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**Sunday Service Hours**

7:30 AM Traditional

8:50 AM Contemporary

8:50 AM Adult Bible Study

8:50 AM Kids Church

10:10 AM Contemporary

10:10 AM Kids Church

11:30 AM Traditional

***Denomination:*** *LC-MS*

December 10, 2010

To: Hans Naumann and Count Team Leader

From: Mark Milne and Security Team

Subject: Security during counting

Hans,

The security team met on Wednesday the 8th of December and discussed a number of items. One of the topics that we discussed was the security of not only the money, but the people that count our offering on Monday mornings. We have become predictable and in some instances not very safe. We count very close to the front door, in a room that doesn’t lock, at times with the doors open and normally at the same time. The security team is concerned and would like to propose the following items.

* Move the counting upstairs into the youth room. That room is not used on Mondays and can be locked. We can also add a computer as I understand that is needed or will be needed in the future. We can also get signs for outside the door that says something about being locked and not to enter.
* Vary the deposit times. This might mean that sometimes it is made right after the counting is done, it might mean doing it later in the day and/or the next day. If it is not done immediately, than we would need to secure the money in the safe until it is done.
* Make sure that two people are making the deposit. This could be happening currently, but numbers is safety.

Hans, let us know what you think and if you have any more ideas. This is intended to be a working document and after we get it complete, we can then make up the internal control standards.

Thank You

Mark Milne

Chairperson, Board of Trustees