

Hanover Church of the Brethren

Spring Council Meeting

May 19, 2021 — 7:00 pm



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Spring Council Meeting Opening Devotion

May 19, 2021

—*Quiet Meditation*—

WELCOME

*Litany of Praise

Leader: May the Spirit of God be upon you.

Cong: We gather and we worship the God who does wondrous things.

Leader: May the Spirit of Wisdom and understanding be with you.

Cong: God of Justice and love, be present in our time together.

Leader: May the Spirit of counsel and might guide you.

All: Renew us this day as we come together in your Holy name.

*Gathering Song "Move in Our Midst" Blue 418

*Prayer of Unity

O Lord, grant us understanding in our relationships with one another.
Grant us a vision to see where love is stronger than hate. Guide us
this day so that your power might lead us to a higher plane of unity.
All this we pray in the name of Jesus the Christ, your Son and our
Savior. Amen.

Scripture Reading John 8:32; 14:6; 17:17; 18:38

Meditation "What Is Truth?" Moderator/Pastor Dick Godfrey

Prayer

COUNCIL AGENDA

May 19, 2021 —7:00 pm

- 1) Approval of Agenda
- 2) Approval of Fall Council Meeting Minutes from October 21, 2020
- 3) Board Chair Report—No Report
- 5) Pastor's Report
- 6) Financial Report—submitted by Alan Bridenbaugh
- 7) Commission Reports
 - A. Christian Education—submitted by Melissa Godfrey
 - B. Fellowship & Personnel—submitted by Kim Smith
 - C. Ministry & Worship—submitted by Bob Long
 - D. Outreach—submitted by Phyllis Fuhrman
 - E. Property & Finance—submitted by Bob Meminger
- 8) Other Reports
 - A. Deacon Report—submitted by Sue Ambrosius
 - B. Membership Report—submitted by Suzanne Werner
 - C. Memorial Gifts Report—submitted by Pastor Gerry
 - D. Women's Fellowship—submitted by Lona Bridenbaugh
 - E. Youth Report—submitted by Pastor Gerry
 - F. Glow Group Report—submitted by Pastor Gerry
- 9) Old Business
 - A. Report of Faith in Action Grant
 - B.
 - C.
 - D.
- 10) New Business
 - A. Approve Changes to Child Protection Policy as recommended from Church Board
 - B. Prioritizing of facility needs
 - C.
- 11) Closing Prayer and Adjournment

FALL COUNCIL MEETING MINUTES October 21, 2020

Hanover Church of the Brethren Fall Council Meeting met with 27 members present.

The meeting was opened with a hymn, a reading and unison prayer.

Moderator, Richard Godfrey read Scripture from Daniel 9 offered a mediation and prayer.

1. A motion was made by Mike Lawrence to **approve the agenda** and seconded by Frank McDonald. The motion passed and the agenda was approved.
2. A motion was made by Bob Long to **approve the Spring Council Meeting Minutes from June 10, 2020**, which was seconded by Phyllis Fuhrman. The motion passed and the minutes were approved.
3. Board Chair, Scott Ruth: No report.
4. Pastor Gerry presented her report as written.
5. Alan Bridenbaugh presented the financial report as written and noted that the investments were recovering from the stock market downturn from earlier in the year and that Outreach was almost fully funded.

A motion was made by Paul Bollinger to accept the Board Chair Report, Pastor's Report and Financial Report as presented or written, which motion was seconded by Phyllis Fuhrman. The motion passed and the reports were all accepted.

6. Commission Reports:

- A. Paul Bollinger presented the Christian Education report as printed.
- B. Kim Smith presented the Fellowship and Personnel report as printed.
- C. Dick Ambrosius presented the Ministry and Worship report as printed.
- D. Phyllis Fuhrman presented the report for Outreach as printed.
- E. Ed Morris presented the Property and Finance report as printed.

A motion was made by Sue Ambrosius to accept the Commission Reports as presented, which motion was seconded by Phyllis Fuhrman. The motion passed and the reports were all accepted.

7. Other Reports:

- A. Sue Ambrosius presented the Deacon Report as printed.
- B. Membership Report. The report is as printed in council packet.
- C. Memorial Gifts Report. The report is as printed in council packet.
- D. Lona Bridenbaugh present the Women's Fellowship report as printed.

E. Youth Report. The report was presented as printed in council packet.

A motion was made by Paul Bollinger to accept all the other reports as written and presented, which motion was seconded by Fran Smith. The motion passed and the other reports were all accepted.

8. Old Business:

Report on Building Repair Fund: No report was made. See Building Repair line items of budget.

Report on Faith in Action Grant: Expenses still need to be calculated to report how funds were used.

9. New Business:

A. Slate for 2021. The Slate for 2021 was presented by Scott Ruth. Motion was made by Paul Bollinger to approve the Slate for 2021. A vote was taken and the motion passed.

B. Approve Board Recommendation of Dick Godfrey to the Church Board for completion of term through 2020 of Kenneth Duckworth, who resigned in August, 2020. Item presented which included discussion and addition that Dick Godfrey not serve on Ministry and Worship Commission or Christian Education Commission because of appearance of conflict of interest. By a vote the Motion passed.

C. Budget for 2021. A vote was taken on the Church Board recommended Budget the “matching” funds.

10. & 11. The meeting closed with a time of sharing of joys and concerns and prayer.

Respectfully submitted,
/s/ Angela Ruth, Church Clerk

BOARD CHAIR REPORT—Scott Ruth

No Report

PASTOR'S REPORT— Pastor Gerry Godfrey

Pastoral Statistics for Spring Council 2021

10/1/20 – 5/2/21

2 anointings	10 vacation days	0 hospital visits	9 staff meetings
47 meetings	3 Glow group	7 Connections	2 funerals
3 Deacon meetings	1 membership class	28 Home visits	2 taping service
1 teacher training	16 Home communion	26 teaching children SS	1 Fall Council
3 funeral planning	1 report Faith/Action	4 meetings Youth Dir.	5 youth group
2 planning youth Sun	2 spiritual renewal	1 spiritual renewal lunch	help Green Drop
2 snow days	2 vaccination/COVID	help/Yard Sale	2 pastor/cong. meet
1 Hanover ministerium	3 plan AARP taxes	1 Good Friday Choir taping	13 prayer group
2 deacon meeting	2 game night	1 renewal wedding vows	2 CEU's
4 planning Lent/Easter	1 eggstravaganza	36 shut-ins	2 food to HACC
5 benevolence consults	3 District Board	5 District Ministry	1 All Saints
Pray Hanover families	31 sermons	11 counseling	2 bread and cup
1 deacon installation	1 district office visit	1 board installation	3 Brethren zone
1 Easter sunrise	1 planning Easter sunrise	1 Easter Worship	1 ice cream social
1 Christmas Eve Service	2 CAS "giving tree"	1 hanging of Green	1 help truck stop cookies
1 blood donation	prepare Ash Wednesday	Ash Wednesday service	4 planning Lent/Easter
36 phone call visits	2 planning Advent/Christmas		

This has been one of the most difficult years of my pastoral ministry with trying to “re-think” worship and how we will worship here at Hanover COB. I truly appreciate the help of the leadership team/board in making some of the decisions so that together we could move through the changes we needed to make. I also appreciate the help of Alan Bridenbaugh and Ben Warfield who record the services and get them posted on our “home page.”

