

CCC Board of Elders

September 20,2011

Agenda

6:00 – 6:30	Food & Fellowship	Mitchell
6:30 – 6:40	Devotions	Rusch
6:40 – 7:00	Prayer and Praise Time	All
7:00	Call to Order	
7:00 – 7:05	Approval of minutes of previous meeting	
7:05 – 7:30	<u>New Business</u>	
	Meeting Dates for October and December	Shanklin
	Outreach Ministries	Shanklin
	Other New Business	All
7:30 – 7:45	Staff Reports	Staff
7:45 – 8:00	Finance/Ad. Team report	Hoppe
8:00 – 8:15	Sr. Pastors Report	Helms
8:15 – 8:30	Break	
8:30 – 9:00	Old Business	
	Care Ministry Team	Shanklin
	Elder Nominating Report	Hosmer
	Other old business	All
9:00 – 9:10	Communications from the congregation	Shanklin
9:10	Closing Prayer/Adjourn	

Executive Session ??

Reminders:

Next Regular Meeting – 10/18/11

Food & Fellowship – Hosmer

Devotions – Boes

POD (?) 9/21 - McDowell, 9/28 – Mitchell, 10/5 – Beachler, 10/12 - Rusch

Prayer Response & Scripture Reading:

9/25 – Boes & Rusch (scripture)

10/2 – Kiker & McDowell (scripture)

10/9 – Rusch & Boes (scripture)

10/16 – Rusch & Beachler (scripture)

CARLSBAD COMMUNITY CHURCH
Board of Elders Minutes August 16, 2011

Present:

Elders: Jim Beachler, Bill Hosmer, Rich Mc Dowell, Fred Mitchell,
Chuck Shanklin, Todd Kiker, Eric Boes

Pastors: Alvin Helms, Phil Hoyer

Directors: Saskia Van Leeuwen, Bill Nix, Sam Harrell

Absent:

Elders: Mark Hoppe, Ron Rusch

Pastors:

Directors: Arv Trostrud

6:15 PM: Praise & Prayer

6:40 PM: Chuck Shanklin opened in prayer

Devotion - Jim Beachler talked about a sermon from J. Vernon McGee re: Revelation 10:8-11. "The Bitterness of Eating From The Little Book" - (1) Judgment is coming (prophecy can become bitter, however, God is not happy about the coming tribulation), (2) It is important to thoughtfully study prophecy, (3) We should be teaching about prophecy as well as other aspects of scripture.

Meeting called to order at 7:10 PM by Chuck Shanklin.

Minutes of July 19, 2011: A motion was passed to accept the minutes as presented.

Ministry Reports:

1. Women's Ministry - Jane Hoppe - See written report.
2. Membership Services & Personnel Committee - No report for this period.
3. Children's Ministry - Saskia Van Leeuwen - See written report.
4. Student Ministries - Sam Harrell - See written report.
5. Men's Ministry - Alan Bergstedt - See written report.
6. Missions & Outreach Ministry - Arv Trostrud - No report for this period.
7. Administration Team Ministry - Mark Hoppe - See written report.
8. Senior Pastor Alvin Helms - See written report.
9. Associate Pastor Phil Hoyer - See written report.
10. Business Administration Ministry - Bill Nix – See Written report.
11. Financial Report – Mark Hoppe / Bill Nix – See written report.

New Business:

- 1) Boy Scout Troop #748 – A motion was approved to appoint Gary Steck as the new Executive Officer of Troop #748, which has been sponsored by CCC for many years.
- 2) Developing a Benevolence Ministry Team – A motion was approved to pursue developing a team (both men & women) of volunteers to address possible changes to the role of POD, addressing the homeless issue in our community. Shanklin, Hosmer, Beachler, & Rusch to look for volunteers for this team.
- 3) Bread of Life food ministry – Bill Schofield heading up this outreach. A motion was approved to allocate \$150.00 per month for 6 months from the benevolence fund to provide one meal per month, subject to meeting food handling requirements.
- 4) Elder Ministry Structure – Chuck Shanklin discussed equalizing responsibilities.
- 5) Peacemakers Ministry Team – Eric Boes is working on a final list of attendees for the conference in October. A motion was approved to pay \$600.00 for Sam Harrell to attend this conference to be held in Escondido.
- 6) Rain Gutter repair – A motion was approved to spend up to \$10,000.00 to replace rain gutters on the east side of the Worship Center.
- 7) Senior High Intern – A motion was approved to hire Justin Hill the position of “Interim Senior High Intern” on a part-time basis, not to exceed 20 hours per week, up to 1 year in duration.
- 8) “The Grace of Giving” Brochures – Brochures to be made available on the Welcome Cart and also to be distributed in New Members classes.

