

Highland Lakes church of Christ



Deacon Ministries

MEETING AGENDA

May 16, 2004

Present

Herman Taylor, Terry Cravey, Tommy Mayces, Don Pritchett, Randy Hagemo, Howard Yocham,
Charlie DeVore, Tim Senn

- ✓ Song – 278 I Know Whom I Have Believed
 - ✓ Prayer Requests
- ✓ Randy traveling, Steve, Herman, Howard, Henry, Herman's 1st cousin's passing (Amadon), Charlie's son-in-law David Harris (failed stress test)
 - ✓ Prayer – Led by Randy H.
 - ✓ Organization Structure
 - ✓ Ministry Handout

Agenda Highlights

- ✓ How often to meet?
- ✓ Organization (chair, notes)
- ✓ Calendar
- ✓ Use GC/JB/TG/BF/etc.
- ✓ Emphasis on reliance on God
- ✓ Pooled Resources
- ✓ Key's
- ✓ Workday
- ✓ Round Table

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Meeting Notes

(Taken by Terry Cravey)

May 16, 2004

- ❖ Discussed being in contact with each other.
- ❖ Deacon Meeting Scheduled to be held Regularly-Quarterly
- ❖ Charlie D. voiced concerns on doing the yard work (more help may be needed)
- ❖ Discussed the need for the Building/Grounds Deacon's to make a small list of most needed issues to be done at a workday to be set and announced to happen a.s.a.p (before V.B.S.).
- ❖ Determined chair persons for regular deacon's meetings; Randy H. - 2nd Quarter, Terry C. - 3rd Quarter, Charlie D. - 4th Quarter, Tim S. - 1st Quarter.
- ❖ Discussed idea of possibly Reserving Rear Pews for Late comers/visitors.
- ❖ Discussed the availability and usefulness of calling on men of the congregation, such as Gary Crabtree, Todd Gerald, John Brewer, Bob. F.etc., to assist in areas where Deacon's need help.
- ❖ Discussed the responsibility factor of having Keys. Remembering to lock the doors, etc. Each deacon indicated that he has his own key.
- ❖ Round Table Comments by each Deacon
 - Tim – raised the idea of a need and the desire, of many of our Family's with children, and visitor's with children, for a chain-linked area to be created in the front grassy area, possibly to have a few toys inside, to help parents to be able to corral their children in a safe place, while visiting after church. Possible resistance would include the visual looks, and the extra work required to keep that area mowed, weeded, etc. Will submit idea to elders.

Herman – working with Joe, Helga, Bill on benevolence work and feels he has a good start at becoming effective in this area

Terry – Working with Helga to coordinate greeters/avoiding double duty (not having to serve during the worship as well)

Suggestion made by Tommy and all agreed it might be a good idea for Greeters to have access to some name tags to identify them as greeters. Terry will approach the elders about this idea/expense, etc.

Tommy – Indicated he expects to be helping with the finances in the near future. No issues

Don – No issues/working with Charlie as needs arise.

Randy – Working basically off of Helga's system for now although he has an eye toward those others he can include in the worship service (ie. Younger boys who might be able to read scripture/pray, etc)

Howard – Indicated he has questions about the Mission work area:

We discussed establishing communication between the congregation and each supported missionary effort, requesting reports from them, etc. He indicated he has plans to meet with Joe and with the Elders for further information.

Randy Hagemo will be the chair for the 2nd Quarter meeting.

- Organize meeting date
- Ensure that meeting plans are announced to congregation/bulletin

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Deacon Ministries

MEETING AGENDA

August 29th, 2004

(Prepared by Randy Hagemo)

Present

Herman Taylor, Terry Cravey, Tommy Mayces, Don Pritchett, Randy Hagemo, Howard Yocham, Charlie DeVore, Tim Senn, Henry Katner, John Griffith

- ✓ Song – 652 My Country, 'Tis of Thee
- ✓ Prayer Requests
- ✓ Claude Fletcher, Lecil Johnson, Jerry Senn, Charlie's son-in-law David Harris Fell off a Horse, Charlie's son Jerry DeVore in Seton, Austin w/congestive heart failure/pneumonia
- ✓ Prayer – Henry Kattner
- ✓ Ministry Updates: Round Table discussion, regarding activities and needs within each of the Deacon Ministries.

New Business: Requests from Elders Meeting 3-26-04

- ✓ The sound system issue needs to be addressed.
 - Define the problem
 - Investigate solutions (include cost for parts and labor)
 - Develop an action plan and schedule to be submitted to the elders for approval. (John, Henry and Tim will organize a plan make a proposal for the elders to consider on how to best proceed). (Gary Crabtree has indicated intention to replace ballasts to see if that is the problem with the humming light – Tim will follow up on this)
- ✓ Fencing around the front yard where the kids play.
 - Troy Futrell has looked into pricing on a 3 sided picket fence for the area that would cost \$700-\$800.

