



## **Board of Elders Meeting December 12, 2016**

**Roll Call:** The following Elders were present: Tim Gibson, Dick Bickings, Jeremy Harkins, Andy Brimer, Byron Roth, Wayne Batten, Scott Holwick, Dennis Flanagan, Kevin Hardy, Shawn Sommons, Swannie Griffin, Chris Jones, Pat Barry, Phil Norris (Nonvoting elder)

**Prayer:** Scott Holwick opened in prayer.

For thirty minutes the Elders broke up in groups of two in order to pray for the Church & pray over specific needs of our shepherd lists.

**Approval of previous meeting minutes:**

November 14, 2016 meeting minutes were unanimously approved.

December 5, 2016 meeting minutes were unanimously approved.

**Financial Report:**

- Monthly Report – Andy Brimer gave an overview of the current financial status through November (Attachment #1). The report was unanimously approved.
- Congregational Budget Meeting – A brief discussion arose about the budget business meeting that occurred the night before on December 11. Dick Bickings highlighted the point that God has faithfully provided for the ministries of Ebenezer BFC. It is clear that the income is roughly \$28K below the forecasted budget. However, expenditures are much lower than the income leaving EBFC with a surplus of \$11,013.31 through the month of November. Pastor Bickings indicated that this not only revealed “good stewardship” but that the Lord had provided just the right amount of money we needed for ministry. One shortfall of the business meeting was that we did not avail ourselves the opportunity to shepherd the congregation reminding them of the faithfulness of God. The emphasis of the meeting was on the budget shortfall, rather than praising God for His provision. Pastor Tim agreed that this opportunity for encouraging our people should be done at the January 2017 meeting.
- Staff Compensation – While some in the congregation were concerned that the Pastors had not gotten a raise in 3 years, Pastor Dick affirmed that the pastors have gotten a raise every year as the insurance policies have increased. All Pastors agreed that not having to pay a portion of their insurance is a real blessing from God.
- Elizabeth Heyer Trust –
  - Andy Brimer gave an update concerning the Elizabeth Heyer Charitable Trust. There are 3 beneficiaries of her trust, Ebenezer BFC being one of them. The trustees of the Charitable Trust sent Ebenezer a letter (Attachment #2) informing us that the trust money distributed must be used for “outward facing, external charitable community matters, i.e., a food bank. It was generally not the intention of Mrs. Heyer or the Trustees that the charitable payments be utilized for inward salary, utility or physical plant payments for the beneficiaries.”
  - It was for this reason that several meetings ago, the Elders anticipated that this may be the case, and an ad hoc committee was organized in order to investigate the possibility of outreach ministry, by which these distributed funds could be used. Since Mark Culton was the chairman of the committee and has left, Andy Brimer agreed to lead the ad hoc committee and to continue in communication with the Heyer Charitable Trustees. Other members of the ad hoc committee include Swannie Griffin, Jeremy Harkins, & Pat Barry. A recommendation was also made to bring a Deacon onto the committee to help assess outreach possibilities.

- The Trustees of the Heyer Trust have also asked to meet with the Elder board in order to discuss how these allocations may be used in the future.

## Discussion Items:

### 1) Approval of Pastor's Housing Allowance for 2017:

The following housing allowances were unanimously approved by the Elders:

- Tim Gibson = \$32,000.00
- Dick Bickings = \$22,400.32
- Jeremy Harkins = \$16,000.00

### 2) Appointment of Secretary: Since Pastor Mark Culton was the former Elder board secretary, a new one was elected. All of the Pastors agreed to do this task. However, Pastor Dick Bickings was unanimously approved.

### 3) Student Pastor Job Description: Pastor Dick Bickings was given the task of writing a job description for the new Pastor of Student Ministries. A few changes were made & unanimously approved. (Attachment #3)

### 4) Search Committee Possibilities: Pastor Dick Bickings was also given the task of putting together a Youth Pastor search committee of approximately 6-8 members. The Elders felt like there ought to be Elders as well as youth leaders & parents of youth on the committee. The following names were proposed and unanimously approved.

Dick Bickings (verified)  
Swannie Griffin (verified)  
Pat Barry (verified)  
Heather Hunsberger (verified)  
Suzi Hardy (verified)

Heidi & Andy Meeks (Not verified)  
Mike or Christy Hard (Not verified)  
Lori Berhardt (Not verified)  
*Possible alternates: Yeagers, Hutchinsons*

Note: Pastor Tim agreed to help evaluate & screen resumes when they arrive.

### 5) Membership & Teachers:

- The following new member candidates were unanimously approved.  

Rocio Edmunds	Colleen Dodson
Tammy Szulborski	Kerry Hickok
Gebo & Nakia Flowers	Vicki Zmarzley
Lisa & Imani Andrews	Claudie McPhearson
Neal & Karris Pennington	Alyssa Kritzberger
Steve & Janet Wickers	Justen & Olivia Blackstone
Chris & Nikki Morton (Contingent on Baptism)	
- Member Commitment – Pastor Tim stressed to the Elders that future membership interviews would be firmer with candidates about their commitment especially as it relates to attendance, giving and serving. The goal is to have the candidates understand that their commitment is a commitment not only to Christ but also to the covenant body of Ebenezer. By doing this early on in the process, it may help the membership become more serious about their commitments.
- Teacher Training Needed – When talking about getting new members to use their gifts, Kevin Hardy expressed that a couple of men are ready to begin teaching but need to go through the hermeneutics class & teacher preparation class required. We discussed the idea of the Pastors leading this class as a way to help Rich Mastronardo.
- Teacher Form – Pastor Tim also introduced the idea of teachers signing a form stating that they agree fully with the BFC Articles of Faith and that they will in no way teach anything contrary to the Word of God or disagree with our doctrine. A form is going to be constructed for future use.

#### **6) Church Discipline Issue:**

- The Elders have been working through a particular disciplinary situation with a couple in the church. The question arose as to whether or not we are going to move forward with discipline.
- Dick Bickings & Pat Barry agreed to have a deeper conversation with one of the potential members undergoing discipline for the purpose of one last plea toward repentance.
- Pastor Tim Gibson agreed to devise a letter to be sent to the two members informing them of discipline that would be enacted on January 29. The letters would be approved by the Elders at the January 9<sup>th</sup> meeting.
- The Elders discussed what would be required to lift the discipline from the couple. It was all agreed that the discipline would not be lifted until real repentance was made (NOT just church attendance at another location) and an attempt was made to restore the marriage.

#### **7) Tanzania Project & Commitment:**

Swannie Griffin (the chairman of the Missions Committee) discussed an "Adopt-A-People Covenant" presented by John LoRusso (Head of the Tanzania Mission) concerning the Tanzania Project in Tanzania, Africa. LoRusso is asking every BFC church to consider adopting a people group from Tanzania. By adopting this people group we would be committing to prayer, mobilizing people within our own congregation to become partners with, and making short-term support trips to Africa. The covenant states, that "We promise to reach out and give of ourselves through our time, our resources and our people in a manner that appropriately and effectively reaches into their culture with the gospel of Jesus Christ in order to make an eternal difference." While we agreed with the covenant, the Elders felt like the philosophy of our own missions program may be compromised if we took on such a great commitment. No action was taken concerning the covenant. The Elders voted to postpone action in order to hear more from John LoRusso and to consider how this commitment might affect the other 30+ missionaries that we support. Both Swannie Griffin and Wayne Batten were asked to investigate this request more deeply.

#### **8) Facility Usage Policy:**

- Wayne Batten had asked a local Lawyer to read through our facility usage policies giving us legal direction. Wayne presented the 1) General Facility usage policy, 2) Outside Ministry's event request form, 3) Private event request form, & 4) Wedding request form with additions from the lawyer.
- The following was added to the policy & forms:
  1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are in harmony with the church's faith and practice.
  2. The group or person seeking facility use must submit a signed "Facility Usage Request" form.
  3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by the church staff.
- Furthermore the lawyer added other disclaimers and an Indemnity & Hold Harmless agreement clause. (Attachment #4)
- The Elders unanimously approved all changes to the policies.

**Concluding Remarks:**

- Shepherds List – Pastor Tim exhorted all the Elders to increase the shepherding responsibilities toward their shepherd list. Since Pastor Mark Culton has left, his shepherding list was given over to Phil Norris. Even though Andy Brimer is stepping off the Elder board, he agreed to continue shepherding his list until further notice.
- Care List – The formal care list was also brought to the attention of the Elders. The Pastors will be contacting those on the “Care List” so that the list can properly be presented to the congregation on January 29.
- Treasurer – The Elders were exhorted to pray and seek out someone who could be the next church treasurer.
- All the Elder board members officially thanked Andy Brimer for his long time service on the board. Being that this was his last official meeting, several of the Elders affirmed Andy’s faithfulness, humility, service, and so much more. We all agreed that Andy Brimer has served well at Ebenezer!

