

ELIZABETHTOWN CHURCH OF THE BRETHREN

**WITNESS COMMISSION
2019**

WITNESS COMMISSION RESPONSIBILITIES

(From 2011 Constitution revision)

Witness Commission has responsibility for the outer mission of the Church, planning and directing the Congregation's witness to the world through evangelism, church extension, ecumenical relations, missions, social action, volunteer and international service, and mass media. The Commission shall assume responsibility for evangelism, social action, material aid, volunteer service, community relations, and personal witness.

RESPONSIBILITIES OF WITNESS COMMISSION CHAIR:

- 1. Call and chair commission meetings when there are items of business to discuss.**
- 2. Attend Council, Board and Executive Committee meetings.**
- 3. Provide written reports for Council in May and November.**
- 4. Manage Outreach and Ministerial Education funds. (All funds must be approved by Board and reported to Council.**
- 5. Remind Treasurer to disperse funds approved by Board to O&M recipients.**
- 6. Sign-off on all requests for funds from Witness budget or O&M funds.**
- 7. Check Witness mailbox regularly.**
- 8. Plan for collection of food for Community Cupboard in May and November. (Publicize in bulletin; set up collection table; check with food bank for most needed items and provide lists on table; collect food weekly and distribute to Community Cupboard on Wednesday or Saturday.)**
- 9. Assign Witness committees to commission members in the fall to contact leadership, thank them for their service, ask if they will continue serving for the following year, and ask if there are changes in their committee's description. This information should be reported to the church office and updated in the Witness Handbook.**
- 10. Other**

RESPONSIBILITIES OF COMMISSION MEMBERS

- 1. Attend monthly commission meeting.**
- 2. Become familiar with all of the groups which fall under the Witness "umbrella ".**
- 3. Become familiar with the agencies/organizations listed in our Witness budget.**
- 4. Become familiar with the "workings" of the O&M fund as listed in the Witness Handbook.**

WITNESS COMMISSION APPOINTMENTS AND COMMITTEES

BRETHREN HOUSING ASSOCIATION

Person in this position publicizes BHA events and fund raising opportunities.

BRETHREN VILLAGE DEVELOPMENT COUNCIL REPRESENTATIVE

The Development Council is a group of individuals drawn from Brethren Village's supporting congregations. Its purpose is to provide a forum for congregation to voice questions and concerns to members of the Village administration and for Brethren Village to convey information regarding its programs or upcoming projects to the congregation.

Development Council representatives are the members of the Council. They are appointed one by each congregation, to serve annual renewable terms. The congregation determines the starting and ending date of the term.

Responsibilities of council representatives include:

- being generally knowledgeable of the administrative staff so as to make referrals when questions surface within one's congregation regarding admissions or Village policy;
- to be recognized within one's congregation as the Village liaison;
- to speak in support of the Village at congregational meetings;
- to be familiar with Village funding needs and to promote those needs within one's congregation;
- to assist with fundraising appeals from time to time;
- to attend Development Council meetings (usually one in April and one in October);
- to identify potential donors to the Village development staff;
- to distribute mementos from the Village to certain members of one's congregation.

Characteristics of a council representative are:

- active, well-recognized member of the congregation;
- articulate, willing to speak before the congregation's board as needed and to advise the Village of one's congregation's questions or concerns;
- interested in Brethren Village's ministry to the aging;
- comfortable with the prospect of being involved with fundraising;
- knowledgeable enough of congregation members to make referrals to the development staff

BRETHREN VILLAGE AUXILIARY: "KEY PERSONS"

Under the direction of the head of the ladies' auxiliary, the Elizabethtown "Key Persons":

- attend at least four business meetings at Neffsville during the year;
- arrange for a birthday party for about 60-80 residents (month to be assigned) which includes entertainment and refreshments;
- collect dues for the year including new and renewed memberships;
- help with Christmas decorations when our church is asked;
- publicize fund-raising activities and seek donations for the Cookie Walk in December and candy at Easter.

