of God and glorifying His name.

**Monthly Reimbursement Payable to the Church**

\$ 4,048      Facility Use Reimbursements (12 Months at \$337.33/month)

**Additional Reimbursement Payable by the School**

The BCS annual budget allocated to facility use will be a total balance of \$4,728.00. Monthly facility use reimbursement and payables by BCS will be deducted from this total balance. Other payables by BCS shall be suggested by the School and approved by the Liaison Committee. (Example BCS payable: damaged items). The remaining amount spent in payables that does not exceed \$1500.00 will be forwarded to EBFC at the end of the school year.

\$ 3,183.00	Contribution toward EBFC Facilities Manager's Salary
\$ 1,545.00	Payables by BCS (as noted above)
<u>\$ 4,728.00</u>	<u>Total</u>

**Capital Additions Payable by the School**

The School is willing, as they are able, to participate in capital improvements of the Church that would be in addition to aforementioned reimbursements.

**EBFC**

W. Wayne Batten  
Name of Authorized Agent  
W. Wayne Batten  
President  
Title

8/8/11  
Date

**BCS**

Jub  
Name of Authorized Agent  
Superintendent  
Title

8/16/2011  
Date

# BCS "Normal" USE REPORT

Room Type	Room #	Room Name	Room Hours
BCS Exclusive	Secretary Office	Main Office	7:45-4:00
BCS Exclusive	Principals Office	Main Office	7:45-4:00
BCS Exclusive	Hall Storage	Storage	7:45-4:00
BCS Exclusive	Outside Shed	Playground Storage	N/A
Complimentary	Room 2	EBFC Meeting Room	
EBFC Exclusive	Church Parlor	N/A	
Priority	Room 3	BCS Library	7:45-4:00 (See Note 1, 3)
BCS Priority	Room 4	Piano Lessons	7:45 – 3:00 (See Note 1, 3)
Complimentary	Room 5	EBFC Meeting Room	
Complimentary	Room 6	Church Library	
Priority	Room 8 Toddler Room	Kindergarten/Full Day	7:45-4:00
Priority	Playground	Recess/Play Area	7:45-4:00 (See note 1)
Priority	Room 7	Teacher Work Room	7:45-4:00 (See note 1)
Priority	Room 10	Business	7:45-4:00 (See note 1)
Priority	Room 11	IU 20	7:45-4:00 (See note 3)
EBFC Exclusive	Room 12	N/A	N/A
EBFC Exclusive	Room 13	N/A	N/A
Priority	Room 14	Grade 2	7:45-4:00
Priority	Room 15	Grade 1	7:45-4:00
Priority	Room 16	Math/learning Support	7:45-4:00
Priority	Room 17	Grade 1	7:45-4:00
Priority	Room 18	Grade 4	7:45-4:00 (See note 1)
Priority	Room 19	Grade 3	7:45-4:00
Priority	Room 20	Art, Tutoring, Music, Extended Care	7:00-5:30 (See note 1)
BCS Exclusive	BCS Conference Room	Superintendent Office	N/A
EBFC Exclusive	Church Conference Room	N/A	
EBFC Exclusive	Nursery	N/A	
Complimentary	Sanctuary	Chapel / Assemblies	8:00 – 2:45 (As Needed)
Preferred	Kitchen, Room 9	Lunch	10:00 – 2:00 (See note 1 & 2)
Preferred	Fellowship Hall	Recess, Gym, Arrival, Dismissal	7:45 – 4:00 (See Note 1, 2, 3)

**Note 1** – This space will be used by BCS during the summer

**Note 2** - This space will be used by Prime Timers 2<sup>nd</sup> Thursdays 11:30 am – 2 pm.  
(Kitchen to be shared.)

**Note 3** - This space will be used by MOPS on 1<sup>st</sup> & 3<sup>rd</sup> Thursdays, 8:15 – 11:20 am

# BCS "Special" Use Report

School Year is defined as: August 1, 2011 - July 31, 2012  
Normal Operating Hours are defined as: 7:45 am – 4:00 pm