I want to thank the staff here at Hanover: Suzanne for her efficiency; Roxie for her great music selections for the choir and her gift of leadership as “music director”; Bev for the way she brings worship to our sanctuary through her organ music; and Melissa for keeping everything “in order” around the church. We have a very dedicated staff and I hope you thank each of them for their contributions especially as we moved through changes because of COVID-19.

As you can see with my statistical report, there has been no visiting in the hospitals when people have “procedures” in order to keep COVID or other diseases from spreading. I have also been calling those who have “sheltered at home” during these times in order to keep in touch. The good thing is that in these past months some people have allowed the “masked preacher” to visit in their homes. I think the pastoral presence has been important to those who otherwise have been isolated in their homes.

Not everything about COVID-19 has been negative and we will continue to analyze that over the next years. We have seen how wearing the masks has been a visual way we can care for others and many have certainly seen the benefit of increased hand washing to prevent the spread of germs. COVID-19 has also given us an opportunity to use our gifts to glorify the name of God. What gifts have been stirred within you as you reached out to others during this time? What new gift have you discovered you have?

Above all, let us remember that change is not all bad. It is just a signal of an identified need in response to present circumstances. Just think where we would be if we had never had the Wright Brothers take to the air or were still using coal oil lamps to light our houses in the dark of winter! The development of electricity brought so much change to our homes, to our businesses and to our world.

People coming together and using their intelligence for the “collective good” of God’s people can certainly benefit many. Let us move forward, together!

PASTOR GERRY

Hanover Church of the Brethren
Budget vs. Actual
 January through December 2020

Expense	Jan - Mar 20	Apr - Jun 20	Jul - Sep 20	Oct - Dec 20	Jan - Dec 20	Budget	% of Budget
BUDGETED							
CHRISTIAN ED COMMISSION EXPENSE							
VBS	0.00	262.39	296.00	0.00	558.39	600.00	93.07%
Camp Scholarships	100.00	0.00	1,000.00	0.00	1,100.00	1,000.00	110.0%
Christian Ed Program Fundir	0.00	136.08	812.00	0.00	948.08	1,000.00	94.81%
Church School Supplies	969.50	213.50	402.61	353.43	1,939.04	1,800.00	107.72%
Graduation Gifts	0.00	0.00	0.00	0.00	0.00	175.00	0.0%
Leadership Training	0.00	0.00	0.00	0.00	0.00	250.00	0.0%
Library	0.00	0.00	0.00	0.00	0.00	250.00	0.0%
Messenger	694.75	0.00	0.00	0.00	694.75	900.00	77.19%
Miscellaneous	0.00	0.00	0.00	285.00	285.00	100.00	285.0%
Youth Director	0.00	1,473.34	4,420.02	1,473.34	7,366.70	17,680.00	41.67%
Youth Director Social Securit	0.00	0.00	338.13	112.72	450.85	1,353.00	33.32%
Youth Program Expense							
NYC	0.00	0.00	0.00	0.00	0.00	1,000.00	0.0%
NYC Leaders	0.00	0.00	0.00	0.00	0.00	500.00	0.0%
Youth Conf, Retreats Wor	0.00	0.00	0.00	0.00	0.00	750.00	0.0%
Total Youth Program Expense	0.00	0.00	0.00	0.00	0.00	2,250.00	0.0%
CHRISTIAN ED COMMISSION	0.00	0.00	-248.85	0.00	-248.85		
Total CHRISTIAN ED COMMISSIO	1,764.25	2,085.31	7,019.91	2,224.49	13,093.96	27,358.00	47.86%
DEACON EXPENSES							
Deacon Ministry	0.00	0.00	62.51	39.92	102.43	500.00	20.49%
New Member Committee	0.00	0.00	0.00	0.00	0.00	200.00	0.0%
Total DEACON EXPENSES	0.00	0.00	62.51	39.92	102.43	700.00	14.63%
FELL & PERS COMMISSION EXPENSE							
Christmas Dinner	0.00	0.00	0.00	0.00	0.00	600.00	0.0%
Ice Cream Social	70.35	0.00	0.00	0.00	70.35	150.00	46.9%
Kitchen Supplies	0.00	0.00	23.82	0.00	23.82	500.00	4.76%
Miscellaneous	0.00	0.00	13.96	50.00	63.96	100.00	63.96%
Senior Citizens Dinner	0.00	0.00	0.00	0.00	0.00	500.00	0.0%
Sunrise Service Breakfast	0.00	0.00	149.87	0.00	149.87	150.00	99.91%
Trunk or Treat	0.00	0.00	0.00	0.00	0.00	100.00	0.0%
Total FELL & PERS COMMISSIO	70.35	0.00	187.65	50.00	308.00	2,100.00	14.67%
MINISTRY & WORSHIP COMM EXPENSE							
Admin Professional's Day	0.00	60.00	0.00	0.00	60.00	40.00	150.0%
Advertising	349.00	0.00	0.00	0.00	349.00	900.00	38.78%
Bulletins	305.65	194.35	198.92	166.08	865.00	1,200.00	72.08%
Children's Church	0.00	0.00	0.00	0.00	0.00	100.00	0.0%
Directories	395.00	0.00	0.00	0.00	395.00	500.00	79.0%
Instrument Tuning	0.00	0.00	80.00	0.00	80.00	300.00	26.67%
Lenten/Advent Devotionals	244.51	0.00	0.00	244.55	489.06	500.00	97.81%
Miscellaneous	0.00	0.00	0.00	50.00	50.00	250.00	20.0%
Moderator Fee	0.00	0.00	0.00	0.00	0.00	200.00	0.0%
Music	0.00	0.00	22.50	117.81	140.31	700.00	20.04%
Music Director / Pianist Salari	2,731.26	2,731.26	2,731.26	2,731.26	10,925.04	10,925.00	100.0%
Music Director / Pianist SS/M	208.94	208.95	208.93	208.94	835.76	840.00	99.5%
Office Supplies	699.36	347.94	416.04	422.53	1,885.87	2,500.00	75.44%
Organist	436.15	0.00	697.84	610.61	1,744.60	4,636.00	37.63%
Organist's SS/Med	33.36	112.71	53.39	46.72	246.18	355.00	69.35%
Annual Conference	0.00	0.00	0.00	0.00	0.00	2,100.00	0.0%
District Conference	0.00	52.00	0.00	0.00	52.00	150.00	34.67%
Pastor's Appreciation Month	0.00	0.00	0.00	50.00	50.00	50.00	100.0%
Pastor's Housing Allowance	875.00	525.00	1,050.00	1,050.00	3,500.00	4,200.00	83.33%
Pastor's Insurance	100.61	113.29	97.41	97.41	408.72	600.00	68.12%
Pastor's Pension	2,060.36	2,277.24	1,951.92	1,951.92	8,241.44	7,818.00	105.42%
Pastor's Professional Growth	60.00	0.00	0.00	0.00	60.00	400.00	15.0%
Pastor's Sabbath Rest	0.00	0.00	0.00	0.00	0.00	200.00	0.0%
Pastor's Salary	12,680.00	7,608.00	15,216.00	15,216.00	50,720.00	60,864.00	83.33%
Pastor's Travel Expenses	542.90	137.19	233.84	265.21	1,179.14	2,200.00	53.6%
Pulpit Supply	0.00	100.00	100.00	0.00	200.00	600.00	33.33%
Secretary's Salary	4,019.04	2,749.92	4,182.00	3,924.96	14,875.92	16,770.00	88.71%
Secretary's SS/Med	307.46	210.37	319.92	300.26	1,138.01	1,292.00	88.08%
Spiritual Renewal Weekend	0.00	0.00	0.00	530.83	530.83	500.00	106.17%
Worship Aids	0.00	0.00	0.00	135.54	135.54	250.00	54.22%
Total MINISTRY & WORSHIP CO	26,048.60	17,428.22	27,559.97	28,120.63	99,157.42	121,940.00	81.32%