- The elders would like us to investigate other options, ie. Iron fencing, and to ask if there are members that can help procure the material at a lower cost and possibly install it at a bargain price. Need material and labor costs for the various options submitted to the elders for approval. (Tim and Terry will investigate further options and report to the elders)
- ✓ There is evidently a new garbage disposal (still in the box) and used one, that someone procured for the kitchen, but neither one or the other has been installed yet for some reason (KMUD restrictions?). Can we get someone internally or externally to do that (not necessarily as a volunteer)? (Charlie, Henry and Randy indicated an ability and willingness to complete this project)
- ✓ Paula Welch is currently filling in as treasurer for Claude Fletcher and doing a fine job, however, the elders feel that there needs to be some discussion on finding someone to take over that roll for Claude. (Tim volunteered to assist in this area with the help of Lisa if needed and appropriate)

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Deacon Ministries

Meeting Notes

(Taken by Terry Cravey)

August 29th, 2004

❖ Round Table Comments by each deacon.

Terry – Is working with Bill and Helga on ideas for Visitor Packet – discussed need to keep expense down by targeting only those who are likely candidates for local outreach to receive visitor packets. Discussed possible special contribution to help pay for packets. Positive comments were made about the obvious improvement in the atmosphere created by those serving as greeters.

Randy – Wants to include more men in service roles, including grooming the younger men, Sam Reynolds name was mentioned.

Howard – Discussed possibility of joining with the Bertram and Marble Falls congregations on visits to mission areas which are shared by all three congregations as areas of service. Howard is now filtering through the constant correspondence for assistance and responding with correspondence.

Don & Charlie – Doing a great job. Raised need to come up with a longer term fix to the consistent weed problem in the lower lot. Possibly Tack Oil or other coverage of cracks. Work day needed.

Henry – WBS going really good. New computer in place for running label software (Built and donated by a member of the congregation)

John – Discussed converting auditorium restrooms into Lord's Supper, Sound room(s). Discussion of replacing ballast's or fixture to fix humming. Discussion of putting rubber matting on steps of baptistery and a banister/handrail. John discussed possibly stepping down because of failing eyesight. Discussion of some options for improving P.A. system.

Herman – Pantry inventory and labeling in process.

Tommy – Kiddie Doodles needed. Filling in for Claude.

Tim – Inventory of educational supplies was quick and easy – we don't have much and need to set aside money to be used by teachers in coordination with Bill & Tim to request items to begin to build an inventory of useful educational supplies/tools.

Bill has indicated to Tim that we are adding a new class for the kids to help with the age differences and possibly a new class for young adults of similar, which may be more appealing to younger visitors.

Planning to organize a Teacher's Appreciation Dinner to honor our long serving and dedicated teachers.

Terry Cravey will be the chair for the 3rd Quarter meeting.

- Organize meeting date
- Ensure that meeting plans are announced to congregation/bulletin

Highland Lakes church of Christ



Deacon Ministries

MEETING AGENDA

December 5th, 2004

(Prepared by Terry Cravey)

Present

Herman Taylor, Terry Cravey, Don Pritchett, Randy Hagemo, Howard Yocham, Charlie DeVore,
Tim Senn, Henry Katner, Guest: Gary Crabtree

- ✓ Prayer – Terry Cravey
- ✓ Ministry Updates: Round Table discussion, regarding activities and needs within each of the Deacon Ministries.

New Business: Requests from Elders Meeting 11-18-04

From the Wisdom of Don Bryan

What are we going to do?
When are we going to do it?
Where are we going to do it?
Why are we going to do it?
What is the cost?

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Meeting Notes

(Taken by Terry Cravey)

December 5th, 2004

- ❖ Howard – described 2 new requests for financial support from preachers at small congregations (one in Canada). These will be submitted to the elders. Working with Tim on getting information together for WWW – Mission Page.
- ❖ Randy – Working closer with Tommy re: his health and duties he has difficulty performing.
- ❖ Henry – World Bible School going good. Workday Thursday Dec. 9th.
- ❖ Hermon – Pantry is being supported well. Cookies for Cherokee Children's home being gathered for delivery December 12th.
- ❖ Tim – Preview of WWW site and review of successful Teacher's Appreciation Dinner/Presentation
- ❖ Terry – Visitor Cards being done by Terry not Henry – since becoming deacon over this area of service. Visitor packets well stocked inventory for years to come.