DATE	DAY	EVENT	NOTE
Aug. 29	Mon	Faculty orientation at individual campuses, 8:30 am- 10:30 am PARENT AND STUDENT ORIENTATION for Kindergarten 11:00 am-12:00 noon. PARENT AND STUDENT ORIENTATION for Grades 1-4 12:30 pm-1:30 pm and 1:45 pm- 2:45 pm Grades 5-8 6:30-7:30 pm	
Aug 30	Tue	Faculty workday 9:00 am – 3:00 pm Preschool orientation 9:30 – 11:30 am	
Aug 31	Wed	<u>Start of School</u> – Ebenezer 8:25 am <u>Dismissal of School</u> – Ebenezer: 12:00 noon (Grade K-4)	FIRST DAY OF SCHOOL
Sept 2	Fri		NO SCHOOL
Sept. 5	Mon	Labor Day observed	NO SCHOOL
Oct. 10	Mon	Columbus Day observed.	NO SCHOOL
Oct 18	Tue	Parent Teacher Conference 4:00 pm - 8 pm	
Oct 19	Wed	Parent Teacher Conference 9 am – 12 pm	NO SCHOOL
Oct 20	Thurs		NO SCHOOL
Oct 21	Fri		NO SCHOOL
Nov. 11	Fri		NO SCHOOL
Nov 23-28	Thur, Mon	Thanksgiving vacation.	NO SCHOOL
Nov 29	Tue	School resumes at regular time.	
Dec. 6	Tue	Early dismissal for Grades K-4 at 12:00 noon from Ebenezer. Christmas concert Pre – 4 at Ebenezer 6:30 pm.	
Dec. 22	Thurs	Combined Christmas Chapel Service. Early dismissal at 11:00 am from Ebenezer.	
Dec. 23	Fri	Christmas vacation begins.	NO SCHOOL
Jan. 3	Tues	School resumes at regular time.	
Jan. 16	Mon	Martin Luther King, Jr. Day.	NO SCHOOL
Feb. 17 - 21	Fri - Tue	Presidents' Day vacation.	NO SCHOOL
Feb. 22	Wed	School resumes at regular time.	
Mar 16	Fri	Open house & Social Studies Fair 6:30 – 7:30 pm	Mar 16
Apr 3	Tue	Parent Teacher conference Ebenezer 4:00 – 7:30 pm	
Apr. 5 - 11	Thur- Wed	Easter Vacation	No School
May 25	Fri	Faculty in service	NO SCHOOL

<b>Date</b>	<b>Day</b>	<b>Event</b>	<b>Notes</b>
May 28	Mon	Memorial Day	NO SCHOOL
Jun 6	Wed	Last day of school 11 am Dismissal	LAST DAY OF SCHOOL!
Jun 13 <sup>th</sup> – Aug 20 <sup>th</sup>	Daily	Summer program Rooms 18, 20 Gym Serving room 7:30 am – 5 pm.	

# BCS ROOM INVENTORY

<b>Room #3</b>	Circulation desk (1); adult maroon colored chairs (13- church owned); student tables 30 x 72 (2); desk top computer (1); file cabinet (2 drawer, 1 wood); printer (1); telephone (1); rug (1); 3 shelf mobile book cart (1); pencil sharpener – exacto (1);
<b>Room #4</b>	
<b>Room #5</b>	Teacher Desk: 1; Desk Chair: 1 ; Student Chairs: 16 + 1 Color: dark blue ; Seminar Tables: 11 (church/school, 50/50) Desktop Computer: 1 ; Computer Stand: 1 ; Overhead: 1 ; Overhead Cart: 1 ; File Cabinet (5 drawer): 1 ; File Cabinet (2 drawer): 2 ; Individual student desks: 1 + 1 odd chair; Easel: 1'; Globe: 1 ; Printer: 1; CD Player: 1 Telephone: 1; Wooden Shelves (24 cubbies): 1; Wooden Bookcase (3 shelves): 2 ; Metal bookcase (2 shelves): 2; Tall wooden bookcase: 1; Chair ("Royal Reader Throne"): 1 (Owned by Bonnie Fields); Pencil sharpener: 1 (x-acto)
<b>Room # 8</b>	(3) book cubby units; (1) book shelf unit; 1 cart; (1) toy cabinet; (1) 24x48 table; (4) 30x72 tables; (40) 12 " green virco chairs; (1) teachers desk; (1) teachers chair; (1) white board. Computer, chair owned by Jan Heim (1) Magnetic Easel
<b>BCS Office</b>	All furnishings
<b>Room #7 Teachers Room</b>	Adult wooden chairs: 7 (church owned); Laminator: 1; Papercutter (16"): 1; Water Cooler: 1; Copier: 1; Printer: 1; Microwave: 1; Coffee Maker: 1; Copy paper storage unit (30 drawers): 1; Wall clock: 1; Telephone: 1; Refrigerator: 1; 55 gallon garbage can: 1; Pencil sharpener: 1 (Hunt Boston); Electric stapler: 1 (Oritron); Table: 1 (30"x72")
<b>Hall Storage Rm (Computer Storage)</b>	All Furnishings
<b>BCS Superintendent's Office</b>	All furnishings
<b>Room #10,11</b>	3 Teacher Desk: 1; Desk Chair: 1 ; Student Chairs: 23 Color: brown ; Student Tables (30x72): 4 ; Desktop Computer: 1 ; Computer Stand: 1 (table 24"x47"); Overhead cart: 1 File Cabinet (4 drawer): Telephone: 1; Pencil sharpener: 1 (Boston+Bostitch Quiet sharp)
<b>Room #14</b>	Teacher Desk: 1; Desk Chair: 1 ; Student Chairs: 23 Color: burgundy ; 6 ; Seminar Tables: 12 (church/school, 50/50); Desktop Computer: 1 ; Computer Stand: 1 ; Overhead: 1 ; Overhead Cart: 1 ; Podium: 1 File Cabinet (4 drawer): 1 ; File Cabinet (2 drawer): 1 ; Globe: 1 ; CD Player: 1 (owned by Ruth Meier); Telephone: 1
<b>Kitchen</b>	(1) 21.7 cubic freezer/refrigerator; (1) microwave