Old Business:

- 1) Ministry Fair – August 28th, tables will be available for any/all ministries.
- 2) Elder Nominations – Bill Hosmer reported that the selection process is ongoing.
- 3) Volunteer appreciation – Volunteer appreciation dinner to be skipped this year –alternative means of recognition are being discussed.

Communications from the Congregation: Pastor Alvin reported none of significance.

Chuck Shanklin closed in prayer at 9:50 PM.

Submitted in His Service,
Rich Mc Dowell for Ron Rusch, Secretary

Senior Pastor's Report for the September Elder's Meeting

Primary Duties:

- Scheduled time each week to study and prepare sermons and other teaching responsibilities
- Met with and coached our key ministry staff
- Worked with Pastor Phil planning and evaluating our worship services
- Led staff meetings with staff and expanded participants from men's & women's ministry teams
- Continue to work with Todd K. on expanding our growth group ministry

Other Activities here at CCC this past month included:

- Pastoral Care Ministry (hospital, counseling, home visits, etc.) 19
- Worked with leaders of our new ministry teams to advise on next steps of the ministry team
- Met with Bill H. several times to get an update on elder's nomination and approval process
- Spoke with a group of business men and women at Escondido Country Club
- Met with Chuck S. to discuss ministry fair details and Sam's farewell Sunday
- Met with one of our missionaries: Scott Myhr
- Met with Alan B. to discuss men's ministry fall plans

Special Projects during August:

- Met with Bill N. to discuss the changes in POD process here at CCC
- Met with several parents of our Senior High Youth Ministry to discuss our hiring of Justin Hill as a HS youth intern for this school year

- Challenged the men of CCC to engage the community through prayer walking and inviting others to church
- Met with rep from Desiring God ministries to talk about resources that can be used by CCC
- Spent some time with Sam H to discuss progress of church plant in Oceanside
- Continue to work with Bill N on improving our website
- Now can say that both Helms' cars have CA plates!

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Submitted in His Service,
Rich Mc Dowell for Ron Rusch, Secretary

STAFF/ELDER REPORT

Pastor of Worship and Congregational Care

September 2011

Prepared by: Pastor Phil Hoyer

Ministry in August

1. The Celebration Choir will begin again in September. I continue to assist in leading the Contemporary Team on Sunday mornings.
2. I have been busy selecting choir and orchestra music for Fall and Christmas.
3. This has been a busy month visiting several of our members in the hospital and nursing homes. My shepherding ministry includes: I made a several visits to the hospital/nursing homes during the month. I also made about 20 phone care calls. I also made a few home visits as well with some shut-ins. Also had a couple of counseling appointments.
4. I continued to be involved in several meetings, including the Elders' meeting and staff meetings. Led the staff through our calendar planning session.
5. Our Men's Care ministry continues to be a blessing to those who are being visited along with our WINGS ministry for women.
6. The Prayer Teams for the church are functioning well. We still need leadership in several areas of our care ministry.

Elder Board Report
Children's Ministries for August 2011
From: Saskia van Leeuwen

Activities:

- Sunday school classes for children from infant to 8th grade and infant to 4th grade during the worship service.
- Child care was provided for all church activities and meetings needing it.
- Awana and MDO training and getting ready for the school year
- Over sight for Junior High, the Salt & Light table and Women's ministry team.
- Kept Child Safety screening and requirements up to date

Outcome:

- Children continue to be equipped through Bible lessons and Bible memory work on Sunday mornings.
- MDO has had continued signing up children, recruiting additional teachers and had training for the new year,
- Carol and her team provide loving child care for Bible Studies and other ministries and meetings offered by CCC.
- Junior High Summer Wednesdays concluded this month. On August 3rd, 8 went to Cedarbrook Camp, a Volleyball night on the 10th attracted 7, Game Night on the 17 had 5 in attendance and their final event on the 24 was a cookout for 5 hungry preteens.
- Cedarbrook Camp from July 31-August 5 was great fun and a learning experience in which all 17 campers grew in their walk with the Lord. One of our gals received the Lord at camp. We had another camper, Jillian, who had never gone to church before and everything was new to her about Christianity. She really enjoyed the camp and would like to come back. She came to three of our Wednesday Things. You can pray for her.
For our last Wednesday Thing – the Game Thing we had 21 children plus 9 in the nursery. That concluded our summer programs.