**Pastoral Reports Were Distributed:**

- Pastor Tim’s Ministry Report (Attachment #5)
- Pastor Dick’s Ministry Report (Attachment #6)
- Pastor Jeremy’s Ministry Report (Attachment #7)

**Closing Prayer:** Swannie Griffin closed us in prayer.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tim Gibson", written in a cursive style.

Pastor Tim Gibson,  
Chairman



December 12, 2016

To: Board of Elders  
From: Andy Brimer, Treasurer  
Subject: Financial Report for December 2016

Attached are the following reports for November 2016:

- Monthly Financial Statement
- YTD Financial Statement
- Graphical representation of Income and Expenses vs Budget, Income vs Expense trends, and Asset trends

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

- Total income for November was 84%% of the budgeted forecast while the YTD income was 97% of the budgeted forecast.
- Expenses for November were 105% of the budgeted forecast while the YTD expenses were 96% of the YTD forecast.
- The income for November was below the projected monthly forecast, and the monthly expenses were slightly lower than projected. The overall spending YTD remains under budgeted projections.

Other:

- The Audit Committee continues to review the 2016 records.

# EBENEZER BIBLE FELLOWSHIP CHURCH - NOVEMBER 2016 FINANCIAL STATEMENT

## BALANCE SHEET REPORT / COMPARISON

ASSETS	30-Nov-16	31-Oct-16	\$ Change
<b>Assets - Checking/Savings</b>			
18000 · Checking (BB&T/KNBT)	525,918.26	525,178.75	739.51
18002 · CDs (BB&T/KNBT)	67,714.56	67,672.02	42.54
19000 · Savings (M&T Bank)	90,944.80	90,929.60	15.20
19001 · Checking (M&T Bank)	5,375.67	5,375.67	0.00
<b>Total Checking/Savings</b>	<b>689,953.29</b>	<b>689,156.04</b>	<b>797.25</b>
<b>TOTAL ASSETS</b>	<b>689,953.29</b>	<b>689,156.04</b>	<b>797.25</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
901 · Building Fund	103,533.44	102,623.44	910.00
902 · Capital Improvement	0.00	0.00	0.00
903 · Transportation Fund	233.00	233.00	0.00
904 · Scholarship Fund	2,507.50	2,377.50	130.00
905 · Faith Promise	19,722.97	14,692.97	5,030.00
907 · Benevolence Fund	10,642.91	9,105.91	1,537.00
908 · Music Fund	274.20	274.20	0.00
911 · Year End Accruals	8,480.16	8,480.16	0.00
912 · Run For The Children	4,137.51	3,422.02	715.49
914 · HRA	2,556.50	2,556.50	0.00
915 · Youth Summer Missions	4,724.88	4,704.88	20.00
100 · Payroll Liabilities	7,086.75	6,361.65	725.10
<b>Total Current Liabilities</b>	<b>163,899.82</b>	<b>154,832.23</b>	<b>9,067.59</b>

<b>Long Term Liabilities</b>			
810 · Mortgage	0.00	0.00	0.00
<b>Total Long Term Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>163,899.82</b>	<b>154,832.23</b>	<b>9,067.59</b>
<b>EQUITY</b>			
900 · Retained Earnings	921,501.55	921,501.55	0.00
<b>Net Income</b>	12,430.72	20,701.06	-8,270.34
1000 · Opening Bal Equity	-407,878.80	-407,878.80	0.00
<b>Total Equity</b>	<b>526,053.47</b>	<b>534,323.81</b>	<b>-8,270.34</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>689,953.29</b>	<b>689,156.04</b>	<b>797.25</b>

*Andrew J. Burner*  
Treasurer

12/12/16  
Date

## GENERAL FUND - BUDGET vs. ACTUAL

	November	Budget	Variance
<b>Income</b>			
1100 · Offerings / Gifts	72,613.21	86,936.87	-14,323.66
1400 · Interest	77.23	62.50	14.73
1700 · Memorials	0.00	0.00	0.00
1900 · BCS / Bldg Use	1,256.00	1,313.25	-57.25
<b>Total Income</b>	<b>73,946.44</b>	<b>88,312.62</b>	<b>-14,366.18</b>
<b>Expense</b>			
2000 · General Finance	5,712.34	11,285.29	-5,572.95
3000 · Discipleship	1,083.36	1,325.84	-242.48
5000 · Evangelism	740.11	366.66	373.45
6000 · Missions	19,143.79	19,187.50	-43.71
7000 · Deacon	4,063.01	5,399.98	-1,336.97
8000 · Worship	246.34	250.00	-3.66
9000 · Office/Admin	1,270.22	1,239.00	31.22
10000 · Congregational Care	212.21	246.66	-34.45
11000 · Compensation	49,745.40	49,011.69	733.71
<b>Total Expense</b>	<b>82,216.78</b>	<b>88,312.62</b>	<b>-6,095.84</b>
<b>Net Ordinary Income</b>	<b>-8,270.34</b>	<b>0.00</b>	<b>-8,270.34</b>
<b>Net Fund Transfer between Accts.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-8,270.34</b>	<b>0.00</b>	<b>-8,270.34</b>

## DESIGNATED FUNDS

	Income	Expenses	Net
901 · Building Fund	910.00	0.00	910.00
903 · Transportation Fund	0.00	0.00	0.00
904 · Scholarship Fund	130.00	0.00	130.00
905 · Faith Promise	7,030.00	2,000.00	5,030.00
907 · Benevolence Fund	1,864.50	327.50	1,537.00
908 · Music Fund	0.00	0.00	0.00
<b>OTHER FUNDS</b>			
902 · Capital Improvement Fund	0.00	0.00	0.00
911 · Year End Accruals	0.00	0.00	0.00
912 · Run For The Children	1,955.22	1,239.73	715.49
914 · HRA	0.00	0.00	0.00
915 · Youth Summer Missions	20.00	0.00	20.00
<b>Total Other Current Liabilities</b>	<b>11,909.72</b>	<b>3,567.23</b>	<b>8,342.49</b>

