

## **NURTURE COMMISSION HANDBOOK 2018**

Nurture Commission has responsibility for the inner mission of the church. The commission shall be responsible for providing experiences that enable persons of all ages to develop faith and grow in Christlikeness as disciples. The Commission shall assume responsibility for opportunities that strengthen the body of Christ by building and nurturing friendships and relationships. Typically, the Nurture Commission is responsible for Faith Markers, Lent Gatherings, Church Picnic, Golden Age Dinner, Christmas Caroling, Easter Egg Hunt, and Family Camp Weekend.

The commission shall provide budget for and assume responsibility for certain regular church publications (Upper Room) and devotional materials (Lenten, Advent.) These publications are automatically ordered by the office staff, cost is charged to Line Item #6335 (Congregational Spiritual Growth) for Upper Room and Advent booklets, and Line Item #6140 (Lenten Worship) for Lent booklets.

### **NURTURE COMMISSION TIMELINE**

#### **JANUARY**

1. Organize for the year - confirm appointment of chair, vice-chair, secretary
2. Review calendar, pick dates for the following:
  - a. Church Picnic (normally the last Sunday in August, just before the school year begins)
  - b. Golden Age Dinner (normally the last Sunday in October, unless it is the Fifth Sunday, then it moves one week earlier) -- ;notify Youth Ministry Team (YMT), and any other persons assisting with food preparation, centerpieces, invitations, and/or transportation (notifying them of date, not requiring a commitment at this point)
  - c. Chili Supper & Caroling event (normally the Sunday before Christmas) -- after date is reserved; contact YMT to make sure it is on their calendar
  - d. Contact Pastors for dates for Faith Markers (Blessing of the Children - usually Mother's day; third grade - usually Sunday after Labor day; fifth grade - usually first Sunday in June; high school graduates - usually Youth Sunday in May)
3. Inform new members of the responsibilities of the Nurture Commission and give a copy of the handbook to each new member.
4. Continue work on Lenten Events/Check in with planning committee

#### **FEBRUARY**

1. Continue work on Lenten Events/Check in with planning committee
2. Confirm Women's Spirituality Retreat plans/Check in with planning committee

#### **MARCH**

1. Obtain list of eligible children and youth for "Blessing of the Children" (4 year olds), fifth graders, and high school seniors.

- Double check lists with Sunday school teachers
  - Order appropriate Faith marker items - at least 5-10 extra
  - Assign Nurture commission member to contact parents by email one month before presentations - follow up with phone call if no response
  - Inscribe all books with names of recipients if possible
  - Deliver books/items to those who are unable to attend presentation
2. Plan for Easter Egg Hunt.
  3. Begin working on entertainment for the Golden Age dinner. Determine time frame for contacting volunteers for meal preparation, invitations, centerpieces, etc.

## APRIL

1. Plan Pizza party lunch for Senior high class after worship service on Youth Sunday.
2. Women's Spirituality Retreat (unless scheduled for the fall)
3. Plan for Family Camp Weekend (publicize and reserve cabins)
4. Receive report from Brethren Buddies and YMT for Spring Council.

## MAY

1. Faith Marker presentation -- "Blessing of the Children" in early May and Senior gifts on Youth Sunday (followed by Pizza party lunch)
2. Contact Brethren Buddies and all other youth groups to assess needs for fall.
3. Confirm entertainment for Golden Age Dinner.
4. Begin planning for Church Picnic and appoint food committee.

## JUNE

1. Faith Marker Presentation for fifth graders.
2. Family Camp Weekend (Father's Day weekend).
3. Continue work on Church picnic

## JULY

1. Confirm list of third graders for Faith Marker.

## AUGUST

1. Church Picnic.
2. Confirm entertainment for Golden Age dinner and prepare invitation letter.
3. Contact commissioner of Fantasy Football (if running) as a reminder.

## SEPTEMBER

1. Faith Marker presentation for third graders.
2. Discuss following year's budget and send to treasurer/assistant treasurer by end of month.

3. Receive annual report from Camp Swatara representative.
4. Sign letter for Golden Age Dinner invitation and mail out invitations.
5. Confirm Golden Age Dinner plans with those involved (YMT, food preparation, centerpieces, etc.).
6. Begin Lent service planning/Recruit committee to plan

## OCTOBER

1. Assign commission members to contact current appointments under Nurture for their willingness to continue leadership of their committee \*\*Note: The Youth leadership and Book Group leadership are established in the spring/summer and are school year appointments\*\*
2. Golden Age Dinner
3. Appoint Women's Spirituality Retreat Committee. (unless retreat to be held in the fall)
4. Start making inquiries for the following year's appointed member.
5. Receive reports from Brethren Buddies and YMT for Fall Council.