COBYS CONTACT

This team acts as a liaison between COBYS and the local congregation. They are responsible to announce to the local church, via the bulletin and newsletter, activities and needs of COBYS.

COMMUNITY NURSERY SCHOOL BOARD REPRESENTATIVE

The Constitution of the Community Nursery School states that the Nurture or Witness Commission of the host Elizabethtown Church of the Brethren shall appoint a church member to serve as a liaison between our church and the nursery school who will serve as an ex-officio member of the Nursery School Board. Our representative meets with the nursery school board four times each year and participates in board activities.

CROP TABLE COORDINATORS

Starting about the first of May, notices are placed in the bulletin announcing the starting date for the CROP table. On the first Sunday of collection an explanation of the philosophy and purpose for the table is shared with the congregation.

The table and several chairs are set in the lawn area across from the Plum Street entrance by 9:15 a.m. each Sunday morning. Persons with items to donate know to leave them at that location. The attendant(s) act as “unofficial greeter(s)” to people as they arrive and assist them with bagging items as required and needed.

Monetary donations are collected in a container, which should not be left unattended during the church service. After the service the money is given to the money collectors for deposit and counting purposes. At times late donations are held until the following week.

Occasionally, food items remain unwanted after most people have gone home. These items are donated to local charitable organizations at the coordinators’ discretion. The table and chairs are returned to their storage place (approximately 20 minutes after the service ends).

The last Sunday of operation for the CROP table is toward the first of October. The following week a “Thank You” notice to all participants and the total amount of money collected is printed in the bulletin. The treasurer sends a check to CROP for the total amount donated to this “conduit” line item.

CROP WALK COORDINATOR

Starting in early September, announcements of the Crop Walk are written for the bulletin. The walk should also be promoted within the church in other ways, including sitting outside the sanctuary for four Sundays preceding the CROP walk and handing out sponsor forms to walkers. The CROP walk is the third Sunday in October. The money collected goes to Church World Service.

DISASTER RELIEF COORDINATOR (National)

The Disaster Relief Coordinator serves as the contact person in the local congregation for matters related to national crises or disasters to which the district or brotherhood respond. This person then publicizes the need for volunteers and/or aid in the local church and helps to coordinate the church’s response.

DISASTER RELIEF AUCTION COORDINATORS

The coordinators promote the auction in the local church and participate in fundraising efforts.

ELIZABETHTOWN CHILD CARE CENTER REPRESENTATIVE

The Elizabethtown Child Care Center is a non-profit entity established by the United Churches of Elizabethtown Area to provide an early childhood program for infants through elementary age children. They utilize facilities every week day in our church..

The Church of the Brethren Child Care Center Representative is a two-year position with the possibility of serving an additional term. Functions of the church representative on the Child Care Center Board are as follows:

To represent the interests of the church to the ECCB Board and to encourage an orientation of the center programs consistent with Church of the Brethren beliefs.

To represent the Child Care Center to the church; to establish an understanding and awareness of how the Child Care Center fits into the witness and outreach program of the church, and to communicate the Child Care Center’s needs to the church.

To attend bi-monthly meetings of the Child Care Center Board (first Tuesday of every other month).

To serve on committees of the board and participate in board fundraising activities.

EQUAL EXCHANGE REPRESENTATIVE

Equal Exchange (EE) was founded in 1986 as a worker-owned coop to market organically grown coffee from small-scale farmers in Latin America, Africa, and Asia to informed consumers at honest, fair-trade prices. It works directly with small farming cooperatives to encourage ecologically sustainable farming practices as well as long-term trade relations based upon trust and respect.

Our EE representative is responsible for keeping Equal Exchange products (coffee, tea, chocolate, nuts, etc.) in stock. S/he sells the products at cost in the church lobby on the first Sunday of every month and at our Alternative Gift Fair. S/he also publicizes the availability of these products as well as provides us with relevant information about Equal Exchange in the newsletter and/or church bulletin.