Hanover Church of the Brethren
Budget vs. Actual
 January through December 2020

	Jan - Mar 20	Apr - Jun 20	Jul - Sep 20	Oct - Dec 20	Jan - Dec 20	Budget	% of Budget
OUTREACH COMMISSION EXPENSE							
Benevolence Fund	150.00	0.00	150.00	200.00	500.00	500.00	100.0%
Bethany Seminary	0.00	0.00	500.00	0.00	500.00	500.00	100.0%
Brethren Home/Good SAM F	0.00	0.00	500.00	0.00	500.00	500.00	100.0%
Camp Eder	0.00	800.00	800.00	0.00	1,600.00	1,600.00	100.0%
Children's Aid Society	0.00	0.00	500.00	0.00	500.00	500.00	100.0%
Disaster Relief Auction	0.00	0.00	400.00	0.00	400.00	400.00	100.0%
District Fair Share	1,698.50	1,698.50	6,794.00	0.00	10,191.00	10,191.00	100.0%
Gen Board - Missions & Mini	0.00	0.00	4,000.00	4,000.00	8,000.00	8,000.00	100.0%
Habitat for Humanity	0.00	0.00	0.00	300.00	300.00	300.00	100.0%
Hanover Area Council of Chu	0.00	500.00	500.00	0.00	1,000.00	1,000.00	100.0%
Hanover Fire Company	0.00	0.00	50.00	0.00	50.00	50.00	100.0%
HACC- Changing Lives	0.00	0.00	500.00	0.00	500.00	500.00	100.0%
Meat Canning	500.00	0.00	0.00	0.00	500.00	500.00	100.0%
Movie License	0.00	0.00	0.00	256.53	256.53	250.00	102.61%
Over 60's Group	0.00	0.00	0.00	0.00	0.00	100.00	0.0%
Penn Twp. Emergency Mana	0.00	0.00	50.00	0.00	50.00	50.00	100.0%
Publicity	0.00	0.00	0.00	50.00	50.00	100.00	50.0%
Truck Stop Ministry	0.00	0.00	0.00	615.00	615.00	500.00	123.0%
Trunk or Treat	0.00	0.00	0.00	0.00	0.00	300.00	0.0%
Total OUTREACH COMMISSION	2,348.50	2,998.50	14,744.00	5,421.53	25,512.53	25,841.00	98.73%
PROPERTY & FINANCE COMM. EXP							
Accountant	2,740.00	1,165.00	1,173.00	1,691.00	6,769.00	5,000.00	135.38%
Church Envelopes	0.00	0.00	0.00	356.44	356.44	400.00	89.11%
Custodian's Salary	2,161.62	1,449.72	2,425.91	2,298.42	8,335.67	10,404.00	80.12%
Custodian's SS/Med	165.36	110.90	185.59	175.83	637.68	796.00	80.11%
Total Heat & Electric	2,745.74	1,107.51	1,199.46	727.69	5,780.40	9,000.00	64.23%
Insurance	0.00	0.00	0.00	4,778.00	4,778.00	4,300.00	111.12%
Painting of Cross	0.00	0.00	0.00	0.00	0.00	1,400.00	0.0%
Property Maintenance	2,610.95	760.24	201.06	777.52	4,349.77	5,000.00	87.0%
Replace/Purchase Equipmen	0.00	2,849.69	0.00	0.00	2,849.69	2,000.00	142.49%
Storm Water Fee	581.35	581.35	581.35	581.35	2,325.40	2,400.00	96.89%
Telephone	703.35	702.53	709.98	720.31	2,836.17	3,000.00	94.54%
Water/Sewer/Garbage	352.93	342.34	311.68	331.75	1,338.70	2,000.00	66.94%
Total PROPERTY & FINANCE CC	12,061.30	9,069.28	6,788.03	12,438.31	40,356.92	45,700.00	88.31%
Total BUDGETED	42,293.00	31,581.31	56,362.07	48,294.88	178,531.26	223,639.00	79.83%
DESIGNATED EXPENSES-PASSTHROUGH							
Brethren Foundation for Floor	0.00	0.00	523.90	0.00	523.90		
Scholarship	0.00	0.00	1,500.00	0.00	1,500.00		
VBS Compassion International	0.00	0.00	160.00	0.00	160.00		
Hygiene Kits	523.56	0.00	0.00	0.00	523.56		
Bereavement	267.49	0.00	535.72	0.00	803.21		
Blanket Sunday	0.00	0.00	0.00	755.00	755.00		
Building Repair Fund	300.00	295.21	0.00	0.00	595.21		
Harvest Home	0.00	0.00	0.00	95.00	95.00		
Memorial Gifts	0.00	0.00	0.00	456.00	456.00		
Miscellaneous Pass Through Ex	0.00	0.00	256.47	0.00	256.47		
Pointsettias	415.35	0.00	0.00	319.00	734.35		
Souper Bowl of Caring	195.00	0.00	0.00	0.00	195.00		
Youth Group Donation	25.00	0.00	0.00	145.00	170.00		
Total DESIGNATED EXPENSES-PAS	1,726.40	295.21	2,976.09	1,770.00	6,767.70		
MISCELLANEOUS EXPENSES							
Bank Service Charges	41.00	6.00	6.00	4.00	57.00		
Total MISCELLANEOUS EXPENSES	41.00	6.00	6.00	4.00	57.00		
Total Expense	44,060.40	31,882.52	59,344.16	50,068.88	185,355.96	223,639.00	82.88%