## NOVEMBER

1. Review appointments under Nurture and fill needs.
2. Send thank you letters for Golden Age dinner helpers
3. Begin planning for the Chili Supper/Christmas Caroling
  - contact pastors and deacons to review list of shut-ins for caroling destinations
  - contact Junior high leadership to confirm chili supper planning
4. Organize commission for the next year:
  - a. Chairperson (attends board meetings)
  - b. Vice-Chairperson (attends board meetings)
  - c. Secretary (takes and distributes minutes, maintains google drive of historical records/documents)

## DECEMBER

1. Review the year/goals for future.
2. Chili Supper -- finalize the routes

## **Nurture Commission Appointments**

**Atlantic Northeast District Recreation Representative (currently unfilled - office handles information dissemination)**

The person in this position should be familiar with the recreational interests of members of the congregation and be able to advertise events through typical and select ECOB communication tools.

Duties:

1. Be the ECOB point of contact for local community and ANE District recreation activities.
2. Share information of such events with interested members of ECOB. Assist with registration as needed.

Term: Volunteer representative serves without specific tenure, as long as they are willing to accept the responsibility.

2016: Craig Coble

2017: unfilled position - office handles dissemination of information on district recreation events

2018: unfilled position - office handles dissemination of information on district recreation events

2019: unfilled position - office handles dissemination of information on district recreation events

**Key Person**  
**Atlantic Northeast District Senior Adults**

This person serves as the contact person for senior adults in our congregation for the district office.

Publicity responsibilities:

1. The annual Lancaster County fellowship dinner in April.
2. An annual bus trip in April or May.
3. Two fall events, usually in October.

2016: unfilled - church office handles dissemination of information about events and collects and submits payment to Atlantic Northeast District office

2017, 2018, 2019: unfilled - church office handles dissemination of information about events and collects and submits payment to Atlantic Northeast District office

**Brethren Buddies**

(This is a school year appointment, rather than a calendar year appointment)

Brethren Buddies fosters spiritual formation and builds church friendships with peers and adults at an early age through social and service activities, and helps children to feel valued as

members of the faith community. The members of this group are any children in grades three through five. Two or more adults serve as advisors in planning the activities for the group. Brethren Buddies follows the school calendar year.

#### Responsibilities of Advisors:

1. Are Church Approved Workers having the required clearances -- see the Child Protection Policy (CPC).
2. Follow the Child Protection Policy at all times.
3. Obtain "Annual Medical" form for each participant and event permission slips for activities off church property.
4. Plan events (sometimes involving families) to carry out objective. This may include organizing and assisting with fundraisers, as needed.
5. Supervise activities. There are to be 1-2 activities per school month. A report is to be sent to the Nurture Commission chair to be included in the Fall and Spring Council packages. These reports are due on the 15th of October and April with a final report due June 30th.
6. Manage budget. This includes funds from the annual church budget to help support Brethren Buddy projects and events as well as money earned from fundraisers (budget is by calendar year.) Most activities are held at no or minimal cost so that all children may participate.

Term: Volunteer leaders serve without specific tenure, as long as they are willing to accept the responsibility.

2016-2017: Annalie Heinz and Karin Laszakovits

2017-2018: Annalie Heinz and Karin Laszakovits (this is their last year)

2018-2019: no leaders, ad-hoc organization with Pastor Jason overseeing

### **Camp Swatara Representative**

The mission of this appointee is to relate the district-wide camping program to the ECOB congregation for the purpose of the spiritual and physical development of all involved.

#### Duties:

1. Communicate people's joys and concerns about the Camp Swatara program to the appropriate staff person or commission of the camp.
2. Attend meetings and/or receive information and publicity packets from the camp.
3. Publicize camp information (fliers, brochures, and registration forms) about the regular summer program as well as about special events. Publication of information will include bulletin inserts, mailbox fliers, church newsletter, and bulletin boards as needed.

4. Help to identify volunteer leaders and potential summer staff members.
5. Provide information about retreat facilities available for year-round use.
6. Provide information about the Family Camping Center.
7. Promote and distribute the Good As Gold Certificates. This includes providing an estimate of financial need for budgetary planning.
8. Organize ECOB members to attend special workdays to benefit the physical plant of Camp Swatara.
9. For additional information, refer to the Camp Swatara Camp Representative's Handbook, published by Camp Swatara.

**Reports:**

An annual report shall be submitted to the commission in September, and copies will be provided to both the church office and to Camp Swatara.