# EBENEZER BIBLE FELLOWSHIP CHURCH - NOVEMBER YTD 2016 FINANCIAL STATEMENT

## BALANCE SHEET REPORT / COMPARISON

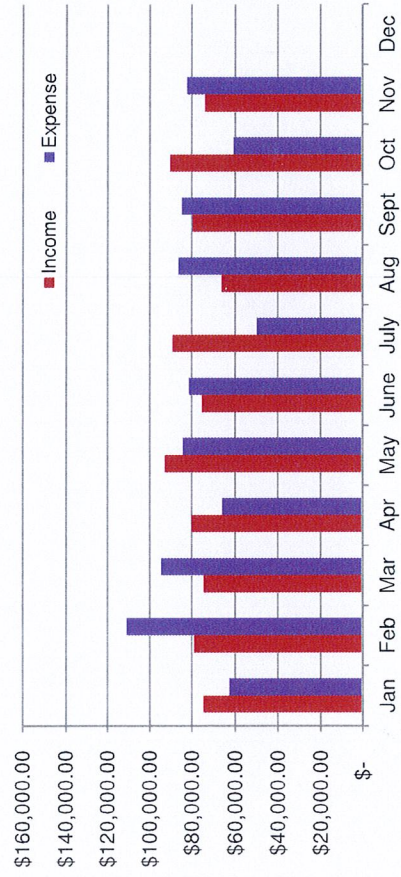
## GENERAL FUND - BUDGET vs. ACTUAL

ASSETS	30-Nov-16	31-Dec-15	\$ Change	Nov YTD	Budget	Variance	%BGT YTD
<b>Assets - Checking/Savings</b>							
18000 · Checking (BB&T/KNBT)	525,918.26	521,645.92	4,272.34	858,423.59	888,075.02	-29,651.43	97%
18002 · CDs (BB&T/KNBT)	67,714.56	67,587.38	127.18	555.25	687.50	-132.25	81%
19000 · Savings (M&T Bank)	90,944.80	90,853.65	91.15	2,005.00	0.00	2,005.00	N/A
19001 · Checking (M&T Bank)	5,375.67	5,375.67	0.00	14,215.00	14,445.75	-230.75	98%
<b>Total Checking/Savings</b>	<b>689,953.29</b>	<b>685,462.62</b>	<b>4,490.67</b>	<b>875,198.84</b>	<b>903,208.27</b>	<b>-28,009.43</b>	<b>97%</b>
<b>TOTAL ASSETS</b>							
	<b>689,953.29</b>	<b>685,462.62</b>	<b>4,490.67</b>				
<b>LIABILITIES</b>							
<b>Current Liabilities</b>							
901 · Building Fund	103,533.44	93,189.44	10,344.00	50,188.43	57,753.54	-7,565.11	87%
902 · Capital Improvement Fund	0.00	0.00	0.00	19,562.27	22,734.24	-3,171.97	86%
903 · Transportation Fund	233.00	188.00	45.00	5,902.83	8,048.26	-2,145.43	73%
904 · Scholarship Fund	2,507.50	817.50	1,690.00	143,610.98	144,725.00	-1,114.02	99%
905 · Faith Promise	19,722.97	38,263.97	-18,541.00	82,277.10	98,199.78	-15,922.68	84%
907 · Benevolence Fund	10,642.91	16,257.26	-5,614.35	7,895.64	8,950.00	-1,054.36	88%
908 · Music Fund	274.20	174.20	100.00	11,890.23	14,356.00	-2,465.77	83%
911 · Year End Accruals	8,480.16	8,480.16	0.00	2,198.25	2,713.26	-515.01	81%
912 · Run For The Children	4,137.51	2,481.19	1,656.32	540,659.80	545,728.19	-5,068.39	99%
914 · HRA	2,556.50	0.00	2,556.50	<b>864,185.53</b>	<b>903,208.27</b>	<b>-39,022.74</b>	<b>96%</b>
915 · Youth Summer Missions	4,724.88	4,533.88	191.00	11,013.31	0.00	11,013.31	
100 · Payroll Liabilities	7,086.75	7,454.27	-367.52	0.00	0.00	0.00	
<b>Total Other Current Liabilities</b>	<b>163,899.82</b>	<b>171,839.87</b>	<b>-7,940.05</b>	<b>11,013.31</b>	<b>0.00</b>	<b>11,013.31</b>	
<b>Long Term Liabilities</b>							
Mortgage	0.00	0.00	0.00				
<b>Total Long Term Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				
<b>Total Liabilities</b>	<b>163,899.82</b>	<b>171,839.87</b>	<b>-7,940.05</b>				
<b>EQUITY</b>							
900 · Retained Earnings	921,501.55	991,473.20	-69,971.65				
<b>Net Income</b>	<b>12,430.72</b>	<b>-69,971.65</b>	<b>82,402.37</b>				
1000 · Opening Bal Equity	-407,878.80	-407,878.80	0.00				
<b>Total Equity</b>	<b>526,053.47</b>	<b>513,622.75</b>	<b>12,430.72</b>				
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>689,953.29</b>	<b>685,462.62</b>	<b>4,490.67</b>				
<b>DESIGNATED FUNDS</b>							
	<b>Income</b>	<b>Expenses</b>	<b>Net</b>				
901 · Building Fund	10,344.00	0.00	10,344.00				
903 · Transportation Fund	45.00	0.00	45.00				
904 · Scholarship Fund	1,887.00	197.00	1,690.00				
905 · Faith Promise	24,509.00	43,050.00	-18,541.00				
907 · Benevolence Fund	20,500.02	26,114.37	-5,614.35				
908 · Music Fund	100.00	0.00	100.00				
<b>OTHER FUNDS</b>							
902 · Capital Improvement Fund	0.00	0.00	0.00				
911 · Year End Accruals	0.00	0.00	0.00				
912 · Run For The Children	3,751.30	2,094.98	1,656.32				
914 · HRA	6,600.00	4,043.50	2,556.50				
915 · Youth Summer Missions	191.00	0.00	191.00				
<b>Total Other Current Liabilities</b>	<b>67,927.32</b>	<b>75,499.85</b>	<b>-7,572.53</b>				

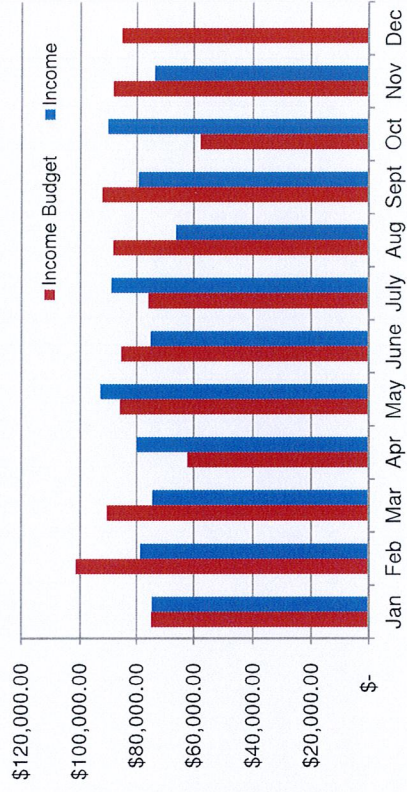
*Andrew Warner*  
Treasurer

12/12/16  
Date

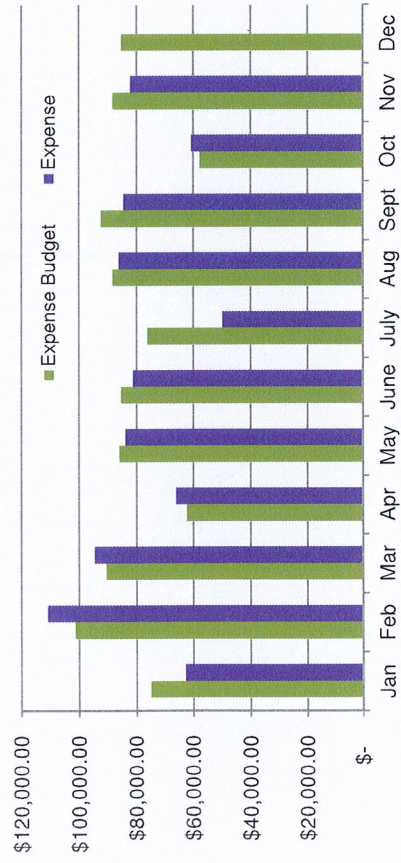
### 2016 Income vs Expenses



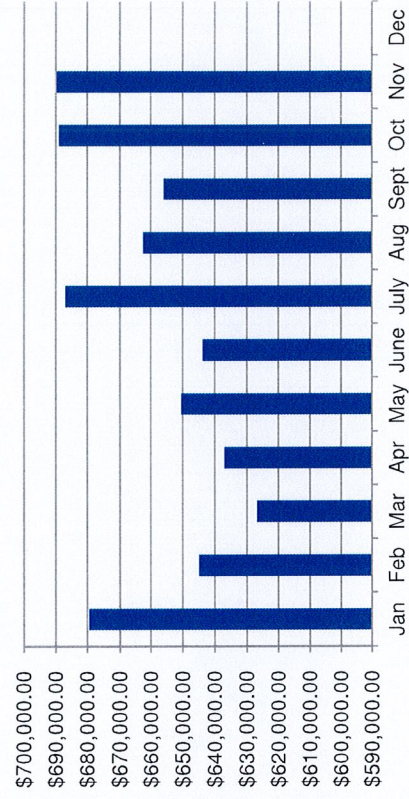
### 2016 Income vs Budget



### 2016 Expenses vs Budget



### 2016 Assets



**Susan Frankewich, Esq.**  
Law Offices  
3202 West Charleston Blvd.  
Las Vegas, NV 89102

Phone 702.822.2088

Fax 702.822.2118

December 8, 2016

Ebenezer Bible Fellowship  
3100 Herktown Road  
Bethlehem, PA 18020  
Attn: Andrew Brimer

Re: Heyer Charitable Trust

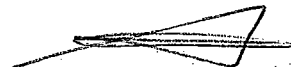
Dear Andrew:

Thank you for our telephone conversation regarding the general intention of Philip Bratton and Jeroma A. DePalma as Trustees of the Heyer Charitable Trust. As indicated, the Trustees have met with the two other beneficiaries, the Blind Center in Las Vegas and the Salvation Army. It was expressed by the Trustees that it was Mrs. Heyer's general intent, and that of the Trustees as her successor, that the charitable payments made by the Trust be focused on outward facing, external charitable community matters; i.e., a food bank. It was generally not the intention of Mrs. Heyer or the Trustees that the charitable payments be utilized for inward salary, utility or physical plant payments for the beneficiaries.

We have forwarded the Schedule A of the assets of the Charitable Trust and the final Estate return has been filed in October 2016. In that regard we have requested the Internal Revenue Service for an expedited audit of eighteen months. Our accountant has cautioned against distributions until the audit period expires.

In the interim, Messrs. Bratton and DePalma are certainly desirous of coming to Pennsylvania to meet with the board of the Ebenezer Church to become acquainted with the Church's mission. It is anticipated a visit will be scheduled after the first of the year. We look forward to meeting with the Ebenezer Church to discuss the Charitable Trust. Thank you.

Very truly yours,



Susan Frankewich, Esq.

SF/ss

cc: Jerome A. DePalma, Esq.

Phillip D. Bratton



## **Youth Pastor Job Description**

In seeking to provide comprehensive ministry to the whole spectrum of youth under the direction of the church, the Youth Pastor will have oversight of the middle-school and high-school student ministries, and will be responsible and accountable through the Pastor of Discipleship Ministries to the Board of Elders and the church.

### **Church Description:**

Ebenezer Bible Fellowship Church (EBFC) is a growing, 100+ year-old church located in Bethlehem in the Lehigh Valley in eastern Pennsylvania. We currently minister to 530+ every Sunday. Worship style consists of a contemporary blend of hymns & worship songs that emphasize deep theology, the doctrines of grace, & a God-ward focus.