Hanover Church of the Brethren
Budget vs. Actual
 January through March 2021

Expense	Jan - Mar 21	Budget	% of Budget
BUDGETED			
CHRISTIAN ED COMMISSION EXPENSE			
Camp Scholarships	0.00	1,000.00	0.0%
Christian Ed Program Funding	85.51	1,000.00	8.55%
Church School Supplies	944.92	2,000.00	47.25%
Graduation Gifts	0.00	175.00	0.0%
Leadership Training	0.00	250.00	0.0%
Library	0.00	250.00	0.0%
Messenger	694.75	800.00	86.84%
Miscellaneous	0.00	100.00	0.0%
Vacation Bible School/Kids Club	0.00	500.00	0.0%
Youth Director	0.00	18,200.00	0.0%
Youth Director Social Security	0.00	1,392.00	0.0%
Youth Director Mileage	0.00	385.00	0.0%
Youth Program Expense			
NYC	0.00	1,000.00	0.0%
NYC Leaders	0.00	500.00	0.0%
Youth Conf, Retreats Work Camp	0.00	750.00	0.0%
Total Youth Program Expense	0.00	2,250.00	0.0%
Total CHRISTIAN ED COMMISSION EXPENSE	1,725.18	28,302.00	6.1%
DEACON EXPENSES			
Deacon Ministry	35.70	500.00	7.14%
New Member Committee	0.00	200.00	0.0%
Total DEACON EXPENSES	35.70	700.00	5.1%
FELL & PERS COMMISSION EXPENSE			
Christmas Dinner	0.00	600.00	0.0%
Ice Cream Social	0.00	150.00	0.0%
Kitchen Supplies	0.00	500.00	0.0%
Miscellaneous	0.00	100.00	0.0%
Senior Citizens Dinner	0.00	500.00	0.0%
Sunrise Service Breakfast	0.00	150.00	0.0%
Trunk or Treat Food	0.00	100.00	0.0%
Total FELL & PERS COMMISSION EXPENSE	0.00	2,100.00	0.0%
MINISTRY & WORSHIP COMM EXPENSE			
Admin Professional's Day	0.00	50.00	0.0%
Advertising	74.00	900.00	8.22%
Bulletins	317.80	1,200.00	26.48%
Children's Church	0.00	100.00	0.0%
Directories	345.55	500.00	69.11%
Gifts	0.00	150.00	0.0%
Instrument Tuning	0.00	300.00	0.0%
Lenten/Advent Devotionals	277.01	500.00	55.4%
Miscellaneous	0.00	250.00	0.0%
Moderator Fee	0.00	200.00	0.0%
Music	0.00	700.00	0.0%
Music Director / Pianist Salary	2,772.48	11,090.00	25.0%
Music Director / Pianist SS/Med	212.09	853.00	24.86%
Office Supplies	439.44	2,500.00	17.58%
Organist	633.50	4,706.00	13.46%
Organist's SS/Med	48.47	361.00	13.43%
Annual Conference	306.00	2,500.00	12.24%
District Conference	0.00	150.00	0.0%
Pastor's Appreciation Month	0.00	50.00	0.0%
Pastor's Housing Allowance	1,050.00	4,200.00	25.0%
Pastor's Insurance	97.41	600.00	16.24%
Pastor's Pension	1,951.92	7,818.00	24.97%
Pastor's Professional Growth	0.00	400.00	0.0%
Pastor's Sabbath Rest	0.00	200.00	0.0%
Pastor's Salary	15,216.00	60,864.00	25.0%
Pastor's Travel Expenses	204.40	2,200.00	9.29%
Pulpit Supply	0.00	600.00	0.0%
Secretary's Salary	4,047.30	16,770.00	24.13%
Secretary's SS/Med	309.62	1,292.00	23.96%
Spiritual Renewal Weekend	0.00	500.00	0.0%
Worship Aids	0.00	250.00	0.0%
Total MINISTRY & WORSHIP COMM EXPENSE	28,302.99	122,754.00	23.06%

Hanover Church of the Brethren
Budget vs. Actual
 January through March 2021

	Jan - Mar 21	Budget	% of Budget
OUTREACH COMMISSION EXPENSE			
Benevolence Fund	0.00	500.00	0.0%
Bethany Seminary	0.00	500.00	0.0%
Brethren Home/Good SAM Fund	0.00	500.00	0.0%
Camp Eder	0.00	1,700.00	0.0%
Children's Aid Society	0.00	500.00	0.0%
Disaster Relief Auction	0.00	200.00	0.0%
District Fair Share	2,562.51	10,250.00	25.0%
Gen Board - Missions & Ministry	0.00	8,000.00	0.0%
Habitat for Humanity	0.00	200.00	0.0%
Hanover Area Council of Church	0.00	1,000.00	0.0%
Hanover Fire Company	0.00	50.00	0.0%
HACC- Changing Lives	0.00	500.00	0.0%
Meat Canning	0.00	350.00	0.0%
Movie License	0.00	250.00	0.0%
Over 60's Group	0.00	50.00	0.0%
Penn Twp. Emergency Management	0.00	50.00	0.0%
Publicity	0.00	50.00	0.0%
Truck Stop Ministry	0.00	400.00	0.0%
Trunk or Treat	0.00	200.00	0.0%
Total OUTREACH COMMISSION EXPENSE	2,562.51	25,250.00	10.15%
PROPERTY & FINANCE COMM. EXP			
Accountant	2,418.00	5,000.00	48.36%
Church Envelopes	0.00	400.00	0.0%
Custodian's Salary	2,065.14	10,560.00	19.56%
Custodian's SS/Med	157.98	808.00	19.55%
Total Heat & Electric	1,913.27	9,000.00	21.26%
Insurance	0.00	4,300.00	0.0%
Painting of Cross	0.00	1,400.00	0.0%
Property Maintenance	3,145.04	5,000.00	62.9%
Replace/Purchase Equipment	0.00	2,000.00	0.0%
Storm Water Fee	581.35	2,400.00	24.22%
Telephone	723.58	3,000.00	24.12%
Water/Sewer/Garbage	318.00	2,000.00	15.9%
Total PROPERTY & FINANCE COMM. EXP	11,322.36	45,868.00	24.69%
Total BUDGETED	43,948.74	224,974.00	19.54%
DESIGNATED EXPENSES-PASSTHROUGH			
Clean Up Buckets	613.12		
Snow Removal	550.00		
Total DESIGNATED EXPENSES-PASSTHROUGH	1,163.12		
MISCELLANEOUS EXPENSES			
Bank Service Charges	39.00		
Total MISCELLANEOUS EXPENSES	39.00		
Total Expense	45,150.86	224,974.00	20.07%