**Term:** Volunteer representative serves without specific tenure, as long as they are willing to accept the responsibility.

2016: Annalie Heinz

2017: Annalie Heinz

2018: Annalie Heinz

2019:

### **Child Care Coordinator(s)**

The coordinator(s) is/are responsible for acquiring child care for church events such as Love Feast, Lenten Series, council Meetings and other scheduled events as notified by the commission and/or committees appointed within all commissions. All requests for child care must be made three weeks in advance. When the event is sponsored by a commission, a sign-up sheet indicating child care is needed should be provided for the coordinator. The coordinator(s) will notify administrative assistant of usage of specific rooms for child care.

Any outside group using the church will provide their own child care.

**Duties:**

1. Obtain a list from the office of all Church Approved Workers having the required clearances and use this list for acquiring child care.
2. Follow the Child Protection Policy at all times.
3. When an approved college student is one of the child care providers the other approved provider must be a member from the Elizabethtown Church of the Brethren.
4. Open and close the room(s) used and see that they are cleaned and in appropriate condition for further use. Nursery and/or pre-elementary rooms may

- be used, depending on age groups.
5. Children may play outside, weather permitting.

Term: The coordinator(s) is/are appointed by the members of the commission for a renewable term of one year.

2016: Charlotte Brown  
2017: Charlotte Brown  
2018: Charlotte Brown  
2019:

### **Child Protection Policy Committee (CPC)**

**(no longer a committee under exclusively under the Nurture commission - Nurture is responsible for finding one committee member if necessary - this information left here for historical records)**

The CPC consists of the Child Protection Policy Coordinator\*, at least one Christian Education Commission designee, at least one Nurture Commission designee, and a YMT designee. The CPC is co-chaired by the designees from the Nurture and Christian Education Commissions.

Duties:

Implement and enforce the Child Protection Policy (CPP).

1. Review and make recommendations to the Nurture Commission for revising congregation policy regarding the safety of our children/youth. A review should occur at least every three years or sooner if a concern arises.
2. Provide/arrange for training for all staff and Approved Adults working with children/youth regarding child abuse and the CPP.
3. Maintain a list of Approved Adults and disseminate within the church community.
4. Monitor Approved Adults to ensure that policies are being followed.
5. Keep Nurture commission apprised of all activities of the committee.
6. Be kept apprised of investigations.

Term: Committee members serve a term of three years.

*\*The CPP Coordinator is a position "held by a member of the church's professional staff appointed by the Executive committee", and is responsible for the administration of the CPP. In the event of the CPP Coordinator's unavailability, another member of the church's professional staff shall act as a substitute.*

2016: Coordinator - Pastor Greg Davidson Laszakovits, Nurture designee and committee chair - Carol Nolt  
2017: Coordinator - Pastor Jason Haldeman, Nurture designee and committee chair - Carol Nolt  
2019: Coordinator - Pastor Jason Haldeman, Nurture designee - Ellen Flury

## **Congregational Wellness Team**

The Congregational Wellness Team encourages the congregation to become aware of healing and health needs and then to discover resources to meet those needs; make healthy, life-giving choices; and nurture all persons toward health, healing and wholeness.

The team membership: the team shall consist of 4-5 members who are appointed by the Nurture Commission and shall serve for an indefinite period. The Chairperson is appointed by team members. A member of the Pastoral staff shall attend meetings when able as an ex-officio member.

Meetings are called by the chairperson and held as required. Email communication may be used as needed in place of a called meeting for decision making.

Any programs, i.e. a forum during the Sunday School hour, planned by the team should be coordinated with Christian Education Commission and/or individual Sunday School classes to determine if there would be conflict with current Sunday School curriculum. The team should also coordinate usage of a church space with the facilities coordinator. The team's activities include periodic blood drives; CPR/AED training; Fifth Sunday forum topics related to health and wellness; maintaining church first aid kit in narthex and kitchen; care and storage of medical equipment (i.e. wheelchairs, walkers, crutches); monthly maintenance AED check; Holiday Gift program in conjunction with Mental Health America of Lancaster County; Care Notes. The Congregational Wellness Team encourages congregants to remember that body, mind and spirit are connected; to receive as well as give care, and to mature in the grace of caring for one's self; take responsibility for personal health and well-being; and to grow and become all that God intends physically, emotionally, spiritually.

2018: Pat Williams, Chair, Nancy Becker, Ken Chastain, Karen Wenger, Pam Reist, Pastoral Rep.