### **Our Vision and Philosophy for Youth Ministry**

A youth ministry should exist as an extension of the overall vision and purpose of the local church. The youth should be carrying out the same mission as the adults, with a youthful vibrant passion. Because of this, there must be interconnectedness between the children's ministry, student ministry, college ministry and adult ministry. All age groups play a role in the work that is to be done for the kingdom, and there must be cooperation and participation among each.

The youth are not only the future of the church; they are the church in the here and now, and God is passionate about having a relationship with them and using them for His glory.

The mission of Ebenezer Student Ministries is:

"To partner with parents as we disciple students for God's glory." (Ephesians 4:11-15, Deut. 6)

Our context: partnership with parents

Our focus: discipleship of students

Our goal: worship of God

### **Scope**

We currently have two separate student programs for Middle School and High School students. Both groups meet on Tuesday nights and are together for worship and announcements, but separate for teaching and small group discussion. Effective ministry should be age-related and involve various purposes within each age group, i.e. teaching, outreach, worship, fellowship, discipleship and ministry.

We also have two separate volunteer Youth Staff teams for the purpose of assisting the Youth Pastor in serving the student ministries.

### **How We Function**

The Youth Pastor will co-labor in conjunction with volunteer Youth Staff. All Youth Staff must have background checks, be faithful in ministry and be good mentors for our students. Staff meetings are held on a regular basis for discipleship, vision casting, communication, planning of events and prayer.



In addition, regular (3-4 times per year) meetings are held with the parents for the purposes of communication and feedback as well as prayer.

Our Youth Pastor is given a part time paid support person who will aid in administrative support.

### **Responsibilities**

The Youth Pastor will have the following responsibilities which are expected to average 50 hours per week:

- *Uphold and cast the current vision for our student ministry as set forth by the Elders. Adjustments can be made as necessary with approval of the Elders.*  
He will provide a unified sense of purpose and direction in terms of focus and curriculum for the ministry. He is responsible for planning and overseeing the Student Ministry budget.
- *Coordination of the ministry*  
He will be responsible to recruit and train co-laborers in student ministry. He will seek continuity between the various ministries so that both ministries flow as smoothly as possible. Various responsibilities include: teaching weekly lessons at the student meetings, coordination of teachers for our multi-level Sunday School, and coordinating events and trips, etc. As a pastor, he will also assume various shepherding roles beyond the student ministries such as assisting with Sunday services, funerals, or weddings as needed, preaching as needed, visitation, counseling, and other shepherding responsibilities that may be necessary.
- *Care*  
He will shepherd the Youth Staff, serving as a mentor and friend. He will shepherd the students and their families, when appropriate, with a view towards helping them shepherd their own families in their growing relationship with Christ.
- *Communication*  
The Youth Pastor will be responsible for communications and publications regarding the ministry. He will present monthly reports to the Board of Elders on the progress of the ministry. He will be considered a valued member of the pastoral staff and participate in the bi-weekly staff meetings.
- *Elder Board*  
He will be a voting member of the Elder board.

### **Qualifications**

1. Must have a love for students and a passion for student ministry
2. Must have the spiritual gifts of leadership and teaching with proven experience in both areas
3. Must evidence proven interpersonal skills as a team player
4. Must possess enough spiritual maturity to mentor others
5. Must pass a background check and necessary clearances
6. Must have three years of formal Bible training or equivalent
7. Five years of Youth Pastor experience preferred
8. Must be in agreement with the vision and philosophy of Ebenezer Bible Fellowship Church and the Articles of Faith of the Bible Fellowship Church ([www.mybfc.org](http://www.mybfc.org))



# Facility Usage Policy

Updated 12/09/16

The facilities of Ebenezer Bible Fellowship Church (EBFC) were provided through God's benevolence and by the sacrificial generosity of church members. EBFC desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the usage of facilities is not open to the public, we make our facilities available for use by approved outside ministries as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility usage will not be permitted by persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the Bible Fellowship Church's Articles of Faith & Order and the EBFC Bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. Nor may church facilities be used for personal financial gain for services, activities or products not needed for EBFC's purpose and ministry. The Property Committee is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not, in good conscience, materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Cor. 6:14, 1 Thess. 5:22).

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17)

## Approved Users and Priority of Use

The EBFC facility and property is primarily for EBFC Events and activities led by the church, its ministries, and its leaders to promote EBFC's ministry. However it may also be used for Non-EBFC Events that are hosted by organizations supported by EBFC. It can also be used for private events hosted by church members and non-members who are regular attenders. Usage is granted to non-members only if they attend regularly, since regular attendance is evidence that they are faithfully interested in EBFC's ministry. All users and activities must comply with the guidelines in this policy in order for facility usage requests to be approved. Generally, reservations are granted on a first come basis. However, EBFC holds the right to cancel any private reservation to make room for EBFC Events, with at least 30 days' notice (weddings excluded).

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are in harmony with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Facility Usage Request" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

## Scheduling Events

Requests to use the facility for Non-EBFC Events shall be made through the church office by submitting signed and initialed copies of the "Church Facility Use Policy" and "Request for Church Use" forms. The requested rooms will be reserved and the event placed on the church calendar only after it has been approved by the Office Administrator and/or Facility Manager.

## Facility Use Hours

- Facilities are available between the hours of 8:00 am and 11:00 pm.
- Saturday night events that require the services of a custodian must end by 9:00 pm.
- Private Events: facilities can be reserved for a maximum of 6 hours (includes set-up & clean-up)
- Outside Ministry Events: facilities can be reserved for a maximum of 7 hours (includes set-up & clean-up)
- Exceptions to Facility Use time limits may be approved by the Facility Manager on a case-by-case basis.



## Facility Use Guidelines – for Non-EBFC Events

1. Non-EBFC Events = Private Events, Outside Ministries' Events, and Weddings
2. Anyone seeking facility use must submit initialed and signed copies of the "Facility Usage Policy" and "Facility Usage Request" forms.
3. By signing the above internal documents, the group or person seeking facility use agrees to take responsibility for the facilities and equipment used and agrees to abide by the church's rules of conduct for facility use, as stated in the documents and as described in any additional instructions by church staff.
4. All outside organizations which are faith-based, must submit a written "Statement of Faith" and other outside organizations must submit a written "Purpose Statement" or equivalent.
5. All outside organizations using the facilities must provide proof of liability insurance coverage including EBFC named as additional insured and must not exclude liability for sexual misconduct. Liability insurance coverage must be in the amount of at least \$1,000,000 or higher as determined by the insurance carrier of EBFC when a review is made of the specific use request.
6. Equipment broken or damaged shall be replaced or paid for by the group responsible for the damages.
7. You are responsible for supplying all of your own consumables: paper products, coffee, creamer, beverages, condiments, table covers, etc.
8. Clean-up check lists must be submitted to the Facility Manager at the conclusion of your event. If you are not paying the custodial fee, you are responsible for all clean-up. Please see the clean-up check lists for details.
9. All items you bring to the church are your responsibility to collect and take home with you at the end of your event. EBFC is not liable for lost or misplaced items. Be sure to take all food items with you. Do not leave any leftover food or condiments in the kitchen.

## Facility Use Guidelines – for Weddings

1. Any of our pastoral staff may officiate the wedding. The use of another pastor to perform or assist in the ceremony must be approved by EBFC's Board of Elders.
2. Premarital counseling is required of all those who desire to be married at EBFC. Details should be discussed with the officiating pastor.
3. When using a florist, please coordinate the delivery time with the Church Office or Wedding Coordinator.
4. Due to the difficulty of clean-up, rice, bird seed, and confetti are not permitted to be thrown inside or outside of the church building. Flower petals and bubbles are permitted.
5. Hiring musicians is the responsibility of the couple being married. However, EBFC's Worship Pastor can assist in finding musicians if needed.