Current Numbers:

- Sunday Morning we have 28 regular families representing 55 children (some have junior or senior high children but they are not in this count. We currently have 44 Sunday workers.
- Worship Service average for January is 388, February 381, March 387, April 405 (w/o Easter 393), May 391, June 418, July 421, August 412
- Sunday School Middle School Class attendance for June 4, July 8, August 7
- Junior High Summer Wednesdays, June 7, July 7 and August 6
- Sunday School hour – the average for January is 26 with 2 guests, February 32 and 5 guests, March 32 and 1 guest, April 31 and 3 guests, May 30 and 3 guests, June 29 and 3 guests, July 30 and 5 guests, August 26 and one guest
- Children's Worship Service hour – the average for January is 47 with 29 guests, February 47 and 23 guests, March 48 and 17 guests, April 48 and 24 guests, May 43 and 18 guests, June 52 and 14 guests, July 45 and 25 guests, August 44 and 31 guests most of them here on vacation.

- For summer 2011 we ministered to 217 different children through VBS, Sports Camp, Summer Camp and the Wednesday Things. With duplications we had 260 children.

Growth:

- Hopefully the summer programs will bring in some new families – a couple families have already visited us. Postcards or emails were sent to 270 summer participants and last year's Awana clubbers to invite them to Awana starting in September. Every year Awana families start attending our church.
- Our Junior High group is reaching out and they are bringing friends

Women's Ministries Team Report – September 2011
For the Elder Board
Prepared by Jane Hoppe, Member of Women's Ministry Team

- **CCC Women's Ministry Team**, women@3c.org, is as follows:
Brenda Nelson - (760) 439-7517, lysias2@gmail.com
Coordinator of Women's Bible Studies
Carol Greene - (760) 729-3226, bacgreene@yahoo.com
Coordinator of storage (closets)
Debbie Hill – (760) 729-9311, djhill5@sbcglobal.net
Co-coordinator for the Women's Retreat
Jane Hoppe – (760) 753-7447, jane@hoppe.net
Coordinator for the Christmas Brunch
Janelle Statzer – (760) 434-1937, dstatzer@roadrunner.com
Co-coordinator for Women's Retreat; Food Coordinator for Christmas Brunch
Joyce Smith – (760) 729-2779, joycehubie@roadrunner.com
Coordinator for Women's Circles,
Kimberly Nelson – (760) 268-0025, knelsonca@hotmail.com
Coordinator for Summer Coffees

Activities/announcements June 2011:

- **Brenda Nelson** continues to work out of the Women's Ministry office, answering e-mails and telephone messages. Our e-mail address is women@3c.org.
- **Ron Rusch** is the **Women's Ministry Elder**, for the year 2011.
- Pastor Alvin has invited the **Women's Ministry Team** to **appoint representatives** to both the weekly Tuesday morning Staff Meetings and to the monthly Elder Meetings, **starting in September**. **Janelle Statzer** will serve as our representative to the weekly **Staff Meetings** and **Jane Hoppe** will represent the Women at the monthly **Elders' Meetings**.
- **Wings and GEMS** meet on a monthly basis year round. **Dorcas Circle** meets twice a month to work on their Heavenly Handicrafts.
- **All other Circles** – meet monthly, with a summer break in July/August.
- **August 2** – the **Women's Ministry monthly meeting** was held at 1PM in the Women's Ministry office. A new **Fall 2011 Women's Ministry brochure** is ready for distribution at the Women's Ministry Cart and for the Ministry Fair. Planning for the August Summer Coffee, the September simulcast, and the December Christmas Brunch were discussion topics.
- **August 10** – our **second Summer Coffee** morning was held at 9:30AM in our Worship Center. The program, entitled "**The ABC's of Crafting Your Personal Testimony**" and presented by our own **JoAnn Brandon**, was warmly received by over 50 women. Ladies of the church supplied a light brunch, and a time of praise and worship was led by members of our CCC Praise Team.
- **August 21/28** – Women's Ministry participated in the **CCC Ministry Fair** by manning two tables on the patio, sharing our various Bible studies/ministries with the ladies of our church and providing them with an opportunity to sign-up for individual studies beginning in September.

Carlsbad Community Church
Men of Encouragement Leadership Team Meeting
Report for September 20, 2011 Elders Meeting

Team members: Alan Bergstedt, Jerry Farrow, Ed Andrews, Terry Statzer and Mike O'Connell.
Bill Hosmer representing the Elders.