FELLOWSHIP GARDENS

Layout and assign plots. Oversee and maintain gardens.

HOSPITALITY TEAM

The purpose of the hospitality team is to work at developing and coordinating effective methods, techniques, and strategies, which will best "welcome" guests and visitors to our congregation. In order to make our congregation more user-friendly, it will:

- 1) maintain and staff a "welcome center" with appropriate literature for first time visitors;
- 2) establish good working relations with ushers, greeters, the fellowship committee, etc.
- 3) plan and carry out an all-church Fall Festival (perhaps every other year).

LANCASTER COUNTY COUNCIL OF CHURCHES REPRESENTATIVES

The representatives promote the LCCC Food Bank program and organize transportation to Lancaster every Wednesday morning for volunteers. In 2011 our volunteers gave 650 hours of service to this program.

LUNCH BUNCH

Coordinators organize weekly Sunday lunch following church in various local restaurants. The fellowship is for anyone, especially folks visiting the church.

MINISTRY CALLING COMMITTEE

This committee encourages the development of ministerial leadership.

NEW WINDSOR WORKDAY COORDINATOR

Workdays at the Brethren Service Center in New Windsor, MD are scheduled to acquaint our members who participate with the larger outreach programs of the Church. Our congregation usually schedules two or more work days each year. The work group helps to process blankets, health or school kits, and price SERRV items.

The local Church Coordinator for New Windsor Work Days must schedule a day for our group to participate by contacting the Work Group representative at Box 188, New Windsor, MD 21776; (301) 635-8716. Our group works from 8:00 a.m. to 3:30 p.m. and receives a free, hot noon meal. Transportation must be arranged either in cars or in a van. Generally, 12 to 15 persons comprise a group. Youth must be 14-18 years old, and must have written parental permission to satisfy Maryland work laws.

PEACE GROUP COORDINATOR

Guided by a vision of God's desire for Shalom for all of creation, the Peace Group seeks to educate, inspire, support and provide opportunities for actions that witness for peace in our communities and world. Meetings are held monthly at alternate times: the second Sunday of the month after church alternating with meetings the second Tuesday at 7:00 p.m. Leadership is provided by two coordinators, but is also shared within the group. Meetings provide open discourse on peace issues, book reviews, plans for peace vigils, and information regarding regional events focusing on peace.

QUILTING GROUP COORDINATOR

The Quilting Group is a very loosely organized group that meets every Wednesday morning in the Quilt Room. They piece and stitch quilts to be donated to the Disaster Relief Auction each year. The supplies and fabric are either donated or purchased with monies from the Witness Commission. The coordinator acts as a spokesperson for the group; she makes most of the decisions after conferring with the group.

RECYCLING COMMITTEE

Recycling Team from our Congregation (doing its part to responsibly recycle).

Recycling Sunday is currently organized for the last Sunday of each month with a few exceptions: New Year's Day, Easter Sunday, Christmas Day or dangerous weather and emergencies. For these exceptions the following Sunday is usually Recycling Sunday. There are two Recycling Sundays in January (first and last Sundays).

Recyclable items include:

solid waste – Refer to the list of materials accepted by the Lancaster County Solid Waste Authority (located on the church bulletin board).

e-waste - Electronic waste items are delivered to an environmentally responsible vendor.

styrofoam - delivered to a company where it is reprocessed into more strofoam.

old sneakers – currently recycled by Nike.

REFUGEE RESETTLEMENT COMMITTEE

The Refugee Resettlement Committee Chairperson is responsible for coordinating the team to assist in resettling refugees in the community. The chairperson should be in touch with the Church World Service Agency, which facilitates the entry of refugees into the United States, and with appropriate interpreters. The chairperson should make an agreement with the Witness Commission and church treasurer for acquisition of budgeted and needed funds for rent, utilities, and other start-up costs. Plans should be in place for financial needs for several years after the initial startup for such expenses as dental work. (\$4,000?)