## Facility Use Guidelines – for ALL Events

1. All exterior doors should be locked 20 minutes after the event starts.
2. Groups are restricted to only those areas of the facility that they have reserved.
3. The maximum capacity of the Sanctuary = 400 people, and Fellowship Hall = 350 people. These limits may not be exceeded.
4. Church equipment, such as tables and chairs, must be returned to their original placement, unless arranged otherwise prior to the event.
5. You are responsible for setting up and taking down tables & chairs (unless prior arrangements have been made with the custodian).
6. There shall be no sitting on tables.
7. All decorations must be removed at the conclusion of each event. (All decorations that stay up longer than a single event must be approved by the Property Committee.) Poster putty and removable 3M products are the only approved adhesives for hanging decorations. Do not use pins, nails, screws, tape, or glue.
8. Eating and/or drinking within the Sanctuary is forbidden.
9. No alcohol may be served or consumed on the church property.
10. Smoking is prohibited in any indoor church facility and within 50 feet of any entrance to the building.
11. There shall be no dancing except for the first wedding dance of a newly married couple or the mother/son or father/daughter wedding dance.
12. Any music used must not conflict with our Christian values as stated in the BFC Articles of Faith & Order.
13. There shall be no gambling.
14. Fighting is unacceptable at all times and may result in expulsion from church property.
15. Modest dress is required.
16. There shall be no immoral conduct of any kind. Only appropriate Christian conduct and activities will be permitted on the church property.
17. No pets or animals (except for service animals) are permitted in the building except with special permission.
18. **Musical Instruments:** Only those persons approved by the Worship Pastor may play the musical instruments owned by the church.
19. **Sound Equipment:** Only persons approved by the Worship Pastor may operate the sound system. No video recording from the sound room is permitted unless an approved member of the Worship Ministry is present.
20. Use of the Audio/Video equipment in the Youth Room must be approved by the Youth Pastor.
21. There shall be no use of open flames (such as candles) without permission of the Facility Manager and complete familiarity with the location and use of fire extinguishing equipment.
22. Care should be taken to protect the gym floor. No rideable wheeled toys (like skateboards or scooters) may be used in the gym. Heavy equipment should not be slid across the carpet; instead it needs to have large roller-type wheels (preferably 4" casters or larger).
23. No bicycles, skateboards, roller skates, inline skates, wheeled sneakers, scooters, or riding toys of any kind are permitted to be used in the building or on the exterior steps or rails.
24. Events/activities that are for personal financial gain (not needed for EBFC's purpose and ministry) are not permitted. This includes, but is not limited to, home sales like Tupperware Parties.
25. No furniture, furnishings, or equipment are to be removed from the premises without authorization from the Facility Manager.

These policies are to be observed in order that the facility might be properly maintained for everyone's use. Any group or individual not observing these policies may be denied use of the facility. Thanks for your cooperation.

# Facility Usage Request

## Outside Ministry's Event

meeting the EBFC Usage Policy

updated 12/09/16



**Ebenezer  
Bible Fellowship Church**

3100 Hecktown Rd.

Bethlehem, PA 18020

610-868-5501

office@APlaceForYou.org

Organization Name: \_\_\_\_\_

Organization's Purpose & Mission: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Date: \_\_\_\_\_ Time (beginning & end): \_\_\_\_\_

*Limit of 7 hours including set-up & clean-up*

Person responsible:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

☐ Member ☐ Non-Member

Area/Support Personnel Requested	Check Items You Are Requesting	Schedule of Fees	Fee Charged
Fellowship Hall: one-time event		\$100.00	
Fellowship Hall: multiple sessions for sports teams (please attach all dates/times)		\$25.00	
Kitchen & Serving Room		\$100.00	
Nursery Room		\$50.00	
Toddler Room		\$50.00	
Other Classrooms: <i>(List the rooms you're requesting)</i>		\$25.00 per room	
Sanctuary		\$250.00	
Sound Room & Technician		\$50 up to 2 hr \$20/hr additional	
Sanctuary: Platform set-up/tear-down <i>(done by Sound Tech)</i>		\$30.00	
Custodial Fees:			
Sanctuary		\$75.00	
Fellowship Hall & Serving Room		\$100.00	
Fellowship Hall: Table & Chair set-up <i>(submit set-up diagram 48 hr before event)</i>		\$30.00	
<b>TOTAL FEE:</b>			

Payment:

- For Room Fees, make checks payable to Ebenezer Bible Fellowship Church
- For Custodial & Sound Tech Fees, make checks payable to the individual doing the work
- Payment must be made on or before the day of the event

# Facility Use Agreement

This Facility Use Agreement provides only the permission by EBFC for its facilities to be used by the applicant. This agreement is not assignable to any other individual, group or organization. EBFC provides no supervision or control over the user's event and the activities or the manner in which the activities are carried out within the guidelines of the Facility Usage Policy.

EBFC does not warrant or represent that the facilities are safe or suitable for the purposes for which the use is requested under the terms of this agreement and that the applicant, for itself and on behalf of all its members, guests, and participants who will be using the property, acknowledge that EBFC is providing the property, facilities and appliances on an "as is" basis.

I understand that after the approval of use and the signing of this agreement that if the leadership of EBFC becomes aware of a conflict between the beliefs and moral teachings of EBFC and the practices, purposes and/or standards of the approved user, this agreement may be canceled and rendered null and void at the sole discretion of EBFC and the approved user shall have no recourse or right to any damages or remuneration. I further understand that EBFC, its agents, employees and representatives will bear no liability if the agreement is canceled due to any legal or regulatory issue.

There shall be no sales of products or services during the approved use and if special permission has been requested and granted for such sale, the applicant will be solely responsible for the collection of any sales taxes on the sale of any product or service during its use of the facilities and that the applicant will indemnify EBFC for any taxes that are assessed as a result of the outside group's sales occurring on or as a result of its use of the premises.

Applicants are responsible for their event to be in compliance with all local, state and federal recommendations, regulations and laws regarding the protection of minors and as an outside group I warrant that our group has exercised a high degree of care in conducting background investigations on all persons who will have access to one or more minors to determine their suitability for working with or being present with minors during the outside group's use of the property. I also warrant that our group will use a high degree of care in supervising all activities involving minors during its use of the property under the terms of this agreement.

I further warrant that our group will take whatever steps necessary to assure that copyright infringement is not committed during our event by the playing of music, showing of videos or images, making audio or video recordings and/or the performing of music, and that such precautions shall include the deletion from the event activities or materials where copyright infringement relief cannot be assured.

As the applicant, I have read and agree to abide by the Facility Usage Policy and the guidelines therein. I have also read the above Facility Use Agreement clarifications, restrictions and requirements of the applicant and agree to abide by all such statements and requirements. I also affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to the church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Property Committee's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
5. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
6. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

## Indemnity & Hold Harmless Agreement

In consideration of this church permitting Organization/Applicant to use the Property and improvements described above, Organization/Applicant agrees as follows: Organization/Applicant hereby releases, discharges, and covenants not to sue Ebenezer Bible Fellowship Church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's/Applicant's use of the Property/Facilities, including but not limited to bodily injury, personal injury, emotional injury, or property damage, or other loss, which may result from any person using the church facilities, its entrances and exits, and surrounding areas, regardless of whether such injury or damage results from the negligence of Ebenezer Bible Fellowship Church, including EBFC's agents, employees, representatives, volunteers, administrators, directors, agents, officers, members, or otherwise. If any member, guest, invitee, or participant of Organization/Applicant makes any claim against Ebenezer Bible Fellowship Church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization's/Applicant's use of the Property, Organization/Applicant will indemnify, defend and hold Ebenezer Bible Fellowship Church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organization Name: \_\_\_\_\_

**Church  
Use Only**

Approved by \_\_\_\_\_ Date Approved \_\_\_\_\_

Facilities Manager approval Initials: \_\_\_\_\_ Date \_\_\_\_\_

Worship Pastor approval Initials: \_\_\_\_\_ Date \_\_\_\_\_

Certificate of Insurance has been submitted with EBFC listed as other insured Date \_\_\_\_\_

Liability Insurance level of coverage has been verified by EBFC's insurance carrier Date \_\_\_\_\_

Statement of Faith or Purpose Statement has been submitted & reviewed Date \_\_\_\_\_

Initials of Reviewer: \_\_\_\_\_

# Cleaning List for Rooms Used

*\* The custodian will take care of these items. All other items are your responsibility.*

*\*\* If you have opted to pay a Custodian for furniture set-up/tear-down, he/she will take care of these items.*

## Sanctuary

- ☐ All decorations and flowers removed
- ☐ Furniture put back in place\*\*
- ☐ Papers cleaned out of pews & book racks\*
- ☐ Books straightened\*
- ☐ Carpet vacuumed\*

## Restrooms

- ☐ Garbage emptied\*
- ☐ Toilet paper, paper towels, soap replenished\*
- ☐ Toilets, counters, mirrors, floors cleaned if necessary\*

## Foyer & Other Entryways

- ☐ Miscellaneous items put away
- ☐ Floor dust mopped if necessary\*
- ☐ Carpets vacuumed\*
- ☐ Exterior doors locked & Gym lights turned off\*

## Classrooms Used

- ☐ Furniture put back in place (see diagram on wall)
- ☐ Tables wiped if necessary
- ☐ Windows closed
- ☐ Garbage emptied if food scraps are present
- ☐ Floors vacuumed if necessary

## Fellowship Hall

- ☐ All decorations removed
- ☐ Lights turned off (needs to be done manually)
- ☐ All tables, chairs, and other furniture put away\*\*
- ☐ Carpet vacuumed\*

Kitchen & Serving Room – See next page for checklist

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This page must be filled out and placed in Kevin Kritzberger's mailbox at the conclusion of your event.**





## Kitchen Clean-Up Checklist

- ☐ Wipe off all counter-tops
- ☐ Be sure counters are clear with all miscellaneous items put away
- ☐ Clean out all sinks
- ☐ Wipe off all equipment used (coffee machines, can opener, etc)
- ☐ Wipe/Clean Griddle and Stove Top if used.
- ☐ Check to be sure ALL knobs on stove, oven, griddle are turned off
- ☐ Wipe off & put away serving carts
- ☐ Wash, dry, put away dishes & utensils
- ☐ Remove all left-over food from the kitchen (please take it with you or throw it out)
- ☐ Wipe tables
- ☐ Take down any decorations