SATURDAY A.M. MEN'S BIBLE STUDY

Pastor Alvin Helms is leading the study on Saturday mornings.
Attendance continues of approximately 30 to 35 men.
During the summer, 10 different men led studies in the Old Testament names of God.
Attendance was about 20-25.

"NO STUDENT LEFT BEHIND" PROJECT FOR CAMP SCHOLARSHIPS

Each Saturday morning, funds are collected for the project. Last fiscal year \$938 was raised.

MEN'S BREAKFAST

The next men's ministry breakfast will be Saturday, September 24.
More than 60 men have bought tickets.

MEN'S BIBLE STUDIES

(I.e. Mid week Evening)

On September 21, we will begin a 6 week study in the book, Six Battles Every Man Must Win.
The aim is to offer this at the same time as Awana to attract the Awana dads.

Additional Wed night studies may be offered after this one.

MEN'S ADVANCE - 2012

A different approach is being considered for the 'advance' next year. Plans are uncertain. The Advance has failed to attract younger men of the church. Yet we rejoice in the strong participation of the Families of Faith in their annual family camping experience.

KICKOFF BBQ - JANUARY 2012

Don Statzer is leading a team of men to plan and conduct this annual event.

Respectfully submitted,
Alan Bergstedt

- **August 22** – the first planning meeting for **Christmas Brunch** was held in Room 201 at 7PM. **Jane Hoppe** is the event coordinator, with committee heads as follows: **Vivien Pool and Jan Furrer** - Ticket Sales, **Brenda Nelson** - Table Hostess Sign-ups/Coordination and Table Layout, **Janelle Statzer** - Food and Instructions to the Servers, and our **Elder Ron Rusch** – Servers.
- **Julie Sammons** and her committee continue **planning the September 10 Beth Moore Simulcast** and discussing the archived web-casts which lead them through the preparation process.
- **Two summer Bible Studies** conclude this month: a study of the **Book of James**, led on Wednesdays at 1PM by Chris Jones in Room 201 and a study of the **Book of Titus** on Thursdays at 10AM by Brenda Nelson in Room 5.
- The formation of **accountability groups** for women is ongoing. The **Women’s Ministry Team** has produced a **brochure** to explain and invite CCC women to form their own **core accountability groups**. It can be picked up at the Women’s Ministry cart any Sunday morning. There is also a sign-up list at the cart where women can include their name and/or find names of others who would like to be considered when groups are being formed. At least half a dozen such groups have been formed and are meeting currently.

Future planning/events:

- Fall Bible Studies, beginning the first week in September, will be as follows:
 - **Wednesdays:**
 - **1:00 –2:00pm in Room 201**
 - Book of James led by Chris Jones
 - **6:30-8:30pm in the Dyer Room**
 - David, Seeking the Heart of God, a Beth Moore study. Led by Debbie Hill and Janelle Statzer. In the Dyer Room (Begins September 7)
 - **Thursdays:**
 - **9:15-11:15am**
 - Old Testament Characters, an Insight for Living study. Led by Ellen Parker in room 202 or by Helen Braswell, in room 201. (Begins September 8)
 - Here and Now... There and Then, a Beth Moore study on the book of Revelation. Led by Nancy Willard. In the Dyer Room. (Begins September 15)
 - One in a Million: Journey to the Promised Land, a Priscilla Shirer study. Led by Julie Sammons. Rooms 5 & 27
- **September 6** - the **Women’s Ministry monthly meeting** will be held at 1PM in the Women’s Ministry office.
- **September 10**, all day Saturday – **Beth Moore’s Living Proof Live Simulcast: Because You Are Living Proof of God’s Love**. Tickets are available through our CCC web-site, at the Women’s Ministry Cart or by contacting Carol Wilson.
- **December 3** – **Saturday morning, CCC’s annual Christmas Brunch and Christmas Boutique (Dorcas Circle)** will be held from 9:30AM-1PM in the Worship Center. **Carol Rischer** (CCC Christmas Brunch 2007) of Skyline Church will speak on the topic of “Gifts,” and her daughter, **Melanie Bernard** (CCC Pine Valley Retreat speaker, 2010), will provide Christmas music and carol sing-along.