2019: Pat Williams, chair

## **Fifty Plus Group**

This is a social group for people fifty years of age and older. The group consists of a leader and a committee appointed by Nurture. Monthly activities are organized by the group. Typical activities include day trips, theatre outings, hayrides and game nights. Outings generally consist of an activity and a meal. Event schedules are posted on the bulletin board along with sign-up sheets for activities. Anyone aged fifty or older is encouraged to participate.

Term: Volunteer leaders serve without specific tenure, as long as they are willing to accept the responsibility.

2016: Inactive

2017: Group reforming (Elyse Groff initiated contacts - committee formed in October)

2018: Elyse Groff, chair, committee - Deb Ziegler, Amy Carroll, Herb High, Ken Kreider, Jim Hoffer, Elaine Jackson, Peggy Shaffer

2019: Elyse Groff, chair, Deb Ziegler, Ken Kreider, Jim Hoffer, Elaine Jackson

## **Graham Cracker House Decorating**

This is an open group for those wishing to join together in fellowship while decorating a graham cracker house.

Duties of coordinator:

1. Reserve Fellowship Hall (Saturday in December).
2. Advertise the event in the church newsletter, flyer for mailboxes and weekly bulletin.
3. Obtain all supplies and assemble the houses.
4. Set up tables/chairs.
5. Supply tables with needed items and assembled houses.
6. Clean up Fellowship Hall after event is over.

Term: Volunteer coordinator serve without specific tenure, as long as they are willing to accept the responsibility.

2016: Lorinda Haldeman

2017: Lorinda Haldeman

2018: Lorinda Haldeman

2019: Lorinda Haldeman

## **Historical Committee**

The Historical Committee is responsible for organizing and preserving the historical records and artifacts of the congregation and storing them in the archives, currently in the attic. The Committee also seeks opportunities to display the artifacts and to educate the congregation about the history of the Church of the Brethren; especially as such information involves our congregation.

Term: Volunteer convener(s) serve without specific tenure, as long as they are willing to accept the responsibility.

2016: Jobie Riley, convener, John Brown and Walt Moyer

2017: Jobie Riley, convener, John Brown, Walt Moyer, Bob Jacobs, Bob Hollinger, Jim Hoffer

2018: Jobie Riley, convener, John Brown, Walt Moyer, Bob Jacobs, Bob Hollinger, Jim Hoffer

2019: Jobie Riley, convener, John Brown, Bob Hollinger, Jim Hoffer

**Lent**

Lenten devotionals from Brethren Press - we have a standing order with them, they will send and bill automatically

Lenten Services Planning Committee - should consist of 4-5 members, recruited in October/November. Members of the Lenten Committee are responsible for the curriculum that is used during the Lent gatherings. They also provide any advertisement and multi-sensory focal points that are needed. It is the responsibility of this committee to let the Nurture Commission know what additional services are required. Historically, Lenten services have been held on Wednesday evenings, and included a meal and a brief service. More recently, Lent Home Gatherings have been held on four Sunday evenings during Lent.

Reserve dates with Church office

Term: Committee members are recruited each year.

2016: MAP Spirituality Team planned the lenten services, in the new Sunday evening Home gathering format

2017: Gene and Barb Ellis, Jeff and Becky Eisenbise, Kris Strayer, Beth DeGoede

2018: Beth DeGoede, Sandy Garman, Karen Ungemach, Rhonda Myers, Gail Bossenga

### **Library Committee**

This committee is responsible for the cataloging, circulation and organization of our library materials.

Term: Volunteer chairperson(s) serve without specific tenure, as long as they are willing to accept the responsibility.

2016: Judy Shank, Chair, Zane Akers, Charlotte Brown, Kitty Puffenberger, Johnnie Sypolt, Andi Wagner and Lois Whitmore

2017: Judy Shank, Chair, Charlotte Brown, Jennifer Hummel, Johnnie Sypolt, and Lois Whitmore

2018: Judy Shank, Chair

2019: Judy Shank, Chair

### **Meals to Homes**

Acting upon the direct requests by pastoral staff, the church office, needy persons or upon referrals by friends, this committee provides meals to shut-in, sick or other needy persons. Meals are prepared and delivered by volunteers in the congregation.

Term: Volunteer co-chairpersons serve without specific tenure, as long as they are willing to accept the responsibility.

2016: Charlotte Brown and Marilyn Muston

2017: Charlotte Brown and Marilyn Muston

2018: Charlotte Brown and Marilyn Muston

2019: Charlotte Brown and Marilyn Muston

### **Men's Breakfast - With Conversation**

The Men's Group normally meets on the first Tuesday morning of each month at the Three Loaves Café in Masonic Village beginning at 7:30 a.m. for a Dutch treat breakfast and conversation. The group begins with a short meditation, prayer and time of open sharing, followed by conversation for as long as attendees choose to stay. There is a core group of regular attendees, but many attend occasionally, and new faces are always welcome.