Financial Report for Board April 12, 2021
Jan - Mar, 2021
Hanover Church of the Brethren

Hanover Church of the Brethren
Profit & Loss
 January through March 2021

Date	Envelope Offering	Loose Offering	Total Weekly Budget Giving
01/03/21	2,715.50	532.00	3,247.50
01/10/21	2,304.50	1,388.50	3,693.00
01/17/21	1,865.50	75.00	1,940.50
01/24/21	3,531.50	120.00	3,651.50
01/31/21	0.00	0.00	0.00
02/07/21	2,400.00	0.00	2,400.00
02/14/21	4,909.50	191.00	5,100.50
02/21/21	3,254.50	52.00	3,306.50
02/28/21	3,051.50	134.00	3,185.50
03/07/21	3,844.50	539.00	4,383.50
03/14/21	3,129.50	27.00	3,156.50
03/21/21	2,331.50	122.00	2,453.50
03/28/21	2,274.50	271.00	2,545.50
		Total	39,064.00

Date	Offering \$	Designated Giving & Other Income
02/21/21	35.00	Ash Wednesday Service
02/07/21	500.00	Benevolence
01/24/21	425.00	Clean-Up Buckets
02/07/21	275.00	Clean-Up Buckets
02/14/21	100.00	Clean-Up Buckets
01/17/21	25.00	Clean-Up Buckets (Sisters & Spirit Class)
02/07/21	346.00	Community Aid clothing Bin - 4th quarter
01/03/21	200.00	Donation
02/07/21	7,600.00	Donation
03/28/21	361.00	Donation (Printer)
03/21/21	57.50	Easter Flowers
03/28/21	379.50	Easter Flowers
02/21/21	100.00	HACC PAL Program
03/07/21	200.00	Meat Canning
03/14/21	335.00	Meat Canning
01/24/21	100.00	Memorial Gifts - Almna Owens
03/14/21	200.00	Memorial Gifts - Clarence Berg
03/14/21	63.44	Metal Recycling
Jan - Mar	1,493.00	Rental
02/21/21	200.00	Snow Removal
02/14/21	121.00	Souper Bowl
02/07/21	20.00	Youth - Valentine Project

Brethren Foundation Funds			
Date	Memorial Gifts	Scholarship	Total
12/31/20	91,558.80	1,026.65	92,585.45
01/31/21	90,625.53	1,017.74	91,670.27
02/28/21	91,342.84	1,025.50	92,368.34
03/31/21	92,954.38	1,042.75	93,997.13

		Jan - Mar 21
Ordinary Income/Expense		
Income		
REGULAR OFFERING		
Envelope		35,612.50
Loose Offering		3,451.50
Total REGULAR OFFERING		39,064.00
DESIGNATED INCOME-PASS THROUGH		
HACC PAL Program		100.00
CleanUp Buckets		825.00
Benevolence		500.00
Easter Flowers		437.00
Meat Canning		535.00
Memorial Gifts		300.00
Snow Removal		200.00
Souper Bowl		121.00
Youth		20.00
Total DESIGNATED INCOME-PASS THROU		3,038.00
MISCELLANEOUS INCOME		
Metal Recycling		63.44
Donation		8,161.00
Advent		35.00
Community Aid Clothing Bin		346.00
Rental of Property		1,493.00
Total MISCELLANEOUS INCOME		10,098.44
Total Income		52,200.44
Gross Profit		52,200.44
Expense		
BUDGETED		
CHRISTIAN ED COMMISSION EXPENS	1,725.18	
DEACON EXPENSES	35.70	
MINISTRY & WORSHIP COMM EXPENS	28,302.99	
OUTREACH COMMISSION EXPENSE	2,562.51	
PROPERTY & FINANCE COMM. EXP	11,322.36	
PAYROLL EXPENSES	0.00	
Total BUDGETED	43,948.74	
DESIGNATED EXPENSES-PASSTHROUGH		
Clean Up Buckets	613.12	
Snow Removal	550.00	
Total DESIGNATED EXPENSES-PASSTHR	1,163.12	
MISCELLANEOUS EXPENSES		
Bank Service Charges	39.00	
Total MISCELLANEOUS EXPENSES	39.00	
Total Expense	45,150.86	
Net Ordinary Income		7,049.58
Net Income		7,049.58

				ACNB			
Balance per 02/28/2021 Worksheet				44,084.76			
Exp for Feb not posted until Mar				(383.10)			
Exp for Feb not posted until Mar				(546.09)			
Exp for Feb not posted until Mar				(37.00)	Bank Service Charges		
Deposit for Feb not posted until Mar							
Checking Balance as of 02/28/2021				43,118.57	Matches QB Register Balance		
Plus Income in Mar				18,039.94			
Less Expenses Paid in Mar				(8,257.51)			
Less Payroll Taxes Paid in Mar				(973.13)			
Less Payroll for Mar				(7,552.49)			
Ending Checking Balance As of 03/31/2021				44,375.38	Matches QB Register Balance		
				ok			
Planned Future Expenses (SEK does not update this section)							
				(This year + remains from previous year) Total			
				YTD Received	Received	Paid Out	Future Payouts
Benevolence				500.00	500.00	0.00	500.00
Bereavement				0.00	638.67	0.00	638.67
Building Repair Fund				0.00	9,208.62	0.00	9,208.62
Bldg Repair (Mem.Gifts)				0.00	1,180.00	0.00	1,180.00
Building Repair (Mask Donations)				0.00	1,420.00	0.00	1,420.00
Clean-Up Buckets				825.00	832.89	613.12	219.77
Clean-Up Buckets (Eric Hoke 12/27/20)				0.00	100.00	0.00	100.00
Faith-In-Action Grant				0.00	2,166.00	0.00	2,166.00
Donation to Sonja Bankert				0.00	500.00	0.00	500.00
S. Bankert Grocery Gift Cards				0.00	2,570.00	0.00	2,570.00
Floor Repair - from Brethren Found				0.00	698.54	0.00	698.54
HACC PAL Program				100.00	100.00	0.00	100.00
Hygiene Kits				0.00	106.44	0.00	106.44
Meat Canning				535.00	666.00	0.00	666.00
Meat Canning Luncheon				0.00	150.00	0.00	150.00
Memorial Gifts				300.00	300.00	0.00	300.00
Memorial Gifts - for Chior & Music				0.00	150.00	0.00	150.00
Souper Bowl				121.00	121.00	0.00	121.00
Youth Valentine Project				20.00	20.00	0.00	20.00
Total to be paid out in future							20,815.04
Money Available for Spending after above expenses are paid							23,560.34

COMMISSION REPORTS

Christian Education: Melissa Godfrey, Michael Lawrence, Natlie DeRita

- Held Game Night on October 30: Halloween games, slime making, pumpkin decorating and pumpkin bowling, 32 people attended.
- Accepted the resignation of Youth Director, Nathan Murray. His last day was October 31, 2020.
- Recognized our teachers by handing out thank you cards with a gift card in them.
- Celebrated Jesus's Birthday on December 20; handed out 5 dozen cupcakes in individual containers.
- Held a socially distanced Easter Eggstravaganza on April 3. We had 19 children signed up. A total of 41 people were present
- Held Game Night on April 16; Chair Volleyball, 17 people attended.
- Held Sunday School Appreciation Day on Sunday April 25. Handed out flowers to 26 people and provided snacks and coffee/milk between Sunday School and the Church service.

