

May 28, 2020

Dear Disciple(s):

It is that time again to mark your calendar for Zion's Semi-Annual Church Conference to be held on Saturday, June 20, 2020 at 10:00 A.M. via Zoom. The Zoon ID Number is 840 7606 2216. The Zoom Meeting Password is 4850. For those who will call in, the Zoom Telephone Number is (301) 715-8592. The Telephone Password is 4850. We are requesting all Administrative reports to be emailed to jjalloh@ziondc.org , Executive Assistant to the Pastor no later than Tuesday, June 16, 2020. We are not requesting Ministry Reports at this time because of COVID 19 Pandemic which started in our area early March.

Sincerely,

**Maureen A. Barnes,
Church Secretary**

Zion Baptist Church, Inc.

4850 Blagden Ave NW

Washington, DC 20011

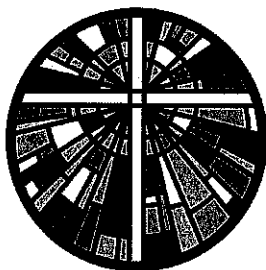
Rev. Dr. Keith W. Byrd, Sr.

Pastor

“The New Era: Restoring Community”

Joel 2:25-27

ZION



BAPTIST CHURCH

SERVING THE FAMILY OF GOD SINCE 1864

SEMI-ANNUAL “Virtual” CHURCH

CONFERENCE

Saturday, JUNE 20, 2020

At 10:00 AM via Zoom

Semi-Annual "Virtual" Church Conference

**"The New Era: Restoring Community: "
Joel 2:25-29**

**Saturday, June 20, 2020 @ 10:00 AM
AGENDA**

- I. Scripture and Opening Prayer**
- II. Adoption of Agenda**
- III. Adoption of Minutes from Annual Church Business Conference
December 8, 2019**
- IV. Administrative Reports**
 - Diaconate Ministry**
 - Trustee Ministry**
 - Treasurer's Report**
 - Secretary's Report**
 - Church Clerk Report**
- V. New Business**
 - Transformation Team**
 - Relaunch Task Force**
- VI. Pastoral Remarks**
- VII Closing Prayer & Adjournment**

“A New Era: Restoring Community”

Annual Church
Business Conference
Minutes

December 08, 2019
(09 pgs.)

**Zion Baptist Church
4850 Blagden Avenue, NW
Washington, D.C. 20011**

Rev. Dr. Keith W. Byrd, Sr., Pastor

**Annual Church Business Conference*
December 08, 2019**

**7:00 P.M.
Distributed
June 20, 2020**

I. Hymn of Praise

Hymn #211 "Leaning On the Everlasting Arms"

Zion Baptist Church (ZBC) members were certified as an official disciple of ZBC to enable them to participate and vote in the meeting. A medley of songs were sung during the certification.

Pastor Byrd acknowledged the following:

Trustee David Saunders, Brothers Stanley Saunders, Jim Brown and First Lady Kimberly Byrd for preparing the Sanctuary for the worship service. Bro. Ryan Jones cleaned all of the instruments. Deacons Donna Pittman and Lisa Alexander decorated the Sanctuary. Lastly, he thanked the Administrative staff Ms. Ann Lewis, Sis. Jean Jalloh, Bro. Leonard Stephens, Miss. Beverly Everson-Jones, Dea. Debbie Moon, and the Sextons Bro. Michael Jackson and Norman Stover for continuing to work with limited heat.

II. Scripture & Prayer/Call to Order

Pastor Byrd read Matthew 17:19-20 and Deacon Chairman Hendri Williams offered prayer. The meeting was called to order at 7:08 P.M.

III. Adoption of Agenda

A. Administrative & Ministry Reports (Information Only)

AGENDA

- I. Hymn of Praise
- II. Scripture and Opening Prayer
- III. Adoption of Agenda

- I. Adoption of Minutes from Semi-Annual Conference-June 9, 2019
- V. Presentation of 2020 Proposed Budget
- VI. Nomination Committee Report
 - A. Election of Officers
 - B. Proposed Constitutional Amendment For BCA
- VII. Announcements
- VIII. Closing Prayer & Adjournment

Pastor Byrd presented the agenda with the following amendments.