### The custodian will do the following:

- ☐ Gym: Put away all tables & chairs
- ☐ Serving Room: Return tables & chairs to proper set-up
- ☐ Take ALL garbage to dumpster; put clean bags in cans
- ☐ Launder all washcloths & towels you used; return within a week
- ☐ Sweep & Mop Kitchen and Serving Room
- ☐ Vacuum Fellowship Hall & Hallway
- ☐ Clean Restrooms (ones next to gym)
- ☐ Walk through entire church building to be sure:
  - Things are in place
  - Entryways are clean
  - All restrooms are clean
  - Exterior doors are locked
  - Windows are closed & locked (esp. kitchen)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This page must be filled out and placed in Kevin Kritzberger's mailbox at the conclusion of your event.**

# Facility Usage Request

## Private Event

for Members & Regular Attendees

updated 12/09/16



**Ebenezer**  
Bible Fellowship Church

3100 Hecktown Rd.

Bethlehem, PA 18020

610-868-5501

office@APlaceForYou.org

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Date: \_\_\_\_\_ Time (beginning & end): \_\_\_\_\_

*Limit of 6 hours including set-up & clean-up*

Person responsible:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

☐ Member ☐ Non-Member

Area/Support Personnel Requested	Check Items You Are Requesting	Member	Non-Member Regular Attendee	Fee Charged
Fellowship Hall		No Charge	\$50.00	
Kitchen		No Charge	\$25.00	
Serving Room		No Charge	\$25.00	
Classrooms: <i>(List the rooms you're requesting)</i>		No Charge	\$25.00 per room	
Sanctuary		No Charge	\$100.00	
Sound Room & Technician		\$50 up to 2 hr \$20/hr additional	\$50 up to 2 hr \$20/hr additional	
<b>Custodial Fees:</b>				
Clean Everything Yourself		No Charge	No Charge	
Sanctuary		\$ 75.00	\$ 75.00	
Sanctuary: Platform set-up/tear-down		\$30.00	\$30.00	
Fellowship Hall & Serving Room		\$100.00	\$100.00	
Fellowship Hall: Table & Chair set-up <i>(submit set-up diagram 48 hr before event)</i>		\$30.00	\$30.00	
<b>TOTAL FEE:</b>				

Payment:

- For Room Fees, make checks payable to Ebenezer Bible Fellowship Church
- For Custodial & Sound Tech Fees, make checks payable to the individual doing the work
- Payment must be made on or before the day of the event

# Facility Use Agreement

This Facility Use Agreement provides only the permission by EBFC for its facilities to be used by the applicant. This agreement is not assignable to any other individual, group or organization. EBFC provides no supervision or control over the user's event and the activities or the manner in which the activities are carried out within the guidelines of the Facility Usage Policy.

EBFC does not warrant or represent that the facilities are safe or suitable for the purposes for which the use is requested under the terms of this agreement and that the applicant, for itself and on behalf of all its members, guests, and participants who will be using the property, acknowledge that EBFC is providing the property, facilities and appliances on an "as is" basis.

I understand that after the approval of use and the signing of this agreement that if the leadership of EBFC becomes aware of a conflict between the beliefs and moral teachings of EBFC and the practices, purposes and/or standards of the approved user, this agreement may be canceled and rendered null and void at the sole discretion of EBFC and the approved user shall have no recourse or right to any damages or remuneration. I further understand that EBFC, its agents, employees and representatives will bear no liability if the agreement is canceled due to any legal or regulatory issue.

There shall be no sales of products or services during the approved use and if special permission has been requested and granted for such sale, the applicant will be solely responsible for the collection of any sales taxes on the sale of any product or service during its use of the facilities and that the applicant will indemnify EBFC for any taxes that are assessed as a result of the outside group's sales occurring on or as a result of its use of the premises.

Applicants are responsible for their event to be in compliance with all local, state and federal recommendations, regulations and laws regarding the protection of minors and as an outside group I warrant that our group has exercised a high degree of care in conducting background investigations on all persons who will have access to one or more minors to determine their suitability for working with or being present with minors during the outside group's use of the property. I also warrant that our group will use a high degree of care in supervising all activities involving minors during its use of the property under the terms of this agreement.

I further warrant that our group will take whatever steps necessary to assure that copyright infringement is not committed during our event by the playing of music, showing of videos or images, making audio or video recordings and/or the performing of music, and that such precautions shall include the deletion from the event activities or materials where copyright infringement relief cannot be assured.

As the applicant, I have read and agree to abide by the Facility Usage Policy and the guidelines therein. I have also read the above Facility Use Agreement clarifications, restrictions and requirements of the applicant and agree to abide by all such statements and requirements. I also affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to the church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Property Committee's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
5. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
6. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Indemnity & Hold Harmless Agreement

In consideration of this church permitting Organization/Applicant to use the Property and improvements described above, Organization/Applicant agrees as follows: Organization/Applicant hereby releases, discharges, and covenants not to sue Ebenezer Bible Fellowship Church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's/Applicant's use of the Property/Facilities, including but not limited to bodily injury, personal injury, emotional injury, or property damage, or other loss, which may result from any person using the church facilities, its entrances and exits, and surrounding areas, regardless of whether such injury or damage results from the negligence of Ebenezer Bible Fellowship Church, including EBFC's agents, employees, representatives, volunteers, administrators, directors, agents, officers, members, or otherwise. If any member, guest, invitee, or participant of Organization/Applicant makes any claim against Ebenezer Bible Fellowship Church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization's/Applicant's use of the Property, Organization/Applicant will indemnify, defend and hold Ebenezer Bible Fellowship Church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Church  
Use Only

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Facilities Manager notified

Date \_\_\_\_\_

Worship Pastor notified

Date \_\_\_\_\_



# Cleaning List for Rooms Used

*\* If you are paying for a Custodian, he/she will take care of these items. All other items are your responsibility.*

*\*\* If you are paying a Custodian for furniture set-up/tear-down, he/she will take care of these items.*

## Sanctuary

- ☐ All decorations and flowers removed
- ☐ Furniture put back in place \*\*
- ☐ Papers cleaned out of pews & book racks\*
- ☐ Books straightened\*
- ☐ Carpet vacuumed\*

## Restrooms

- ☐ Garbage emptied\*
- ☐ Toilet paper, paper towels, soap replenished\*
- ☐ Toilets, counters, mirrors, floors cleaned if necessary\*

## Foyer & Other Entryways

- ☐ Miscellaneous items put away
- ☐ Floor dust mopped if necessary\*
- ☐ Carpets vacuumed\*
- ☐ Exterior doors locked\*

## Classrooms Used

- ☐ Furniture put back in place (see diagram on wall)
- ☐ Tables wiped if necessary
- ☐ Windows closed
- ☐ Garbage emptied if food scraps are present
- ☐ Floors vacuumed if necessary

## Fellowship Hall

- ☐ All decorations removed
- ☐ All tables, chairs, and other furniture put away\*\*
- ☐ Carpet vacuumed\*

Kitchen & Serving Room – See next page for checklist

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This page must be filled out and placed in Kevin Kritzberger's mailbox at the conclusion of your event.**



## Kitchen Clean-Up Checklist

- ☐ Wipe off all counter-tops
- ☐ Be sure counters are clear with all miscellaneous items put away
- ☐ Clean out all sinks
- ☐ Wipe off all equipment used (coffee machines, can opener, etc)
- ☐ Wipe/Clean Griddle and Stove Top if used.
- ☐ Check to be sure ALL knobs on stove, oven, griddle are turned off
- ☐ Wipe off & put away serving carts
- ☐ Wash, dry, put away dishes & utensils
- ☐ Remove all left-over food from the kitchen (please take it with you or throw it out)
- ☐ Wipe tables
- ☐ Take down any decorations

**If you are NOT paying for a custodian, please also do the following:**

- ☐ Gym: Put away all tables & chairs
- ☐ Serving Room: Return tables & chairs to proper set-up (see chart on wall)
- ☐ Take ALL garbage to dumpster; put clean bags in cans
- ☐ Launder all washcloths & towels you used; return within a week
- ☐ Sweep & Mop Kitchen and Serving Room
- ☐ Vacuum Fellowship Hall & Hallway
- ☐ Clean Restrooms (ones next to gym)
- ☐ Walk through entire church building to be sure:
  - Things are in place
  - Entryways are clean
  - All restrooms are clean
  - Exterior doors are locked
  - Windows are closed & locked (esp. kitchen)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This page must be filled out and placed in Kevin Kritzberger's mailbox at the conclusion of your event.**