The chairperson or designee meets the refugees at the airport and then introduces them to their residence. In succeeding days the chairperson or other volunteers take them for social security registration, state health screens and needed immunizations, Lancaster County Board of Assistance (for medical and hospitalization insurance), post office, bank, to the grocery store, and other places necessary for living in a new community. The refugees need to be enrolled as soon as possible in welfare programs including Medicaid, Cash Assistance (or refugee stipend from refugee agency), Food Stamps, SSI for any handicapped members or those over 65, and Low Income Energy Assistance Program (LIEAP) Job applications and interviews are followed by arrangements for volunteers to transport the worker to place of employment. Children should be introduced to the appropriate school. Volunteers need to be scheduled for English lessons. In time, the chairperson guides the head of household to purchase an automobile and gives or arranges for driving lessons and taking the driving examination. The goal of the chairperson is to guide the refugee family to the place where they are self-sufficient.

Responsibilities of Committee:

1) Housing Chair: finds affordable, appropriate housing depending upon family size, signing a lease (or co-signing for the church) and preparing accommodations. Arrange for the hook up of utilities, such as electric, gas, telephone and heat.

Note: It is extremely important to be certain regarding refugees arrival. While it is not ideal, it may be necessary to seek temporary emergency housing when refugees arrive, and then seek a permanent place once the refugees are able to sign a lease. On one occasion a lease was signed and then the arrival cancelled.

2) Household Furnishings Chair: takes a lead role in accepting donations, cash and real (furniture and clothing), organizing goods, cleaning and preparing, even making sure that some food is available. This person would be expected to help new arrivals get to the store and get some basic supplies, as the food stamps will take some days to arrange.

3) Education Chair: organizes the registration of school age children in local schools, explores nursery school opportunities for preschoolers, enrolls adults in English as a second language, and enrolls college age children in HACC. This person generally seeks opportunities for the entire family to become acculturated and exposed to American language and customs.

4) Transportation Chair: coordinates various volunteers who transport refugees to work, school, medical appointments, welfare appointments, church and other needed locations. This person will assist in driving lessons, applying for a learners permit, and shopping for an affordable car. (Refugees who are receiving food stamps are eligible for a \$750 grant to apply towards a car if it helps them to get to work (and off food stamps).

5) Finance Chair: helps balance the family's budget, weans the family from dependence on the church, assists them in applying for benefits, getting a job, opening a bank account, and maintaining a link with the church treasurer.

6) Chair of Health Issues: oversees health concerns, such as:

Quick access to birth control

Emergency room visits

Physical exams for learners permit

Finding dentists who will provide care for Medicaid patients

Explaining American over-the-counter drugs and their proper use

Safely dealing with a new climate

This division of duties is very loose and at times different people are doing things that most fit their interest and skills. It falls to the refugee resettlement chair to make sure that everything gets done, doing them yourself if necessary.

Comments from Chairperson (4/05):

This can be a “learn as you go” position. It’s tempting to not take the time to write things down (advice for the next person as to who does this, etc), but I remind myself that I am making it better for the refugees if other people know what to do and how to do it.

The area where I have felt the weakest is financial, from the church’s point of view. To this day I am not sure how much money the church is prepared to spend, is used to spending, or how much is left of the original money donated or set aside, and when the assistance should stop. (Some of this is my own fault, believing it is easier to get forgiveness than permission.) However, it works both ways. Sometimes I worry about paying something that no one else has a problem with. Perhaps a 5 to 10 minute chat once a month with the church treasurer is a solution.

One point I feel I should make is that we need to recognize that refugees have intangible needs that exceed their tangible needs. It would be good if one family would “adopt” the refugee family, keeping in mind that most of the world’s people are part of an extended family in a village atmosphere. The church becomes the village and maybe this is the refugees’ gift to us. We make them part of our family.