Fellowship & Personnel: Kim Smith, Amanda Jacobs-Womer, Fran Smith

- November 8, 2020 Spiritual Renewal Carry in Lunch. Carry in lunch provided by congregation members. Fellowship and Personnel and family helped serve as folks went through the line to provide food safety and not spread germs due to Covid. There were 32 people in attendance including our guest speaker and her husband.
- December 2020 – The Congregation Christmas Luncheon was cancelled due to Covid.
- January 2021– Ice Cream Social was scheduled for April 24, 2021 in hopes that Covid would be under control more and it would allow more folks to attend.
- March 2021 – No Activities
- April 3, 2021 – Easter Eggstravaganza – Our commission provided the snacks that were packed in each child's bag to take home and enjoy.
- April 4, 2021 – Easter Sunrise Breakfast - 31 people attended. We served egg and cheese casserole, ham and egg casserole, provided by JoAnn Kline and Melissa Godfrey, fresh fruit provided by Muriel Myers – Thank you ladies, homemade cinnamon rolls, biscuits, orange juice, cranberry juice, milk & chocolate milk, coffee. Thank you to JoAnn Kline, Melissa Godfrey and Edna Markle for helping.
- April 24, 2021 – Ice Cream Social – 15 people attended. Thank you to Frannie Smith, Dave Smith, Dick and Sue Ambrosius, Alan and Lona Bridenbaugh and Pastors Dick and Gerry for providing ice cream. We had guessing games and a game of questions – Everyone won a prize. Thank you to all that attended.

Ministry & Worship: Bob Long, Connie Morris, Darlene Bollinger

- Kim Smith has accepted to coordinate with Pastor Gerry for dramas.
- Placed hymnals, pink cards and attendance pads in pews.
- Had a successful Spiritual Renewal with Donita Keister, November 7 & 8, 2020.
- Secured pulpit supply for Pastor Gerry's 2021 vacation: April 25, May 9, July 4, August 1 & 8.
- Administrative Professional Day - April 21, 2021. To show our appreciation for our church secretary, Suzanne, we gave her a gift card.
- Paid all our Ministry and Worship bills to date in a timely fashion.

Outreach: Phyllis Fuhrman, Frank McDonald, Dick Godfrey

- Blanket Sunday offering was \$755 on October 25, 2020.
- In November 2020 we collected 38 pints of blood with Central Penn Blood Bank.
- We packed 238 bags of cookies for Carlisle Truck Stop Ministry on December 14 and delivered to Carlisle.
- Clean-up bucket offering was \$825 and 26 clean-up buckets were packed and taken to New Windsor.
- On February 27 we held a clothing drive. Collected and delivered 1300 pounds of clothing to Community Aid.
- Meat Canning offering on March 7 and 14 was \$535.
- Fran Smith and Phyllis Fuhrman made 36 hygiene kits and they will be delivered to New Windsor soon.

Property & Finance: Bob Meminger, Thomas Ruth, Alan Bridenbaugh

- Maintenance activities were reduced during the past six months due to the pandemic disruption. Emphasis was placed on ensuring preventative hygiene measures such as placing hand sanitizers around the building and maintaining disinfection supplies.
- Emergency lighting improvement and exit signs placement are currently being addressed.
- Routine inspections of the fire extinguishers and elevator were paid for.
- Snow removal expenses ran over \$2800.
- A sign post holding two signs advertising our church and the Four Square Church (now called Emerge Hanover) was located at the northeast corner of Broadway and Wilson Ave. We are not sure when it was erected but feel it was over twenty five years ago. It held metal signs and was not constructed to meet current Penn Dot standards. This sign was severely damaged by a truck last year. Hanover Borough was consulted about putting the sign back up. A new stop sign has since been put up at the location where our sign was. There has been a higher than average amount of accidents at that location over the past several years. Placement of the signs in that area would reduce the sight vision of drivers pulling out onto Broadway. The other corners at that intersection would not be appropriate due to other obstacles. The Borough is planning to conduct a traffic study at that intersection and does not feel that a sign location in that area would be appropriate. The Church Board feels many people are using geographic information systems to find addresses today so it raises the question "is the sign needed?" The metal signs show their age. The post and anchor system would need to be rebuilt. The Church Board feels that we need to support public safety therefore a sign is not needed at that corner. A verbal explanation was given to some members of Emerge Hanover recently and an email explaining the situation has been sent to them. I have not had a response yet.

OTHER REPORTS

Deacon Report - *Submitted by Sue Ambrosius, Deacon Chair*

- November 7, 2020 – prepared & served refreshments following the Spiritual Renewal Service.
- December 24, 2020 – bread & cup communion at the Christmas Eve Service; 52 attended. Packaged elements distributed to each individual prior to entering sanctuary.
- January 3, 2021 – reaffirmation of deacons during morning worship; 8 present.
- March 28, 2021, Palm Sunday – bread and cup communion during morning worship instead of the traditional Maundy Thursday Love Feast, due to COVID restrictions; 67 attended. Packaged elements distributed to individuals prior to entering sanctuary.
- Updated deacon lists as needed.
- Assist pastor with anointings.
- Visits and contacts with members as called.

We ask you the congregation, to prayerfully seek God's leading regarding which individuals in our membership should be called to serve as deacons for the next 4-year term beginning January 1, 2022. Please write their names on the attached slip of paper to be collected during our council meeting. You may also opt to place them in my mailbox. Thank you for your participation.

Membership Report - *Submitted by Suzanne Werner, Secretary of Hanover COB*

Our church membership as of October 1, 2020 was 177

Feb. 21 Clarence Berg, Jr. death - 176

As of May 2, 2021 our current membership is **176**

Memorial Gifts & Bequest Fund Committee Report - *Submitted by Pastor Gerry Godfrey*

The Memorial Gifts Committee did not meet since Fall Council meeting. The committee reminds students to continue to get their volunteer hours in in order to apply by June 30, 2021, for the available scholarship. Any student who is graduating from high school can apply for a scholarship to their 2-year or 4-year college/trade school program.

Amount in Brethren Foundation for Memorial Gifts and scholarships as of 3/31/21 is \$93,997.

Women's Fellowship - *Submitted by Lona Bridenbaugh, President*

- We had a successful Soup & Baked Good's Sale on November 14, 2020
- Due to COVID 19 we have not been able to meet or have social events.