- ❖ Discussion of Elders Requests.
 - Sound System – “Priority!” Investigate cost of adequate system and get estimate. (Tim will contact Doug Short, in Marble Falls re: the present system and advice re: a new system) (Options/Estimate in hand by Jan 1)
 - Parking Lot Pavement – Earlier bid of repair was \$1400.00. Are there alternatives for temporary repair? (Gary will investigate original bid/bidder and investigate other contractor bids) (Randy will call the trash pickup company about an alternative to driving truck through the parking lot)

- ~~Roofing Out Buildings: Can this be done in house?
(Terry, Gary, Tim volunteer to roof the outbuildings)
(Suggestion made to contract the outbuilding at the preacher's home and only volunteer the building at the church)~~
- ~~Back Porch Entry Covering: Overhang was not done at time of construction. Get estimate. (Gary will consider this job himself)~~
- ~~Replace Gutters at Preacher's House: After roofing is completed, the gutters need to be replaced. What type?
(G&G in Liberty Hill suggested as contract to bid, as well as local company)~~
- ~~Repair Threshold Plate—Side double doors of auditorium, front left. Difficult to lock door.
(Gary will look at this project)~~
- Deacon Ministry Budget Requests
 - www. yearly – \$175.00 expense – hosting
 - New Business – Work Day (list)
 - Add – chemical spray for weed/grass control

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Deacon Ministries

Meeting Notes

(Taken by Terry Cravey)

April 3th, 2005

Present

(Howard, Randy, Don, Charlie, Herman, Henry, Terry, Tim, Tommy)

Consider Business from Last Meeting:

- Sound System – Bid on sound system from Austin Company - \$20,000 Complete System – elders considering options
- Parking Lot Pavement – Earlier bid of repair was \$1400.00. Are there alternatives for temporary repair? All agree – Simply putting a sealant/cover over lot will not fix the damage/problem.
(Gary will investigate original bid/bidder and investigate other contractor bids)
(No contact was made with the trash pickup company about an alternative to driving truck through the parking lot as it was decided after the last meeting that the trash truck was not the problem – rather, water seems to be the culprit – seeping into asphalt – a deeper pour should fix the damage and prevent ongoing problems)
- ~~Roofing Out Buildings: Can this be done in house?
(Terry, Gary, Tim volunteer to roof the outbuildings)
(Suggestion made to contract the outbuilding at the preacher's home and only volunteer the building at the church)–DONE~~
- Back Porch Entry Covering: Overhang was not done at time of construction. Get estimate. (Gary will consider this job himself) Gary submitted bid, contractor submitted bid for less. Elders are considering.
- ~~Replace Gutters at Preacher's House: After roofing is completed, the gutters need to be replaced. What type?~~

~~(G&G in Liberty Hill suggested as contract to bid, as well as local company)~~—DONE

- ~~Repair Threshold Plate—Side double doors of auditorium, front left. Difficult to lock door.~~
~~(Gary will look at this project)~~—DONE Repaired by Gary Crabtree.
- Deacon Ministry Budget Requests
Tim will be submitting ongoing wwww. yearly – \$175.00 expense to elders before their meeting scheduled for this coming Wednesday
No other Budget information was presented

New Business

* Work Day (list)

Add – chemical spray for weed/grass control.
Paint Curbing with Yellow concrete paint.
Shrub pruning.

* Scheduled For April 30th 8:00am

Tim, get with Charlie to prioritize list / supplies to accomplish tasks

- Herman – new pantry from home depot to elders for consideration - \$150.00

* Next Quarter Chair – Henry Kattner

* Next Meeting will be End of mid/end June

* Need to keep quarterly meetings on schedule.

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Meeting Notes

(Taken by Terry Cravey)

September 11th, 2005

Present

(Randy, Don, Charlie, Herman, Henry, Terry, Tim, Tommy)

Consider Business from Last Meeting:

- Sound System still needs Hearing Aid System removed from the sound system box to get rid of AC Hum. Possible upgrade of whole system 5-10 years. People needed to be appointed (volunteer) to be on Sound System Duty Schedule (Rotating) - Tim Senn, Terry Cravey, Henry Katner, Randy Hagemo
- Parking lot – Poles to be placed in back street entrance to prevent thru traffic – Possibly install chains, from steel posts as well (Pike Contractor will Drop off poles – per Terry.
- Trash Pickup – No change at present time. Weed Spray – Need to check on pre-emergent/Weed killer that will work for an extended period of time. Up to \$125.00. T. Cravey will call county Ext. Office
- New Pantry – Henry Taylor \$149.00

New Business:

- Charlie Devore – Storage Room needs to be cleaned out
- Need someone to take over Baptistry – Todd? Monitor water level/temp/PH
- Gut women's restroom and put in Lord's Supper/Sound room/with Refrigerator (present scenario is a hazard for elderly men/women bringing implements from one building to the other) Women's restroom has a bad toilet. Could post signs closing use of restrooms and lock

doors while the construction is being done. Need to work on a design to facilitate the most efficient use of that room.