SERRV COORDINATOR

Coordinate twice a year SERRV sales for the congregation. SERRV is a founding member of the World Fair Trade Federation and the Fair Trade Federation. Their mission is to support artisans and farmers to grow and develop independence.

UNITED CHURCHES OF ELIZABETHTOWN REPRESENTATIVES

The United Churches of Elizabethtown is a body made up of designated representatives from area churches that meet five times during the year. Their main objectives are to provide funds and supplies for the Community Action Program fuel fund, direct the meals-on-wheels program, and run the local food bank. They also coordinate the annual CROP Walk in October.

United Churches representatives from the Church of the Brethren serve a two-year term, which runs from September through May. Responsibilities include attendance at all United Churches meetings with voting privileges, representing Church of the Brethren priorities to the United Churches body and publicizing activities and concerns of the United Churches to the local congregation.

WELCOMING TEAMS

The following procedure is followed:

1. There are four teams, each responsible to follow-up one Sunday a month with first time visitors who have included their home address on the attendance pads.
2. Church Pastor and Secretary will decide who should be visited following the Sunday service and contact the assigned visiting team giving them names and addresses.
3. As soon as possible the team will pick up a mug (behind door of library) and church brochure and visit the assigned persons. Team’s names and telephone numbers should be written on brochure.
4. The team will not call ahead of their visit. They will stop by the residence, remain outside unless invited in, share greetings, answer questions and share gifts from the church. If no one is at home the mugs can be left on the doorstep. Follow-up may be made if it seems appropriate.
5. If a team knows they will be away following their Sunday they should notify Church Secretary who will then assign the new visitors to a team that has not had recent visits. Also. Following 5th Sundays Church Secretary will contact any team who has not had recent visits.
6. **IMPORTANT:** After each visit the team will share with all three pastors via e-mail the outcome of their visit.

APPENDICES

Memorial Fund Paper - Approved by Church Council, May 20, 2007

I. Purpose

The Memorial Fund has been established and is administered by the Resources Commission and the Board of the Church of the Brethren at Elizabethtown, PA, hereinafter referred to as "the Church," to accept bequests or contributions in memory of a loved one as a living and lasting testimony.

II. Procedure for Giving

Members and friends of the Church desiring to contribute to a fund in memory of a loved one may give a monetary gift by designating the gift for the Memorial Fund. Donors should include their name and the name of the person they wish to honor. Letters of appreciation for these contributions will be sent by the Resources Commission, and the money will be placed in the Memorial Fund as described in section F.

Undesignated memorial gifts the Church receives (as a gift or bequest) will be *divided* (placed) (in this fund) with one-half going into the *Facility* and/or short-term fund as described in Section F.1 and 2 and one-half to the Outreach and Ministerial Education Fund as described in Section F.3.

If a donor wants to give something to the Church, which is not included in the funds listed below (see item F.), the Church Board will consider such a request to determine whether or not such a gift can be accepted.

III. Notification of Family

When gifts for a person are given to this fund, the Resources Commission will promptly notify the family by mail, indicating the names of the donors.

IV. The Book of Remembrances

A Book of Remembrances will record the names of the donors and the name of the person honored. The Book will be kept in the Church Library.

It is Church policy that no plates, plaques or inscriptions of names of either the person honored or donor shall be placed on items purchased or donated. It should be understood that items donated may need to be replaced, and the Church may do so at its discretion.

V. Record of Gifts

All gifts will be properly recorded by the Financial Secretary and Treasurer. All gifts to and expenditures from this fund will be reported to the Church Council.