Youth Report - *submitted by Pastor Gerry*

Since October 21, 2020, the youth have met the second Sunday of November, December, January, February, March, April and May. We did a variety of events from fundraisers, to scavenger hunts to mini golf, meeting the needs of those who were able to clear their schedules. Events since November 2020:

- scavenger hunt at Codorus State Park
- youth wrapped shoeboxes
- participated in "hanging of the greens"
- baked cookies for truck stop ministry
- held "Valentine Pops Fundraiser" and raised \$418
- held a soup n salad fundraiser and raised \$345
- painted eggs for eggstravaganza
- hid eggs and handled the eggstravaganza egg hunt with 6 months to 5th graders

- as a thank you to the youth for all their hard work, we went mini golfing
- May 9 “Youth Sunday,” youth participated in morning worship
- youth helped with the Sunday school younger children

Thank you to Bailey, Adam, Derek, Lily, Ariana for all your help!

CHRISTIAN ED PROVIDES SCHOLARSHIPS TO CAMP EDER \$150/PP

THANK YOU TO THE CONGREGATION FOR YOUR SUPPORT OF THE YOUTH AND THEIR FUNDRAISERS!

The youth Advisor Team,

Rebecca Sowers, Andy McDonald, Amy Despines and Pastor Gerry

“GLOW GROUP” for Fourth and Fifth Graders - submitted by Pastor Gerry

The Glow group was developed in order to keep the younger youth interested in church and enjoying the fellowship of a group. We have had 5 youth participate. The GLOW group has activities, games, spiritual time and is in mission to others in the church. Leaders of the group are: Pastors Dick and Gerry and Melissa Godfrey. The group since last November participated in:

- hanging of the greens and decorating the “giving tree” in the narthex
- packing a Samaritan’s purse shoebox
- packed snack/craft bags for eggstravaganza
- held scavenger hunt
- helped to serve at senior citizen’s dinner

NEW BUSINESS

1. Approval of changes to child protection policy (See pages 18 to 23.)
2. Prioritize facility needs

Sound System for fellowship hall

Exterior Electrical Outlets

Clean pew upholstery

2nd floor flooring replacement

Electronic church sign

Canopy/Portico

Hanover Church of the Brethren

601 Wilson Avenue, Hanover, PA 17331

“Child Protection Committee”

A Child Protection Policy

God is our refuge and our strength, our help in times of trouble. Psalms 46:1

Purpose:

Because God has placed into our care precious children
Because each child is a blessing from God
Because we hold that no child should suffer from abuse or neglect

We, the congregation of the Hanover Church of the Brethren, based on scripture and heritage, do establish this child protection policy to define the safeguards, policies and procedures for the protection of the children in our care.

He took a little child and had him stand among them. Taking the child in His arms, He said to them, “Whoever welcomes one of these little children in my name welcomes me... Mark 9:36-37

“And if anyone causes one of these little ones who believe in me to sin, it would be better for him to be thrown into the sea with a large millstone tied around his neck.” Mark 9:42

Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” Matthew 19:14

Policies, Guidelines, and Procedures for Children/Youth Workers

Policies:

1. The Child Protection Committee policies, procedures and guidelines will be overseen by the Child Protection Committee. The *three (3) member* committee will consist of ~~one representative from the Christian Education Commission, the Pastor and/or Moderator, and 2 members of the congregation approved by the Church Board.~~ *the chair of the Christian Education Commission, pastor or moderator, and a member of the congregation appointed by the church board for a three (3) year term.* The Pastor or Moderator will chair any meetings involving allegations of abuse or neglect that are brought to the committee. The information discussed by the Child Protection Committee will be held in strict confidentiality. The minutes of the meetings will be confidential and only accessible to the committee members.
2. Children/Youth Workers should be active participants in our congregation for at least 6 months before serving as children and youth workers.
3. Children/Youth Workers must be adults. Teen Helpers may be as young as 13 but they must be under the supervision of the adult Children/Youth Worker and should not be left alone in charge of the children in their care. A Teen Helper may not take a

child to the restroom. All Children/Youth Workers need to be at least four years older than the children or youth with whom they are working.

4. Children/Youth Workers will attend a training workshop annually which will cover the signs/symptoms of child abuse and review the Child Protection *Policy Committee document*. At that time they will sign a Children's Ministry Covenant. The covenants will be kept on file and valid for a year from the date of training.
5. Children/Youth Workers will be required to complete a *PA State Police* Request for Criminal Record Check and a Pennsylvania Child Abuse History Clearance. *The church will underwrite the costs for processing the clearances for the Children/Youth Workers*. Once approved, the clearances will be kept in a confidential file in the Pastor's locked office. This file will only be accessible to the Pastor and to the Child Protection Committee members. *Clearances will need to be updated no later than five years after the date of certification. Failure to do so will result in temporary suspension as a Children/Youth Worker until completed.*
6. All Children/Youth Workers who moved into our area from out of Pennsylvania *within the past ten years* will need to provide us with a *fingerprint based federal background check*. ~~child abuse clearance form their former state, in addition to the two clearances stated in #5 above.~~ *The cost of this check will be underwritten by the church.*
7. *The mandatory reporter of child abuse in a church setting is the pastor. All other employees or volunteers need to report their suspicions to the pastor. Any other person may report child abuse suspicions as a private citizen. The Child Protection Policy encourages persons working as Children/Youth Workers within the church, however, to go through the Child Protection Committee when making child abuse reports that are related to information the worker received as a Children/Youth Worker in the Hanover Church of the Brethren.*
7. The Child Protection Committee *shall* ~~will~~ review the policy *every five years* ~~annually~~ and update it as needed.

Guidelines:

1. Diapering areas are to be in prominent view, not in a private, out-of-sight area. If this is not feasible, the parents will need to be contacted to do the diapering.
2. Two *non-related* Children/Youth Workers are preferred in a room. When only one is present an appointed volunteer or the Sunday School director will need to randomly check the room. *This also applies to youth group meetings.*
3. Paid staff is required to follow the same guidelines and policies as the volunteer Children/Youth Workers.
4. All doors and interior windows to classrooms/nurseries will have an unobstructed view into the room.
5. Nursery staff, nursing mothers, infants and their parents or guardians are the only ones permitted in the nursery during times when child care is being provided. An exception to this may be necessary when nursery staff have children of their own who are too young to sit unaccompanied in the sanctuary during the worship service.
6. Persons involved in the youth ministry (Grades 6-12) will comply with the "Southern

PA District Church of the Brethren Guidelines for Advisor and Youth Interaction.” Available from the Pastor.