- Section III. add-A. Adoption of Administrative & Ministry Reports for Information Only.
- Section IV. Add-Special Called Meeting-October 20, 2019.
- Section V. Allotted time-20 minutes.
- Section VI. Allotted Time-Proposed Constitutional Amendment for BCA-15 minutes.
- Section VII. Announcements Allotted time 7-10 minutes.

A motion to accept the agenda was made by Dea. Frank Joe and seconded by Sis. Loretha Young. The majority was in favor, 1-Opposed and 0-Abstained. The motion passed.

Dea. Prince Willis made a motion to accept the Administrative and Ministry Reports and the motion was seconded by Sis. Jane Foster. The motion was unanimously approved.

IV. Adoption of Minutes 06/09/2019 & Special Called Meeting 10/20/19

A motion to approve the aforementioned minutes was made by Dea. Frank Joe and was seconded by Sis. Gloria Rogers. The motion was unanimously approved.

V. Presentation of the 2020 Proposed Budget

Pastor Byrd asked the church leadership to allow the general church body to ask questions and that questions from leadership would not be entertained. He then introduced the Church Certified Public Accountant-Miss Beverly Everson-Jones and the Church Financial Manager-Miss Ann Lewis.

After reciting Psalm 118:24 Sis. Everson-Jones gave an overview of the budget.

Zion Baptist Church
Budget Overview

The proposed 2020 budget has been prepared based upon the following objectives:

- Create operational cash flow to support internal ministry objectives and position Zion Baptist Church to experience growth in outreach.
- Create net cash flow to support pay down of the existing line of credit to reflect a target level of \$60K in average balance in 2020.

- Effectively service debt associated with financing for the infrastructure enhancements to HVAC and electrical systems.
- Effectively service debt associated with lease financing for LED video equipment related to the sanctuary expansion.
- Create a capital budget to address debt payments associated with capital improvements.

The focus of this budget presentation is on the operational and strategic elements of the budget. The internal ministry areas are entered at the summary level with no detail at the individual ministry level.

The preliminary projections for 2019 has been included for reference.

Key Assumptions

- Overall revenue is reflected as flat in comparison with 2019 budget and will be met with appropriate focus on stewardship education, implementation of planned giving and continued focus on strategic giving.

- For 2020, debt service is projected at its required minimum level; however, as opportunities arise excess revenue will be directed into a debt retirement fund to support C-Pace payment due in March 2021.

- Limited HR impacts are included in the initial draft with specific increases to support enhanced skills needed for A/V technical support, outreach ministry enhancements and right sizing of operational staff.

- The estimated impact of merging Zion North has not yet been incorporated into this budget as work of the transition team will provide additional context on timing and actual financial impact.

20 minutes was allotted for this topic. At Pastor Byrd's request, Sis. Loretha Young made a motion to add an additional 10 minutes to allow for discussion. The motion was seconded by Sister Tara Cole.

Trustee Frank Dickey raised a Point of Order-“...There is no time limit on discussion. I'd like a ruling as there is no place in the Constitution or the Bylaws that says or to put a time limit on discussion.”

Pastor Byrd: "I'll rule on your Point of Order, as the Chair I adopted the budget with time limitations on it. The agenda excuse me and I explained to the Congregation, the Congregation voted on the agenda and that's why I had to come back and ask the Congregation for 10 more minutes because the 20 minutes that we approved on the agenda has expired. So your Point of Order has been heard and we've ruled that that is not germane to this motion."

The motion was approved with 2 opposed.

Discussion followed.

A motion to approve the 2020 Budget was made by Sis. Oceola Briscoe and seconded by Dea. Karen Coley.

Trustee Frank Dickey: "I'm not sure if the congregation is aware that the Board of Trustees did not approve this budget. We did not approve this budget. I am the chair of the Budget and Finance Committee; we recommend that this budget not be approved, mainly because we have not gotten documentation that supports these numbers. And also according to this budget it shows deficits we want to start the year beginning with a flat budget "

Pastor Byrd: "Thank you. Duly noted for the information and for the record. The proposed budget of the Budget and Finance Committee with Bro. Frank Dickey as Chair was presented at the most recent Board of Church Administration (BCA) meeting and it was defeated by the BCA thus the budget that is before you has been approved by the Executive and Legislative Body of our Church, which is the BCA. Are there any further questions on the motion on the table to adopt the proposed 2020 budget for ZBC? Are you ready for the question?"