Carlsbad Community Church

MISSIONS & OUTREACH

Staff Report: August 2011

Director: Arv Trostrud

DIRECTOR'S ACTIVITIES:

- Attended 1 Tuesday Pastoral Staff meeting
- Led Prayer & Praise 1 Wednesday (using "Devotions and Prayers of John Wesley") and attended the Congregation Prayer meeting.
- With my wife, prepared 4 Missionary Moments for the Worship Folders.
- Conducted 1 Black Forest Short Term Mission recap meetings.
- Enjoyed 3 solid weeks away in the Sierra, the Sequoias, Kings Canyon, the high desert, the Mother Lode country, a week at Hume Lake Christian camp and Solvang.

MMT PLANS:

- **Short Term Missions:** To report to the Ambassadors on Sept 20 and the congregation on the 25th.
- **October Mission Conference:**
 - CCC missionary, Don McCurry, Director and Founder of Ministries to Muslims, will be the featured speaker on October 23rd.
 - 4C's Conference Pastor, Ron Hamilton, will be featured on October 30th to highlight 4C's Church Multiplication Strategy as Mission and highlight the new church planting effort by Sam Harrell.
 - The Mission Banquet on Oct 21st, hosted by the Ambassadors and the Mariners will feature Sam & Chris Harrell and their core group to educate and entertain.
- **February Mission Conference:** To be reduced to one Sunday plus the banquet and Faith Promise pledge.

MISSIONARIES:

- **Alex & Kristi Tan:** Returned to their ministry in the 'Great Far East' in August.
- **Scot & Sheryl Myhr:** Family was at CCC from August 18 through the end of August. Reception held along with Pulpit interview.
- **Ralph & Kim Lewis:** Reception held at the Statzers. They will be in So. Cal the week before Christmas and return to Cambodia on Dec. 27.
- **Mark & Rae Wilson:** On a 6 month furlough from Guinea, West Africa in Iowa; they will also visit Cedarville U where their daughter is a junior and as they enroll son, David, as a freshman.

MISSION FINANCIALS: August 2011:

- Current cash reserve at the end of July was at \$ 56,375.47.

Bank	Comment	Date	Amount	Total
B of A	Ending July Balance	7/31/11		\$ 59,134.49
Income	August Faith Promise		\$ 13,471.50	
	Designated Gifts: Missionaries		\$ 500.00	
	Total Revenues			\$ 13,971.50
Expense	Missionary Monthly Support		\$ 15,214.00	
	Mission Awareness		\$ 88.53	
	Kosovo support		\$ 1,427.99	
	Total Mission Expenses			\$ 16,730.52
Change	Net change			\$ (2,759.02)
B of A	Ending August Balance	8/30/11		\$ 56,375.47

EVANGELISM EXPLOSION:

- No firm plans to begin another training session at this time.
- One Team meeting on 1st & 3rd Tuesday evenings; making phone calls to church visitors, requesting opportunity to visit.

Date: September 15, 2011

Subject: Administration Team Ministry Meeting – Carlsbad Community Church

Present: Lou Furrer - Chairman, Bill Nix (Bus. Mgr), Ken Johnson, Carol Greene, Lynn Maddox, Nick Melillo and Mark Hoppe (Treasurer).

Lou opened the meeting with prayer at 1:30 PM.

Lynn Maddox recommended that the Meeting Minutes of August 11th be approved; Motion was seconded by Carol Greene. Motion APPROVED.

Bill reviewed the July monthly financial report. Income for the month of August was \$62,650 and expenses were \$81,406 with a negative balance of \$18,756. Our cash available is \$129,939.32.

For the first two months of the fiscal year 2011-2012 total income was \$147,717.32 and total salary and expenses were: \$164,994.87 for a negative balance of \$17,277.55 which is \$2,346.85 under budget.

Ken Johnson made a motion that Nick Melillo be approved as a member of the Administration team committee as a replacement for A.J. Veitch for a term through 12/31/2013. Motion seconded by Carol Greene. Motion APPROVED. **Elder board approval is required.**

Ken Johnson made the following motion: Due to the church's requirement to generate cash requirements for the General Fund we recommend two deviations from General Accepted Accounting Principles. These are: Charge capital expenses a fixed monthly amount so funds will be partially available for major repairs and fixed asset replacement. In addition subject to BOE approval transfer surplus funds to a Capital Expenditure Reserve account. And secondly: Charge expenses that equal the monthly lease payment to Xerox. Motion seconded by Carol Greene. Motion APPROVED. **Elder board approval is required.**

Lynn Maddox made a motion that CCC considers offering the Sanctuary for lease to another church that is compatible with CCC needs and requirements, Subject to BOE approval. Motion seconded by Carol Greene. Motion APPROVED. **Elder board approval is required.**