<b>Room #15</b>	Teacher Desk: 1; Desk Chair: 1 ; Student Chairs: 20 Color: yellow; Student Tables (30x72): 6 ; Seminar Tables: 1 (church/school, 50/50); 1 (+ 1 wooden chair, church owned); File Cabinet (4 drawer): 1 ; Individual student desks: 1; Easel: 1; Globe: 1 ; Printer: 1; Telephone: 1; Pencil sharpener: 1 (x-acto); CD player: 1
<b>Room #16</b>	Teacher Desk: 1; Desk Chair: 1; Student Chairs: 18 Color: blue ; Seminar Tables: 11 (church/school, 50/50); 1; Overhead: 1 ; Overhead Cart: 1 ; File Cabinet (4 drawer): 1 ; Globe: 1 Telephone: 1; Pencil sharpener: 1 (x-acto)
<b>Room #17</b>	Teacher Desk: 1; Desk Chair: 1 ; Student Chairs: 27 Color: 26 brown + 1 purple ; Seminar Tables: 9 (church/school, 50/50); Desktop Computer: 1 ; Computer Stand: 1 ; Podium: 1 ; File Cabinet (4 drawer): Telephone: 1; Pencil sharpener: 1 (Boston+Bostich Quiet sharp)
<b>Room #18</b>	Teacher Desk: 1; Desk Chair: 1 ; Student Chairs: 19 Color: blue ; Seminar Tables: 10 (church/school, 50/50) Desktop Computer: 1 ; Computer Stand: 1 ; Overhead: 1 ; Overhead Cart: 1 ; File Cabinet (4 drawer): 1 ; Individual student desks: 1; Globe: 1 ; CD Player: 1 (Sharp); Telephone: 1; Pencil sharpener: 1 (Royal)
<b>Room #19</b>	Teacher Desk: 1; Desk Chair: 1 ; Student Chairs: 21 Color: brown ; Seminar Tables: 12 (church/school, 50/50); 1 ; Computer Stand: 1 ; Overhead: 1 ; Overhead Cart: 1 ; File Cabinet (4 drawer): 1 ; Individual student desks: 2 (plus 2 wooden chairs); Globe: 1 ; CD Player: 1 (Owned by Kathy Kusiak); Telephone: 1 Chair (adult brown plastic): 1 (church owned); Hand push vacuum (Bissel type): 1; Pencil sharpener: 1 (Boston/Bostich Quiet sharp), chair (owned by Kathy Kusiak)
<b>Room #20</b>	Student Tables (30x72) 6 brown; Chairs – Adult plastic: 23 (pink and navy, church owned); Portable Heater 1 Drying rack 2; Art cart 1; Paper cutter (18") 1 ; Pencil sharpener: 2 (Large Boston)

# BCS Storage Cabinets

<b>Room # 8 Toddler</b>	(1) metal storage cabinet (1) Wooden Toy Cabinet
<b>Room #3 Cabinets</b>	(1) storage cabinet
<b>Room #5 Cabinets</b>	Built In Wall – 22 units; 1 for BCS
<b>Room #4 Cabinets</b> (Moved from Room #6)	Built in Wall –
<b>Room #10&amp;11</b>	Built in Wall – 3 units; 1.5 for BCS; 1 Closet for BCS 5 built in cabinets, BCS 4 built in cabinets Ebenezer
<b>Room #14</b>	3 drawers; 6 cabinets 5 built in cabinets
<b>Room #15</b>	10 double unit built in cabinets (4 for Ebenezer) 3 single built in cabinets, cubbies
<b>Room #16</b>	10 double unit built in cabinets (4 for Ebenezer) 3 single built in cabinets, cubbies
<b>Room #17</b>	9 double unit built in cabinets (4 for Ebenezer) 3 single built in cabinets, cubbies
<b>Room #18</b>	9 double unit built in cabinets (4 for Ebenezer) 3 single built in cabinets, cubbies
<b>Room #19</b>	7 double unit built in cabinets (2 for Ebenezer) 2 single built in cabinets, cubbies
<b>Room #20</b>	14 double unit built in cabinets (2 for Ebenezer) 3 single built in cabinets,
<b>Outside</b>	Shed; playground equipment
<b>Kitchen</b>	3 upper cabinets 3 lower cabinets 2 drawers