VI. Memorial Fund Type and Uses

Some or all of a memorial gift may be designated for a specific use in the Church by the family of a person to be honored or by a donor. The following are examples:

Short-term Fund: This fund will serve primarily as an emergency reserve fund but may also be used for non-budgeted expenses. The Resources Commission shall recommend all expenditures from this fund to the Church Board for approval. This fund shall contain a minimum of \$10,000 and is not to exceed \$25,000. Monies in excess of \$25,000 shall be moved to the *Facility* Fund. Gifts, bequests and income from the *Facility* (long-term) fund may be used to replenish this fund. The money in the fund must be kept liquid. At a minimum, an annual report on the status and use of this fund shall be made by the Treasurer to Council.

Facility Fund:

The purpose of the Facility Fund is to provide an Emergency reserve fund and a fund to support capital improvements and repairs. The intent is preserve a principal amount of the fund and only use income and/or appreciation for non-emergencies. Since outreach has a separate fund, the focus of this fund is facility and financial stability.

This fund is administered by the Resources Commission in consultation with the Financial Investment Committee.

The Facility Fund has a targeted value of ten (10%) percent of the insured value of the church's property, both real estate and other (as of 2001 this amount is \$400,000). This targeted value is consistent with endowment practices of

non-profit institutions of similar size. The percentage may be changed by Church Council approval of a recommendation to that effect presented by Resources Commission.

If the value of this fund is less than the targeted amount, money may be withdrawn from this account only for emergency purposes to meet immediate needs of health, safety, or repair of uninsured damage to the structure. Upon request of the Resources Commission, the Board Chair will call a special meeting of Church Council to consider such requests.

When this fund's value has exceeded the targeted amount continuously for an entire budget year, the Resources Commission must choose one of the following options:

- (1). Defer for up to an additional twelve months a decision whether to choose option two or three below, to determine whether it is likely that the balance in the account will remain in excess of the targeted level.
- (2). Identify a capital project, renovation or repair, to occur within the next three years, or the purchase of an item from the Memorial Fund "wish list," as a request to Church Board for permission to present to Church Council for approval.
- (3). If no such capital project is deemed appropriate by Resources Commission and the fund's value has exceeded the targeted amount continuously for an entire budget year, the Church Board will make a recommendation to Church Council for the use of the funds.

Outreach and Ministerial Education Fund: This fund is to be used for non-budgeted outreach ministries and/or for the expenses of those members of our congregation who are considering/preparing for ministry or engaged in other denominational service. An amount equal to 4% of the Outreach and Ministerial Education Fund is available yearly for grants. Annual grants can be made by the Board upon recommendation of the Witness Commission. The Treasurer shall recommend to the Board through the Resources Commission the investment vehicle/s for this fund. The Treasurer shall advise the Witness Commission regarding annual withdrawals. At a minimum, an annual report on the status of this fund shall be made by the Treasurer to Council.

D. Other Memorial Funds

Any Special Funds the Church may currently be operating, such as Benevolence, Pipe Organ or Building Fund - The Church staff, Board Chair or Moderator can (or Board should) be consulted as to current funds and needs.

Memorial Garden or Landscaping – The Resources Commission has a master landscaping plan for the Church grounds and can give suggestions should a donor desire to honor a person in this method. Prices of shrubbery or trees can be obtained through the Resources Commission.

Outreach Ministries – Persons may wish to designate gifts to special outreach projects that the Church supports, which would be over and above the budgeted amounts. The Church's budget can be consulted for a list of projects the Church is currently supporting. Use of undesignated gifts for immediate outreach shall be determined by the Witness Commission.

Other Monies or Gifts – The Resource Commission will update at least annually a Board-approved listing of additional items (the Wish List) which may be donated or purchased to honor a loved one.

Approval and Modifications of this Paper

This paper replaces the Memorial Fund Paper passed by Church Council on May 19, 2002. In accordance with the Church's Constitution, this paper can be amended by Council.