- Herman Taylor upcoming Surgery – Bill and Joe to Fill in.
- Help needed on Lords Supper Trays – possible scheduling of volunteer list on bulletin board to facilitate more involvement in this area.
- Food Bank is full at present time.
- Randy and Terry brought up idea of involving men/boys in service during worship. Tim has discussed with Terry and Sam, as well as Howard and Eric, the father/son positive spiritual influence that would result from these and others becoming involved in the worship service – reading scripture, serving on table, prayers, etc. * (see attached proposed ministry idea).
- Parking in Rear – able bodied people need to park out further - to allow for older folks and visitors
- Concern raised about need to involve more members in service areas. Look at asking members to help out for different projects – Bulletin Board – Weekly Bulletin – Funerals – Set up/Clean up, Lord's Supper prep, Baptistry, Sound System
- Henry Katner raised need for someone to work with the youth. Possibly even a summer youth intern?? Also to increase community outreach, especially to younger families/children.
- Concern raised about getting approval for above mentioned budget items from elders so plans can be made to move forward on these projects.

ITEM: CONTACT:

New pantry – Herman Taylor

Weed killer – Terry and/or Charlie

Women's Restroom Construction - Design/layout first then assign project manager to manage facilitation of construction in a timely and financially efficient manner.

Next meeting Chair Person – Howard Yocham

Tenative Date: 1st weekend in December

Make the Deacons Meetings Scheduling a Priority!

Proposal for New Deacon's Ministry Item

Ministry: Equipping for Worship and works of service

Immediate Goals:

- Raise level of “intentional efforts” to equip father/son teams with opportunities for service/leadership roles in the worship service.
- Raise “level of intentional” efforts to equip other men of the congregation with opportunities to be involved in service/leadership roles in the various activities of the church.
- Expand worship service organization to raise actual and perceived level of larger church body involvement/participation. Sub benefit: puts a younger “face” on the overall congregation. Sub benefit 2: displays the real and perceived atmosphere of “involvement” and “participation” and creates a positive affect for the participant in the pew to desire to be more involved, (ie. Listening more closely, engaging more actively in the worship service.)
- Prepare saints, young and old, for works of service.

Extended (longer term) Goals:

As participation grows in areas of service within the worship service, etc, additional goals such as; Deeper Faith Building, Deeper Relationship Building, Deeper Word-Knowledge Building, etc. would follow, in the way of activities such as: Father/Son Retreats, Men's Retreats, Men's Prayer Breakfasts, Increased Service-Training and misc. spiritual growth activities, Church Family and community Service Projects, Mission Projects, etc. should develop over time.

Initial Objectives:

1. Gather and garner interest from father/son members.
 - a. Howard/Eric, Terry/Sam, Father & Brian Morris
 - b. Develop list/schedule of all men who are willing to read scripture, serve on the Lord's Table, Lead Prayer, prepare Lord's Table implements, pick up visitor cards, open/close building (deacons with keys), man sound system, monitor baptistery, etc.

2. Spend 3 (minimum) meetings with father/son teams, and other men, to expose children, especially, to practice - reading scripture and praying publicly.
3. Gain participation from Joe and Bill.
 - a. Planned scripture readings should on occasion, but not always be used to compliment the lessons from Gods Word, when useful, to compliment message. Joe would request scripture to be read, no later than noon Saturday, before Sunday services. If not:
 - b.readings may also be chosen to compliment the song service - to inspire the opening tone of the worship service when appropriate. On occasion these readings may help set a tone for the coming participation in the Lord's Supper, on other occasions these readings can simply be used to compliment the opening songs prior to the opening prayer. Bill or song leader would request scripture to be read, no later than noon Saturday, before Sunday services. If not:
 - c. (First 6 months – Wednesday/Sunday Evening services only, for children) ALL INITIAL readings will be chosen in advance by the Equipping Ministry Leader/in conjunction with the reader(s) input, and should include random readings from inspiring and encouraging passages of scripture that draw the audience to focus on the glory and honor of the Lord, thanksgiving, humility, sacrifice, praise, etc. to help facilitate arrival to the worship service and to help facilitate an atmosphere of sincere worship - drawing attention to the purpose of our gathering together. (After the first 6 months, items a. and b. may begin to be used to compliment the lesson and/or song service according to above structure. Children will begin to be used on Sunday mornings)