# Facility Usage Request

## Wedding

For Members & Regular Attendees

updated 12/09/16



**Ebenezer**  
Bible Fellowship Church

3100 Hecktown Rd.

Bethlehem, PA 18020

610-868-5501

office@APlaceForYou.org

### Bride:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

☐ Member ☐ Regular Attendee ☐ Non-Attendee

### Groom:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

☐ Member ☐ Regular Attendee ☐ Non-Attendee

### Contact Person (If other than bride and groom) :

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Officiating Pastor: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

Rehearsal Dinner here? ☐ yes ☐ no

Wedding Date: \_\_\_\_\_ Wedding Time: \_\_\_\_\_

Reception here? ☐ yes ☐ no

Number of People Expected to Attend Wedding: \_\_\_\_\_

Area/Support Personnel Requested	Check Items You Are Requesting	Member	Non-Member Regular Attendee	Fee Charged
Sanctuary		No Charge	\$100.00	
Sound Room & Technician ( <i>Wedding &amp; Rehearsal</i> )		\$75 up to 4 hr \$20/hr additional	\$75 up to 4 hr \$20/hr additional	
Sanctuary Platform set-up/tear-down ( <i>done by Sound Room Tech</i> )		\$30.00	\$30.00	
Fellowship Hall		No Charge	\$50.00	
Kitchen & Serving Room		No Charge	\$50.00	
Nursery Room		No Charge	\$50.00	
Classrooms: ( <i>List the rooms you're requesting</i> )		No Charge	\$25.00 per room	
Custodial Fees:				
Wedding		\$75.00	\$75.00	
Reception		\$100.00	\$100.00	
Fellowship Hall: Table & Chair set-up ( <i>please submit set-up diagram 48 hr before event</i> )		\$30.00	\$30.00	
Rehearsal Dinner: Custodian does cleaning		\$75.00	\$75.00	
Rehearsal Dinner: You do your own cleaning		No Charge	No Charge	
<b>TOTAL FEE:</b>				

## Payment

For Room Fees, make checks payable to Ebenezer Bible Fellowship Church. For all other fees, make checks payable to the individual doing the work. Payment must be made at the Wedding Rehearsal. Please make checks out as follows:

Ebenezer Bible Fellowship Church (rooms) for \$ \_\_\_\_\_  
\_\_\_\_\_ (sound tech) for \$ \_\_\_\_\_  
\_\_\_\_\_ (custodian) for \$ \_\_\_\_\_

## Facility Use Agreement

This Facility Use Agreement provides only the permission by EBFC for its facilities to be used by the applicant. This agreement is not assignable to any other individual, group or organization. EBFC provides no supervision or control over the user's event and the activities or the manner in which the activities are carried out within the guidelines of the Facility Usage Policy.

EBFC does not warrant or represent that the facilities are safe or suitable for the purposes for which the use is requested under the terms of this agreement and that the applicant, for itself and on behalf of all its members, guests, and participants who will be using the property, acknowledge that EBFC is providing the property, facilities and appliances on an "as is" basis.

I understand that after the approval of use and the signing of this agreement that if the leadership of EBFC becomes aware of a conflict between the beliefs and moral teachings of EBFC and the practices, purposes and/or standards of the approved user, this agreement may be canceled and rendered null and void at the sole discretion of EBFC and the approved user shall have no recourse or right to any damages or remuneration. I further understand that EBFC, its agents, employees and representatives will bear no liability if the agreement is canceled due to any legal or regulatory issue.

There shall be no sales of products or services during the approved use and if special permission has been requested and granted for such sale, the applicant will be solely responsible for the collection of any sales taxes on the sale of any product or service during its use of the facilities and that the applicant will indemnify EBFC for any taxes that are assessed as a result of the outside group's sales occurring on or as a result of its use of the premises.

Applicants are responsible for their event to be in compliance with all local, state and federal recommendations, regulations and laws regarding the protection of minors and as an outside group I warrant that our group has exercised a high degree of care in conducting background investigations on all persons who will have access to one or more minors to determine their suitability for working with or being present with minors during the outside group's use of the property. I also warrant that our group will use a high degree of care in supervising all activities involving minors during its use of the property under the terms of this agreement.

I further warrant that our group will take whatever steps necessary to assure that copyright infringement is not committed during our event by the playing of music, showing of videos or images, making audio or video recordings and/or the performing of music, and that such precautions shall include the deletion from the event activities or materials where copyright infringement relief cannot be assured.

As the applicant, I have read and agree to abide by the Facility Usage Policy and the guidelines therein. I have also read the above Facility Use Agreement clarifications, restrictions and requirements of the applicant and agree to abide by all such statements and requirements. I also affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to the church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Property Committee's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
5. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
6. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Signature of Bride \_\_\_\_\_ Date \_\_\_\_\_

Signature of Groom \_\_\_\_\_ Date \_\_\_\_\_



# Indemnity & Hold Harmless Agreement

In consideration of this church permitting Organization/Applicant to use the Property and improvements described above, Organization/Applicant agrees as follows: Organization/Applicant hereby releases, discharges, and covenants not to sue Ebenezer Bible Fellowship Church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's/Applicant's use of the Property/Facilities, including but not limited to bodily injury, personal injury, emotional injury, or property damage, or other loss, which may result from any person using the church facilities, its entrances and exits, and surrounding areas, regardless of whether such injury or damage results from the negligence of Ebenezer Bible Fellowship Church, including EBFC's agents, employees, representatives, volunteers, administrators, directors, agents, officers, members, or otherwise. If any member, guest, invitee, or participant of Organization/Applicant makes any claim against Ebenezer Bible Fellowship Church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization's/Applicant's use of the Property, Organization/Applicant will indemnify, defend and hold Ebenezer Bible Fellowship Church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

Signature of Bride \_\_\_\_\_ Date \_\_\_\_\_

Signature of Groom \_\_\_\_\_ Date \_\_\_\_\_

Church  
Use Only

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Facilities Manager notified

Date \_\_\_\_\_

Worship Pastor notified

Date \_\_\_\_\_

Officiating Pastor notified

Date \_\_\_\_\_

Wedding Coordinator notified

Date \_\_\_\_\_

# Cleaning List for Rooms Used

*\* The custodian will take care of these items. All other items are your responsibility.*

## Sanctuary

- ☐ All decorations and flowers removed
- ☐ Furniture put back in place\*
- ☐ Papers cleaned out of pews & book racks\*
- ☐ Books straightened\*
- ☐ Carpet vacuumed\*

## Restrooms

- ☐ Garbage emptied\*
- ☐ Toilet paper, paper towels, soap replenished\*
- ☐ Toilets, counters, mirrors, floors cleaned if necessary\*

## Foyer & Other Entryways

- ☐ Miscellaneous items put away
- ☐ Floor dust mopped if necessary\*
- ☐ Carpets vacuumed\*
- ☐ Exterior doors locked\*

## Classrooms Used

- ☐ Furniture put back in place (see diagram on wall)
- ☐ Tables wiped if necessary
- ☐ Windows closed
- ☐ Garbage emptied if food scraps are present
- ☐ Floors vacuumed if necessary

## Fellowship Hall

- ☐ All decorations removed
- ☐ All furniture put away\*
- ☐ Carpet vacuumed\*

Kitchen & Serving Room – See next page for checklist

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This page must be filled out and placed in Kevin Kritzberger's mailbox at the conclusion of your event.**



**Ebenezer  
Bible Fellowship Church**

# Kitchen Clean-Up Checklist

## EVERYONE:

Rehearsal Dinner: best for this to be done by the couple & family

Wedding & Reception: best for this to be done by the caterer and family.

- ☐ Wipe off all counter-tops
- ☐ Be sure counters are clear with all miscellaneous items put away
- ☐ Clean out all sinks
- ☐ Wipe off all equipment used (coffee machines, can opener, etc)
- ☐ Wipe/Clean Griddle and Stove Top if used.
- ☐ Check to be sure ALL knobs on stove, oven, griddle are turned off
- ☐ Wipe off & put away serving carts
- ☐ Wash, dry, put away dishes & utensils
- ☐ Remove all left-over food from the kitchen (please take it with you or throw it out)
- ☐ Wipe tables
- ☐ Take down any decorations

## For those NOT paying for a custodian, please also do the following:

Rehearsal Dinner Only: the couple can opt to take care of these cleaning items and not pay a custodian

Wedding & Reception: it is required that a paid custodian take care of these items

- ☐ Fellowship Hall: Put away all tables & chairs
- ☐ Serving Room: Return tables & chairs to proper set-up (see chart on wall)
- ☐ Take ALL garbage to dumpster; put clean bags in cans
- ☐ Launder all washcloths & towels you used; return within a week
- ☐ Sweep & Mop Kitchen and Serving Room
- ☐ Vacuum Fellowship Hall & Hallway
- ☐ Clean Restrooms (ones next to gym)
- ☐ Walk through entire church building to be sure:
  - Things are in place
  - Entryways are clean
  - All restrooms are clean
  - Exterior doors are locked
  - Windows are closed & locked (esp. kitchen)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This page must be filled out and placed in Kevin Kritzberger's mailbox at the conclusion of your event.**

*Attachment #5*

**Pastor Tim's Ministry Report  
December 12, 2016**

**Studying & Preaching:**

- I'm finishing up 2 Peter on Sunday mornings. I am preaching a series for Christmas entitled "The Way to Joy." I'll be preaching 3 sermons, the week before Christmas, Christmas Eve, and Christmas Day. I'm still praying about the next series. I will definitely go back to the Old Testament. My first inclination is to finish Genesis 25-50.
- Wednesday nights are very small, but I enjoy teaching and spending time in prayer with the few that come out. The opportunity is also good for those who cannot attend regularly on Sunday morning. I am doing a couple of Christmas messages in December. I finished Matthew and am in the process of determining what to study. I am praying about 2 Chronicles.