OUTREACH AND MINISTERIAL EDUCATION FUND

Guidelines for Witness Commission

This investment fund was established for “non-budgeted outreach ministries and/or for the expenses of those members of our congregation who are considering/preparing for ministry or engaged in other denominational service.” (From the memorial fund paper)

To give further guidance for the use of this fund the Witness Commission suggests that the usable income from this fund be granted to organizations, committees and individuals which are:

- 1) creatively working with and for the powerless, making a positive difference in their lives and giving them hope.
- 2) engaged in local community outreach projects which are beyond the capability of the church budget.

The organization, committee, or individual wishing to be considered for a grant will need to provide necessary details of the outreach initiative, educational or service program in written form, so that the Witness Commission and Church Board have the necessary information and documentation to make a decision.

We would give preference to Church of the Brethren organizations, but are open to consider others with similar ideals. The grants should make a significant difference for the work of the organization or could provide seed money to begin a project which would meet a perceived need.

Questions to consider when evaluating proposals should include the following:

- Purpose of the organization
- Purpose of the project
- Who will benefit?
- How widespread will the benefit be, or what is expected to be the longevity of the benefit?
- How much funding is needed?
- What other sources of funding does the applicant have?
- What percentage of the funds will be used for the purpose of the project versus overhead, administration, fundraising, etc?

During the course of the year requests may be received which cannot wait for payment until the next budget year. The Witness Commission with the approval of Church Board may meet these requests with income from this fund. All grants must be approved by Church Board and reported to Church Council.

Our Witness Handbook has always contained this statement:

To further clarify the use of this fund, the following purposes for which the fund is **not** to be used:

- 1) Programs of the church, which are, or should be, budgeted.
- 2) To fund a budget shortfall.

There will always be a tension between what is or should be budgeted and what is appropriate for a grant. For instance:

- Do we offer a grant to an organization that is already a budget line item? (They are budgeted.)
- What is it that “should be” budgeted, but is not due to economic reality?

A past practice review of grants awarded since 1998 reveals how the Witness Commission and Church Board have interpreted the guidelines. Some cases are presented for guidance. This is not to say that these policies cannot be changed.

- In 1999 \$450 was granted for two individuals to attend a seminar.
- There have been several gifts to Brethren Housing Association of Harrisburg, even though BHA was budgeted, as it was desired to provide more support than the budget allowed.
- There have been several gifts to support students performing summer denominational service, making that service possible in the light of otherwise limited remuneration on those jobs. Camp Swatara and the Historical Archives in Elgin are two examples.
- The original fund paper called for preparation for the set-apart ministry, but in practice the definition of ministry has been more loosely interpreted. The “set-apart ministry” language was removed from the Memorial Paper in May 2007. Gifts have been given for seminary training, but also for seminars, graduate school, summer internships, chaplaincy training, and Sabbath Rest.

- Vacation Bible School was supported with a \$300 gift in 2005 for community outreach to help pay the food expenses of all the non-church members who were given free meals here during VBS.
- In a medical need the fund-supported refugees in 2005. In financial need the fund supported another refugee family in 2006, probably some time after they may have actually been classified as refugees. In both cases there were no funds in the budget.
- Commission has resisted turning the fund into a work camp expense fund. On work camps we have traditionally limited financial support to materials and tools needed and transportation rental costs at the site.
- Commission supported its Peace Committee, helping to cover registration and booth expenses for a peace witness at the Elizabethtown Fair.

Determining Funds Available from the Outreach and Ministerial Education Fund

The following motion was passed at Church Council on 11/23/03:

“Witness Commission is concerned that the Outreach and Ministry Education Fund have available a steady stream of income to count on each year. Presently, we are awarding the income and appreciation (less inflation) each year. The Church Board recommends that we draw only 4% each year regardless of income and market fluctuation and that this procedure would attempt to keep the original principal and yearly inflation with the fund in the long term.”

It should be noted that while we are allowed to spend 4% of the fund, the Witness Commission has made efforts to protect the principle of the fund by trying not to spend the part of the 4% that would be principle. It is suggested that a request be made to the treasurer in January that the 4% figure be broken down into what part is principle and what part is earnings.