All in favor-majority, opposed-3 and abstentions-6. The motion is approved and the budget of 2020 is adopted.

VI. Nomination Committee Report

Election of Officers Proposed Constitution Amendment for BCA

Pastor Byrd presented the slate for 2020 ZBC officers which were listed on the blue ballot. There are no persons being contested on the ballot. Parliamentary, Lay members which appear on the backside of the ballot are elected as individual members to the BCA and therefore to be duly elected they must receive 50% of the present voting plus one. If there is no descent for the four persons serving for a two (2) year term as Lay members then they will have the 50 plus one and we'd simply need to mark the ballots and we can collect them. Is that by consensus the pleasure of the body? There is no opposition to that.

A call for nominations from the floor was made three (3) times.

Annual Meeting Ballot

December 8, 2019

Election of Officers – Congregation accepted slate and Officers approved for CY 2020 as noted during Semi- annual church meeting held on the above date

Please vote for candidates by putting an "X" in the box to the right of the name

Church Clerk – 1 Yr. Term Vote for 1	Ass't. Church Clerk - 1 Yr. Term Vote for 1
Sis. Marlene Tolson <input checked="" type="checkbox"/>	Sis. Cynthia Martin <input checked="" type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

Church Secretary – 1 Yr. Term Vote for 1	Ass't. Church Secretary – 1 Yr. Term Vote for 1
Sis. Maureen Barnes <input checked="" type="checkbox"/>	Dea. Wanda Williamson <input checked="" type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

Church Treasurer – 1 Yr. Term Vote for 1	Ass't. Church Treasurer- 1 Yr. Term Vote for 1
Sis. Delores Johnson <input checked="" type="checkbox"/>	Sis. Lisa Robinson <input checked="" type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

Parliamentarian – 1 Yr. Term Vote for 1	Historian - 1 Yr. Term Vote for 1
Dea. Kimani Darasaw <input checked="" type="checkbox"/>	Bro. Michael Yette <input checked="" type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

Lay Member– 2 Yr. Term Vote no more than 4		
Sis. Patrice Bailey	(1 st Term – 2020 thru 2021)	<input checked="" type="checkbox"/>
Bro. Thomas Dudley	(2 nd Term – 2020 thru 2021)	<input checked="" type="checkbox"/>
Bro. William Lawson	(1 st Term – 2020 thru 2021)	<input checked="" type="checkbox"/>
Bro. Stephen Thomas	(1 st Term – 2020 thru 2021)	<input checked="" type="checkbox"/>

The yellow ballot presented by Pastor Byrd reflects the proposed Constitution Amendment change recommended by the Governance Committee under the authority of the BCA. The Amendment reflects the request to change the meeting requirement of the BCA, which currently has to meet every month except August. The Amendment is:

Section 2@ (4)- The Board of Church Administration shall meet in the months of January, June, October and December but may be called into special session by its Chair to address matters requiring urgent attention.

Trustee Frank Dickey made a statement of opposition against the change to the Constitution.

VII. Announcements

Pastor Byrd shared reflections of Matthew 17:20-“Believing God.” ZBC has to start afresh to again believing God. It has to be something that permeates through our very being.

- Fellowship-There can be no fellowship without proper relationship. Put relationship first.
- We must be accountable to one another for our behavior as Christians.
- Leaders are expected to believe God, even when we don’t know what the future holds.

- There are things in the Shepherd's Report that everyone should read the Pastoral Response. Two things that will block the vision is:
(1) Stewardship and (2) Accountability (Leadership).

Sis. Elena Lowry: "Is this A New Era: Restoring Community part of our 2020 vision statement?"
Pastor Byrd: "Yes."

Sis. Cynthia Martin: "I'm looking for the Health Ministry in the Shepherd's Report."
Pastor Byrd: "You can direct that question directly to Sis. Elaine Saunders?"

VIII. Closing Prayer & Adjournment

Sis. Priscilla Gross made a motion that the meeting be adjourned and seconded by Dea. Frank Joe. The motion was approved.

Pastor Byrd gave the closing prayer and the meeting was adjourned at 2:28 P.M.

Respectfully submitted,

Maureen Barnes

Maureen A. Barnes,
Church Secretary

Wanda Williamson

Wanda M. Williamson,
Assistant Church Secretary

*Recorded minutes are reflective of the working agenda. All ministry reports are available for review in the church office.