7. Signed permission slips *and emergency contact forms* from parents/guardians must be secured for all overnight events and events held off church grounds.
8. The transportation of children or youth for off-site events must be provided by drivers who are at least 18 years of age. The vehicles used must have a working seat belt for each person. A copy of the driver’s license and insurance card will need to be provided to the Child Protection Committee prior to the event.
9. If or when a child requests a private meeting, two Children/Youth Workers must be present, or the meeting will need to take place in public view.
10. Discipline must be “hands-off.” Physical discipline must never be used. It is best in situations where discipline is necessary to use redirecting, reminding students of the Class Rules or Covenant, rewarding good behavior, removing the student from the classroom, or returning the student to their parent or guardian.
11. The Child Protection Committee will review the Child Protection Policy in a training workshop with teachers at least once a year, prior to the beginning of the Fall Sunday School quarter and prior to Vacation Bible School for the Bible School Volunteers. The Sunday School Director(s) and the Vacation Bible School Coordinator(s) must also attend the training.

Procedures:

1. In the event of suspected child abuse or when an accusation has been reported to any member of the Child Protection Committee, a meeting will be called immediately (within 24 hours) comprised of the person who received the report, the Pastor and/or Moderator, and the reporter of the incident.
2. At least one male and one female are required to be present at the meeting.
3. The Pastor will serve as convener and will chair the meeting. The Moderator will serve as chair if the Pastor is unavailable.
4. The purpose of the meeting is to document the information utilizing the “Report of Suspected Incident of Child Abuse” form and, as deemed appropriate, to initiate the response plan.

Response Plan:

The Pastor and/or Moderator will:

- A. The Child Protection Committee shall follow-up on the report in the following way.
 1. Report to Southern Pennsylvania District Executive any suspected case of abuse by staff or volunteer worker in the church.
 2. Make appropriate phone call to Child Line 1-800-932-0313 or law enforcement agencies immediately and follow-up with a written report within 48 hours. *Or submit an electronic report at www.compass.state.pa.us/cwls. No written report needs to be submitted if reported electronically.*

3. Notify parents/guardians of alleged abuse, contingent upon advice from Child Line or law enforcement agencies.
- B. If alleged abuser is a volunteer or paid staff of the church
1. Contingent on recommendations from law enforcement, alleged offender may be temporarily removed from position.
 2. Pastor shall notify liability insurance company.
 3. Depending on the outcome of the investigation of Child Line or law enforcement agencies, one of the following will occur:
 - a. **If allegations are unsubstantiated:**
 - Every effort will be made to exonerate, reconcile and restore said member.
 - A public statement by the Child Protection Committee will be made if said member so chooses.
 - The Child Protection Committee will respond with love, care and concern to the complainant(s), to the congregation and to the accused and his/her family.
 - b. **If allegations/investigations demonstrate poor judgment or unwise behavior but not abuse:**
 The Child Protection Committee will hold the offender responsible and accountable for this behavior.
 - The person will be removed from serving with a vulnerable population for a period of 3 months to 2 years.
 - Education and/or counseling will be required to correct the behavior.
 - Reinstatement will be possible following approval by the Child Protection Committee.
 - Actions taken will be communicated to the complainant(s) and congregation as necessary.
 - c. **If allegations/investigations substantiate abuse:**
 - **Ministry to the Victim:**
 1. Pastoral care and support will be offered.
 2. A list of qualified resources and support services will be offered to the family, if requested.
 - **Ministry to the Offender:**
 1. Individual will be permanently removed from positions serving a vulnerable population.
 2. Specialized counseling will be recommended.
 3. Pastoral care and support will be continued for the offender and family during rehabilitation, if requested.
 - **Ministry to the Congregation:**
 1. The Child Protection Committee will confidentially report to the Executive Committee of the Church Board the results of the

- investigation.
- 2. With the help of the District, assistance will be available to the congregation to address concerns.
- **Ministry to the Accused/Offender's Family:**
 - 1. Pastoral care and support will be offered.
 - 2. A list of qualified resources and support services will be offered.

Definitions

Adult An individual who is 18 years of age or older.

Child Abuse Any recent act or failure to act that causes non-accidental serious physical injury or serious mental injury to a child under 18 years of age, or sexual abuse, or sexual exploitation of a child under 18. Child abuse also includes serious physical neglect constituting prolonged or repeated lack of supervision or failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

Child Someone who is not an adult.

Children/Youth Leaders Volunteer or paid staff that work with children or youth as teachers for Bible School, Sunday School, children or youth choir directors, youth advisors, leaders or teachers of other children/youth groups within the church.

Confidentiality (As related to the Child Protection Policy) All written or spoken information regarding the alleged child abuse incident will not be divulged by the members of the Child Protection Committee to any persons except those involved in the reporting and investigation of the alleged abuse.

Mandatory Reporter of Child Abuse Persons who, in the course of their employment, come in contact with children. Persons required to report child abuse include, but are not limited to, physicians, teachers, nurses, members of the clergy, day-care workers, who come in contact with children as part of their employment.

Victim The person against who abuse is committed.

Training Training related to child abuse and our Child Protection Policy will be held annually. The workshop will be lead by a person with experience in this area, such as a counselor, social worker or representative of a child abuse/child protection agency or law enforcement agency. The training will include, but not be limited to definitions of abuse, the prevalence in our area, causes and affects of abuse, and a focus on abusers' traits and characteristics. There will also be an explanation of the state laws and the requirements of the law that are placed on the church. It will also include a detailed explanation of our Child Protection Policy and an outline of the procedures under this policy. All Children/Youth Workers will need to attend to be updated at least once a year.

Information on File in Pastor's Office:

- Service Application Form
- Children's Ministry Covenant
- Criminal Record Check
- Child Abuse History Clearance
- FBI Fingerprint*
- Southern PA District Guidelines for Advisor and Youth Interactions
- Report of Suspected Incident of Child Abuse
- Report of Suspected Child Abuse: Child Protection Service Law-P.S 2201-2224
- Parental Permission Form
- Field Trip Request Form
- Parent Consent for Use of Child's Picture
- Medical Release Form
- Accidental or Injury Report
- Child Protection Policy Acknowledgment of Receipt*

Acknowledgement of Receipt

*As a volunteer or paid staff working with children at ~~caregiver or prospective caregiver~~ of the Hanover Church of the Brethren, I acknowledge receipt of the Child Protection Policy, and have participated in the training workshop. I understand that it is a violation of state law to engage in child abuse or neglect, and that it is also a violation of state law to fail to report instances of child abuse or neglect. If I know of, or become aware of, any conduct which might constitute child abuse or neglect, I will report such conduct immediately to the pastor at the Hanover Church of the Brethren to the ~~appropriate above-referenced church officials~~, who will then contact the **appropriate authorities**.*

Signature _____ Date _____

Signature of Trainer _____

Your Suggestions for Candidates to Serve as Deacons

The deacon body values your participation in calling persons to become deacons. These may be individuals or couples, but each person must be a member of the Hanover Church of the Brethren. We will consider who you've listed, as we prayerfully consider who is 'being called' to best serve the congregation.

The names of those who *accept* the 'call to be a deacon' will be brought to the Fall Council for affirmation.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

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