**Shepherding/Ministry:**

- Kinship Group – We have a great group, going through Romans.
- 12 membership meetings/interviews
- 2 baptism interviews
- 5 counseling/discipleship meetings
- 3 hospital/home visits
- Continue to meet weekly with 1 man for discipleship/accountability
- Finished up the New Member class
- Extensively helped one individual get through alcohol & drug detox and shipped to Texas for a rehab program that lasts 6 months to a year
- Prayed with one individual in my office to receive Christ as Savior and Lord. ☺

**Other:**

- Participating in a BFC study group on the divorce issue of 1 Corinthians 7:15
- TLT group for Naples, FL church plant
- 2 lunches, one with Carl Cassel
- Ebenezer business meeting
- Attended Evangelism for Cowards
- Met and acquainted myself with Jane Boyd – as a woman counselor
- 2 Church extension board meetings
- Thanksgiving dinner at the Church – wonderful time of testimonies and fellowship
- Hunting with Barry Weber
- Men's prayer breakfast
- Attended a Christmas party of one of our members

It is a joy to be a pastor at Ebenezer BFC. Being a part of people's lives is so rewarding, hearing how the Lord is working in their lives. This last month we had about 8 baptisms and almost 20+ new members coming. The Lord is blessing the ministry here for His glory. It is exciting to see what the Lord has in store in the days to come.

Serving Christ,  
**Pastor Tim Gibson**



# Pastor of Discipleship Report, Nov/Dec 2016

As I continue my trek through the OT, and specifically, in my new study in the book of Ezekiel, I was reminded once again of this eternal truth:

*“But if a wicked person turns away from all his sins that he has committed and keeps all my statutes and does what is just and right, he shall surely live; he shall not die. None of the transgressions that he has committed shall be remembered against him; for the righteousness that he has done he shall live.” (Ezekiel 18:21–22, ESV)*

Praise the Lord that his heart is for repentance and salvation! What a privilege it is to be intimately involved in his plan, the salvation of wicked mankind (of whom I am part), chosen and redeemed for his purpose!

With that in mind, here is a quick summary of some of the ministry opportunities from November/December 2016:

## Kids Crossing

- **Cross Time Sunday School (10:05 AM):** Praise the Lord that he has provided a complete roster of teachers and helpers.
- **Early Childhood (2&3 year-olds):** Praise the Lord, he has brought us all the teachers and helpers we need 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 between 6-8 students each week.
- **Database Security Check-in:** Continues to work well, with emergency procedures and new Kid's Crossing iPads set to be completed in mid January 2017.
- **Wednesday Evening Programs:** The Awana program continues to grow and is now between 55-60 children every week. The new T&T curriculum is working very well and has set an environment of discipleship training, allowing each class to go through the weekly themed lesson together, and then have that lesson reinforced by the teaching elder at council time. Please pray that the Lord would send at least two more men leaders for T&T, and several more volunteers for the Sparks groups.

## Adult Ministry

- **Adult Electives:** The fall season will be wrapping up on December 18. Very shortly we will be setting up the new winter session electives.
- **Student Ministry:** Met with the Youth Ministry Leadership team on November 9 to brainstorm the near future until a replacement for Mark Culton can be found. The Youth Leadership felt confident in being able to take over the student discipleship responsibilities through the growth groups, and expressed that their greatest need was a teacher for the youth. We therefore have called Mark Evans as interim student teacher for around 5 months (unless of course the need changes), who will begin his work on Tuesday, January 10. In the meantime, I will teach the December youth group nights.
- **Senior Fellowship Ministry:** Praise the Lord that the Senior Fellowship Ministry has been in full swing since September 2016, under the direction of Phil Norris and John Mead. It consists of monthly meetings of lunch, bible study, and prayer, along with service projects. Recently (12/10/2016), 20+ seniors attended the Pinebrook Christmas Banquet and had a wonderful time!
- **Men's Ministry:**
  - **Bethel Series:** The NT phase is currently in session with one class, taught by Jason Lee, on Tuesday evenings from 7:00-9:00.

o **Men's Bible Studies/Prayer:**

- Thursday mornings from 6:15 AM – 7:30 AM, This early morning bible study group is currently studying the book, "Answering the call".
- Thursday mornings from 9:00 AM – 10:30 AM, This Men's Bible Study is back in full swing, and studying the book by James MacDonald, "Act Like Men".
- Saturday mornings from 8:00 AM - 9:00 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.

• **Women's Ministry:** Here is an update from Laura...

"Bible Studies: Hosea Bible study will end on December 12th with a new study to be determined. to begin in January. Vicki will continue to lead on Monday evening. Tuesday mornings continue to work through Experiencing God and Robin Laudenslager helps facilitate. Barb Tinker leads on Wednesday and that group is continuing OT characters.

Tis So Sweet: We will finish our study in Ruth in January and will start a new book titled "When our life and Beliefs Collide" by Curtis-James.

MOPS: We are continuing to add moms to the group. We have a great start off to the year. We could always use more volunteers with moppets.

MOM To MOM: We have a really strong group of moms that really are being disciple this year. Lisa Pyles and myself lead this group on Thursdays.

Welcome to the Well: This has been a great encouragement to the ladies who come out. I had the privilege to lead the devotions. Linda Feichter hosted for the month of December.

Special Events: A group of seven ladies took a day trip to Lancaster and had a great time of fellowship together.

Longwood Gardens: We took off on December 3rd for a trip to Longwood Gardens. We took the van and the church bus. It was a great time together.

Stitches of Love: I contacted our stiches of love group and asked if they would start to make some prayer shawls and hats for our women in our church that our struggling through chemotherapy. I have delivered two so far. I am very thankful for their willingness to hand made things for ministry here at the church. We will also use these hats for outreach as well."

**Discipleship Support**

- **Kinship:** Praise the Lord for Bob & Laurie Gill who have worked hard to place all who have desired to be involved into 18 different groups. We are still placing new people, and are very excited for the great response to be involved in this core ministry of EBFC!

**Other:**

- Continued to visit and provide physical & Spiritual care for several people in our church.
- Led Prayer Service of Thanksgiving on November 27.
- Assumed several responsibilities necessary for Student Ministries in Mark Culton's absence.
- Continued work on the new Church Database as time permitted (especially financial modules).

Respectfully Submitted, Dick Bickings, Pastor of Discipleship

**Worship /College-Age Ministry Update November-December, 2016**

*Jeremy Harkins, Worship Pastor*

**Music**

-I am learning more and more what it means to lean not on my own understanding but in ALL our ways acknowledging Him and HE will direct our paths (Proverbs 3:5-6). Our music members are working hard and letting go of all the musical knowledge and ways of playing so that we are fully ready to allow the Spirit to take what we have to offer it and use it the talent to not distract but enhance the words to bring God praise.

-There have been some wonderful additions to our special music/offertory specials with Justen Blackstone using his voice and piano skills, as well as Bob Visco sharing his abilities on the piano. We have additionally gotten

-Karris Pennington and Ashley Morren have been leading and orchestrating the Children's and Adult choir and have done a great job in preparing the vocalists of all ages to get involved and sing praises to our Lord. It has been a blessing!

**Sound & Media**

-the sound and media team continues to develop and grow as we train Chris Herric to help with the sound board. So thankful for the volunteers in sound/media/& livestream! There are a lot of things that they take care of behind the scenes.

**Teaching & Shepherding**

-I am continuing to disciple and grow with college age men as my wife continues to seek out our college age women to meet with, study God's word, exhort, & encourage.

-Continue to meet with worship team members and mutually grow in our relationship with each other and ultimately in our walk with God.

-In the last 6 weeks I have been visiting some church attendees in the hospital to pray with and encourage them.

-Our College Fellowship hour (during Sunday school) is going really well! There has been much good interactions and challenges from God's word into the everyday living of our college age. We have had 8-12 that meet regularly.

**Additional Areas**

-Corporate Day of prayer went well on October 27<sup>th</sup> as we prayed collectively and sang songs of reverence & response for all God is doing in our midst.

-We continue to enjoy going through the book of Ephesians with our Kinship group at Matt Zmarzley's house

- Working with, and encouraging the youth worship team members and helping transitionally with the music.

-Did a Christmas message/music program for MOPS

-We had our staff Christmas party and farewell to the beloved Culton's