Rev. Dr. Keith W. Byrd,

Sr., Pastor

Deacons Ministry

4850 Blagden Avenue, NW

Washington, DC 20011

Rev. Keith W. Byrd, Sr., Pastor

Dea. Hendri J. Williams, Chair

**Diaconate Ministry's Semi-Annual Report
June 20, 2020**

The New Era: Restoring Community- Joel 2:25-27. “So, I will restore to you the years that the swarming ^[a]locust has eaten, The crawling locust, he consuming locust, And the chewing locust, My great army which I sent among you. ²⁶ You shall eat in plenty and be satisfied, And praise the name of the LORD your God, Who has dealt wondrously with you; And My people shall never be put to shame. ²⁷ Then you shall know that I *am* in the midst of Israel: I *am* the LORD your God And there is no other. My people shall never be put to shame.

Good evening my brothers and sisters in Christ. The Diaconate greet you in the name of our Lord and risen Savior, Jesus Christ! We thank and praise God for His continued grace, mercy and loving kindness. For He is worthy to be Praised! I pray that you and your family are doing well and remaining safe. As you know, we are experiencing unprecedented times in our world today with Covid-19 and the social unrest that has gripped both our country and this world. But, the one assurance that we have as believers in the Lord Jesus Christ is that God has the whole world in His hands. We also have the assurance found in Deuteronomy 31:6, “Be strong and courageous. Do not be afraid or terrified because of them, for the Lord your God goes with you; He will never leave you or forsake you”. God has given the black church a platform for a time such as this. To bring to the fore-front the pervasive and on-going racist culture that continues to exist in this country and the world. The social unrest over these past few weeks have brought to light the exacerbations of other disparities that continue to plague Black and Brown people. In order to reimagine real change, these societal ills, that have been around for hundreds of years, have to first be addressed by reformations of laws that exist in the judicial system. We have been sheltering in place now for some 100 days praying and asking God to speak to us and through us as His children. We are waiting with expectation to return to normal. The truth is my brothers and sisters is that we will return, but not to the normal we once knew. For God is doing a new thing. In the words of Dr. Howard John Wesley in his sermon titled: Noah’s Ark- Surviving An Extinction Event, he reminds us that our new normal involves having to deal with the unprecedented; building that which has never been built before; and stepping off into an entirely different world. Therefore, now is the time for us to go and do what God has ordained us all to do, “Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit. Teaching them to observe all things whatsoever I have commanded you; lo, I am with you always, even unto the end of the world”. (Matthew 28: 19-20)

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Phone (202) 722-4940 – www.ziondc.org



Rev. Dr. Keith W. Byrd,

Sr., Pastor

Overview:

The Deacons Ministry of Zion Baptist Church continues to administer the ordinances of baptism and communion, conduct the intake process of new disciples, visit the sick and shut-in, support the bereaved, and minister to the needs of the Pastor and the congregation. The Deacons Ministry also strives to uplift our church family in prayer and meditations. The Diaconate Ministry has completed its study on discipleship and will continue to prayerfully and enthusiastically follow the plan in areas of Daily Prayer, Weekly Worship, Bible Reading, Service in and Beyond the Church and finally the Giving of Time, Talent and Resources. *If anyone serves Me, let him follow Me; and where I am, there My servant will be also. If anyone serves Me, him My Father will honor. John 12:26 (NKJV)*

The Deacons Ministry will continue to support the Pastor's vision to include; 1) Zion Baptist North Site; 2) Life Institute; 3) Strategic Missions; 4) Zion affordable housing for seniors. All linked to the core ministry of Evangelism and Discipleship. Additionally, the Deacons continue to:

- ❖ Communicate with all our sheepfold members.
- ❖ Stay connected through cards, visitation, telephone calls and fellowship.
- ❖ Counsel all new disciples.
- ❖ Introduce new disciples within their sheepfolds.
- ❖ Provide Financial assistance through the Diaconate Fund for members of Zion and non-members.