Bill reviewed the updated: "Priority list for Capital Improvement and Replacement"

Items completed:

- Replace steel hoses for A/C Units in the W/C
- Replace hydraulic hinges on 8 doors and adjust 6 in the W/C
- Replaced six toilets in the Sanctuary and Children/Office building with low flow toilets to reduce water usage

Items in progress:

- Video sound system repair and upgrade in Worship Center
- Replace two computers for office staff members
- Prayer room renovation and new furnishings

Obtaining bids for:

- Additional bids for rain gutters and down spouts on the East side of the W/C
- Paint stucco and railings on the South side of the W/C
- Paint anodized aluminum on the South side of the W/C
- Replace chiller, blower and boiler in the Sanctuary
- Replace carpet in the W/C

A motion was made by Ken Johnson to approve an increase in expenditures for replacing of the telephone system to include paging capability and new digital phones from \$7,000.00 to a "Not to Exceed" amount of \$8,500.00 subject to BOE approval. Motion seconded by Lynn Maddox. Motion APPROVED. **Elder board approval is required.**

Lou Furrer made a motion that CCC sponsor Cub Scouts Troop No. 740. The Troop is financially self-sufficient but needs an Executive Officer. Gary Steck has offered to be named on the troop charter as Executive Officer. Carol Greene will provide administrative support. Motion seconded by Carol Greene. Motion APPROVED. **Elder board approval is required.**

Bill Nix presented a Lock Down Procedure for CCC Children's Ministry Building. The guidelines for a "Lock Down" will be explained to each teacher, worker and volunteer prior to serving in a classroom.

Bill Nix presented a document defining website Design Directives for inclusion in the new website design. Submit any comments and recommendations to Bill Nix.

Other items of discussion:

- New Ministries, Food Ministries and food preparation and Health Department Regulations.
- New Pastor of the Day Proposal
- Church Plant Fund for Sam Harrell
- Photographer to take pictures at CCC Sunday, September 18th for posting on the church website after review and approval of photograph's by the website committee

The next meeting will be October 6th at 1:30 PM, one week earlier than usual , due to personnel availability conflicts. Meetings for the remainder of the calendar year are; November 10th and December 8th.

Lynn Maddox closed the meeting with prayer at 3:45 PM.

Respectfully submitted,
Mark Hoppe, Treasurer

ELDER BOARD REPORT
September 2011
Bill Nix, Director of Business Administration
August Activities

Continue to support, provide oversight and consult with Jessica Jones and Mark Smith for the activities in their departments.

FINANCIAL

- Prepared monthly financial reports for General Ministry, Restricted funds, Missions, and Women's and Men's Ministries.
- Approved invoices, reviewed accounts for accuracy, reconciled bank balances and provided reports for offerings and benevolence.
- Compiling an audit work book for the forthcoming audit by Leaf & Cole, CPA"A.
- Performed the bookkeepers duties while on one week's leave.

PLANT OPERATIONS (work accomplished by maintenance staff, volunteers and outside contractors)

- Work has been completed on replacing the rubber hoses with steel braided hoses on the 20 a/c units in the Worship Center.
- Work has been completed on upgrading the sound system in the worship center.
- The prayer room renovation and new furnishings in the Worship Center is 70% complete. Now awaiting 2 upholstered chairs, lamps and paintings.
- Completed the installation of 8 new hydraulic hinges and adjusting the alignment on 6 other doors in the Worship Center.
- Completed the quarterly inspection of the overhead sprinkler system and tested the 2 alarm systems to be in compliance with title 24 of the California building code and fire marshal requirements.

Other

- Grace Anglican has terminated their lease effective August 31, 2011.
- Performed extensive research, E-Mails and telephone calls with the County health department in connection with cooking and preparing food to serve the "Bread of Life Ministry". Met with the newly formed food ministry team to explain the findings and regulations.
- Helped Sam Harrell with the transition to his new church plant.
- Helped Justin Hill in his transition to the Student High Ministry.
- Worked with Ron Rusch on setting up the new "Care Ministry Team" to replace the POD ministry. The new ministry will be located in Sam Harrell's old office and staffed from 9:30Am to 3:30 Pm Monday – Thursday.
- Worked with Saskia on "lock down" procedures for the children's building.
- Continuing to work on the website directives' with our outside consultant.

Meetings

- Elders, Admin Team, Staff, Food Ministry Team.