Sheepfold Updates:

In 1995 the Pastor and Deacons Ministry established sheepfolds to assist the Pastor in caring for Zion's disciples. The purpose was to ensure that each *household* of Zion disciples (called a sheepfold) is placed under a Diaconate Team's oversight. Diaconate Teams consist of at least one male and one female Deacon. Each Diaconate Team generally has approximately 20-30 sheepfolds under their care. The Diaconate team for each sheepfold is intended to be the first point of contact for requests for prayer, hospital or other sick-in visitations, and communion requests. However, disciples and Deacons are encouraged to establish relationships and fellowship with others outside their sheepfold as well. Zion disciples generally are assigned to a sheepfold team alphabetically (by last name); however, where

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Rev. Dr. Keith W. Byrd,

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there are disciples living in the same house, but have different last names, they will be assigned to the same sheepfold team.

Annually Diaconate members send Christmas and Easter cards to all sheepfold members. New disciples joining Zion receive a letter in their welcome bag from Deacon Denise Darasaw, (Sheepfold Coordinator), notifying them of the sheepfold to which they are assigned. The Diaconate team also receives a letter from Deacon Darasaw, providing them with the new disciple's contact information. It is each Deacon's responsibility to quickly make contact with any new disciple assigned to his/her sheepfold.

We are blessed to serve this body of Christ and we thank God for each and every disciple of Zion Baptist Church.

Diaconate Fund:

The Deacons Ministry thanks the Zion church family for their continued faithful generosity in contributing to the Diaconate Fund. The Fund continues to provide financial assistance presented to them by Zion members, relatives, and non-members within the community. We also continue to provide funds for the sick and repasts (not during Covid-19) for homegoing services at Zion. The attached Diaconate Fund report provides an overview of the funds we received and distributed on the church's behalf from December 2019 through May 31, 2020.

Covid-19

In addition to our regular Diaconate Fund, the Diaconate has set up a Covid-19 Relief Fund Assistance for those members who have been impacted by the Coronavirus. If you are aware of any Zion member that is in need of financial assistance due to Covid-19, please share this information with them. All information is now available on the [ziondc.org website](http://ziondc.org). The Diaconate has also donated surgical masks to Stoddard Baptist Home to assist the front line workers in some of their PPE needs. Lastly, in an effort to assist those needing food due to covid-19, the Diaconate will be making a \$500 donation to the Capital Food Bank. Again, thank you Zion for your continued financial gifts toward the diaconate fund in order that we may be a blessing to others in need.

To God be the Glory for all that He has done and will continue to do for Zion Baptist Church as long as Zion stands on His word and continue to remain faithful.

In Christian Service,
Deacon Hendri J. Williams, Chair
Zion Baptist Church Diaconate Ministry



BOARD OF TRUSTEES REPORT AT THE 2020 CHURCH SEMI-ANNUAL MEETING

"All things, therefore, that you want men to do to you, you also must do to them." Matthew 7:12

Remarks from the Chair: Good Morning. The first-half of year 2020 has been full of challenges but we have good news to share and the following is a brief summary of the Board of Trustees' major action items:

Zion Baptist Church Financial Overview: For the first half of year 2020, all things being considered, Zion Baptist Church is in a good place financially. Despite the temporary shuttering of the church due to the Coronavirus pandemic crisis, faithful donations of members' tithes and offerings have enabled us to meet our payroll expenses and no member of the church staff has missed a paycheck. With \$546K in income and \$466K in expenses we have a surplus of \$80K. This favorably reflects lowered expenses with the close down of the church but does not include set-aside for PACE debt payment. In addition, we have been blessed with receiving stimulus funding from the SBA Paycheck Protection Program through Industrial Bank in the amount of \$110,391 for Zion Baptist Church and the amount of \$42,369 for the Genevieve N. Johnson Senior Day Care Center for a combined amount of \$152,760. Additional details are provided by the Finance Team's Mid-Year Report.

Budget and Finance Action Items: The Board of Trustees is working with the Church Finance Team on the process of reviewing and making recommendations for the preparation of the 2021 budget submission at the Annual Church Meeting in December. The BOT is undertaking several actions to improve upon the accountability and budgetary oversight of the financial assets of Zion Baptist Church. This will include implementing policies and procedures for the allocation of funds, evaluating trends for the use of approved funds and establishing appropriate "checks and balances" based on the prioritization of annual budgetary requirements. In addition, the Church Finance Team continues to complete an upgrade to Shelby-Next for preparing reports as well as the BOT has approved conducting a full audit by an independent auditor.

PACE Project Action Items: We are pleased to state that an excellent program offered by the C-PACE (Commercial Property Assessed Clean Energy) has enabled the church to obtain up to \$1.25 million dollars in specialized financing with an annual payment of \$102,000.00 over a twenty-five year period. The great news is that this loan payment will be paid for in part by our annual energy savings. The BOT has engaged Think Box Group, as the church's energy consultants, to help guide Zion Baptist Church through the DC PACE process for the HVAC System upgrades. The C-PACE Project is almost completed with the installation of a new HVAC infrastructure system to include: HVAC System, Hot Water System, Sump Pump System as well as other energy efficiency services to include the installation of LED Lighting and Energy Efficient Windows throughout the property and Solar Panels. These are significant upgrades and enhancements of the church's overall energy efficiency system and we anticipate consistent energy savings combined with operations and maintenance savings in order to subsidize the annual repayment obligation over the next twenty-five years. Currently, based on a PEPCO needs assessment there is a requirement to install an electrical upgrade of the church's power grid and we are currently seeking an electrical contractor in order to perform this job.

Facilities, Utilization, and Long Range Planning Action Items: The Sanctuary Enhancements and Technology Upgrades Project is almost completed. This effort included: (a) installation of a large LED screen above the baptismal pool, (b) installation of two video screens in the rear of the main sanctuary as well as video cameras in the sanctuary, (c) installation of an upgraded sound system throughout the main sanctuary, (d) installation of an audio-visual room in the balcony, (e) glass window over the baptismal pool, (f) installation of video cameras in the baptismal pool, (g) expansion of the choir loft and pulpit area, (h) new pulpit furniture, (i) renovation of the media room and bridal room, and (j) capacity for video

Respectfully Submitted By Trustee David J. Saunders Chair of the Board of Trustees

stream services in fellowship hall, chapel and auditorium. In addition, due to DC Regulatory Affairs inspection we installed a safety railing across the balcony ledge. There are also plans later to install a new carpet in the main sanctuary.

Production and Technology Team Action Items: The FULRPC is in the process of designing a training program focusing on a Production Team component and a Technology Team component for the operation of the Upgraded Audiovisual System. The training program will be approximately 90-120 days in duration with an annual refresher and certification requirement. Efforts are also being taken to establish a robust social media campaign as a way to enhance the outreach capacity of livestreaming of worship services, bible classes and other virtual meetings. Plans are also being considered for exploring the ability to generate additional revenue streams through the rental of audiovisual equipment and services.

Risk Management Action Items: The BOT has completed a vulnerability/risk assessment and will be actively seeking a Homeland Security Grant in the year 2020 in order to better prepare for any emergency situation(s). In addition, with the ongoing coronavirus public health challenge, a risk management protocol for educating staff on protective actions for being in the workplace was implemented with the staff on-site at the church on Wednesdays and Thursdays between the hours of 8am and 4pm while on all other days they will tele-work. Church sextons will be available to be on-site if there is a need to meet with contractors or receive deliveries.

Commemorative Brick Campaign: The Commemorative Brick Campaign known as the "Pathways to Grace" is an effort to recognize and celebrate Zion Baptist Church's rich history while memorializing the work that has been done by individuals and families over the 155 years of Zion Baptist Church's history. It has already proven to be a successful fundraiser. Approximately 128 bricks have been sold to date and after all expenses accounted for approximately \$20,420.00 was recouped. It is anticipated that the commemorative bricks will be placed over the long sidewalk between the sanctuary and educational wing that was damaged by the large crane equipment during the replacement of the main sanctuary roof. However, due to the proposed excavation work for the electrical upgrade project this work will be postponed until further notice. Fortunately, your opportunity to purchase an individual, family, ministry or corporate brick is still available.

Exterior of the Building Beautification Project Action Items: The BOT is pleased to announce that there is a twelve-month landscaping effort that includes cutting grass, trimming hedges and bushes, weeding and seeding. In addition, a contractor has been engaged regarding the installation of a lawn irrigation system. However, due to the proposed excavation work for the electrical upgrade project, this work will be postponed until further notice. Please Note: The Church Landscaping and Irrigation Project is a 100% donor sponsored project under the oversight of the FULRPC.

Risk Management Action Items: The BOT is undertaking several actions to improve upon the safety and security of people, property and information technology assets of Zion Baptist Church. In particular, we have completed a vulnerability/risk assessment and will be actively seeking a Homeland Security Grant in the year 2020 in order to better prepare for any emergency situation(s). In addition, with the ongoing coronavirus public health challenge, a risk management protocol for educating staff on protective actions for being in the workplace was implemented with the staff on-site at the church on Wednesdays and Thursdays between the hours of 8am and 4pm while on all other days they will tele-work. Church sextons will be available to be on-site if there is a need to meet with contractors or receive deliveries.

Information Technology Action Items: The BOT has consolidated all telecommunications services (telephone, tv cable and internet) under one service provider (RCN) in order to realize long term-cost savings and improved serviceability. Plans are underway to improve our cyber security protocols in order to protect Church's sensitive data and information.

Property and Maintenance Action Items: The BOT is actively moving forward with updating a project management GRID in order to determine the priority of each infrastructure project and designate appropriate funding allocations. The BOT is also undertaking an updated inspection and assessment of all property of both the Church and Family Life Center in order to identify areas of concern with the aging infrastructure and consider appropriate corrective action. There is currently a need to remove several dead trees on the grounds of the Family Life Center.

Respectfully Submitted By Trustee David J. Saunders Chair of the Board of Trustees

Zion Baptist Church Inc
4850 Blagden Avenue, NW
Washington, DC 20011

Rev. Dr. Keith W. Byrd Sr. Pastor

June 20, 2020

(Office of the Secretary's Church, Semi Conference Report)

Intake Communication to New Disciples

New Disciples intake forms received for baptism (3)

(Period: from 11/30/19 thru 5/31/2020 3

Letters mailed or emailed from 11/30/2020 thru 5/31/2020 (3)

Totalled Baptized this quarter: (0)

New Disciples intake forms received, for experience of grace

(Period: 11/30/19 thru 5/31/2020) (9)

Total letters mailed or emailed (9)

Total Experience of Grace Received RHF, this quarter (4)

Restoration

(Period 11/30/19 thru 5/31/2020

Total letters or emailed (1)

Total Received RFH (1)

Totalled Received: Right Hand of Fellowship: (5) (including, baptism, & experience of grace and restoration year ending May 31, 2020

Total New Disciples (Intake Forms Received) 14

Period: Ending: 5/31/2020

Right hand of fellow-ship Communications to Disciples

Total: 5

Total received RHF 5

Certificates Prepared for the Following:

Church Membership certificates: (5)

Restored without RHF, (1)

Disciples Membership Bags (5)

Total welcome bags prepared and distributed (5)

Total member ship ending 5/31/2020 (5)

Total restoration with RHF (1)

Total (6) including 1 member not receiving RHF, after restoration

Baby Dedications (1)

Administrative Duties

Submitted names of disciples for baptism and right hand of fellow-ship to Executive Assistant to include in the bulletin on second and fourth Sunday's monthly

Notified Sister, Catherine Ford to prepare bibles for the new disciples

Scanned and e-mailed new disciples forms to Deacon Denise Darasaw for sheep-fold assignment

Prepared name tags for disciples for baptism and receiving right hand of fellow-ship

Submitted baby dedication information to Executive Assistant

Submitted church membership status monthly to Executive Assistant

Notification of Church's semi-annual and annual conference to Zion's disciples

Recorded minutes of the and semi and annual church conference

Created 2020, Officers Roster

Interfaced with Executive Assistant, regarding the church's calendar for year 2020.

Partnered with the church Executive Assistant, to schedule counseling, weddings, and baby dedications for the pastor

Assisted with the planning, and coordinating weddings at Zion Baptist Church

Respectfully Submitted,

Sister Maureen A. Barnes, Church Secretary

Deacon Wanda Williamson, Assistant Church Secretary



Zion Baptist Church

4850 Blagden Avenue, NW
 Washington, DC 20011
 June 20, 2020

Semi-Annual Church Conference

Report of the
 Office of the Church Clerk

December 1, 2019 to May 31, 2020

Membership

	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Total
Baptism							
Experience of Grace		4					4
Letter							
Restoration	1			1			2
Watch Care							
Total Added	1	4		1			6
Inactive Status							
Separated from Church	3	4					7
Deaths	1	1	2				4
Total Removed							11
Total Membership	819		815			812	

No Right Hand of Fellowship (3)

- 1/26/2020 Sis. Katrina McCurdy
- 1/26/2020 Bro. William Smith
- 1/26/2020 Sis. Helen Smith