Term: Volunteer co-chairpersons serve without specific tenure, as long as they are willing to accept the responsibility.

2016: Jim Hoffer, Ben Hoffman and George Snavely

2017: Jim Hoffer, Ben Hoffman and George Snavely

2018: Jim Hoffer, Ben Hoffman and George Snavely

2019: Jim Hoffer, Ben Hoffman and George Snavely

### **Merry Magdalenes**

This group consists of women (most of whom are fifty years of age or over) who meet the fourth Tuesday of each month for fun and fellowship. Typically the group meets in the church parking lot and carools to a local restaurant.

Term: Volunteer convener serves without specific tenure, as long as they are willing to accept the responsibility.

2016: Suzanne Taylor

2017: Suzanne Taylor

2018: Suzanne Taylor

2019:

### **Monday Morning Women's Bible Study**

This group meets in the parlor at 9 am for 10-12 sessions in the fall (September through December) and 10-12 sessions in the spring (January through April). Usually there is a designated leader for the study. Topics are chosen by the group.

The coordinator is responsible for reserving the room through the church office.

Term: Volunteer coordinators serve without specific tenure, as long as they are willing to accept the responsibility.

2016: Shirley Byerly, convener  
2017: Shirley Byerly, convener  
2018: Shirley Byerly, convener  
2019: Shirley Byerly, convener

### **National Youth Conference Planning Committee**

This committee is responsible for planning and executing all fundraisers for the National Youth Conference, in addition to planning the trip itself.

Term: Volunteer committee members serve without specific tenure, as long as they are willing to accept the responsibility.

2016: Deb Ziegler, Greg/Lori Epps, Luann Thomas, Beth DeGoede  
2017: Deb Ziegler, Greg & Lori Epps, Kurt & Beth DeGoede, Rich Nornhold, Ed & Luann Thomas  
2018: Greg and Lori Epps, Kurt and Beth DeGoede, Rich Nornhold, Ed and Luann Thomas  
2019: Rich Nornhold

### **Post High Group**

This group serves two different populations:

1. First, are members of our church that graduated from high school and are now in the workforce or attending college/technical school up to age 25. The focus of this group is to keep ties with our youth as they leave high school and venture into other areas in their life.
2. Second, are those Elizabethtown College students who attend our worship services and/or who participate in one of our church activities. Contact is maintained mostly through our pastoral team, but would not have to be.

The coordinator is responsible for the budget of the group.

Term: Volunteer convener serves without specific tenure, as long as they are willing to accept the responsibility.

2016: Kris Strayer, convener, Amy Engle, Pastor Greg  
2017: Kris Strayer, convener, Amy Engle, Pastor Greg  
2018: Kris Strayer, convener, Amy Engle  
2019: Beth DeGoede

### **Women's District Fellowship Representative**

The representative will receive information about and publicize district and national denominational women's events The representative will also publicize the annual three day district women's meeting at Camp Swatara.

Publication of information will include bulletin inserts, articles in the church newsletter and bulletin boards as needed.

Term: Volunteer representative serves without specific tenure, as long as they are willing to accept the responsibility.

2016: Mary Ann Killian

2017: Mary Ann Killian

2018: Pat Leiter

2019: Pat Leiter

### **Women's Spiritual Retreat**

The purpose of the Women's retreat is to provide a time and space for rest, fellowship and spiritual renewal. This retreat has taken place annually over a weekend in the past, but has recently been just a one day retreat, typically held on a Saturday in April or October. The committee is responsible for advertising, obtaining helpers, and providing activities for the retreat, which may involve scheduling an outside speaker or planning the activities themselves.

Term: Volunteer committee members serve without specific tenure, as long as they are willing to accept the responsibility.

2016: Julie Heisey and Deb Ziegler

2017: Kay Rhodes, Lisa Rosenberger, Deb Ziegler

2018: Deb Ziegler, Rose Baer, Amy Carroll, Pat Hoffer

2019: Deb Ziegler

### **Young Adults**

The Young Adults group is a social group that meets for dinner and games once every two months. The group gathers in the Fellowship Hall where they enjoy a potluck dinner and conversation. The group may change the location and activity depending on the interest and time of the year. The group welcomes all with a focus on ages 25-33.

The coordinator is responsible for reserving Fellowship Hall and advertising events.

Term: Volunteer co-chairpersons serve without specific tenure, as long as they are willing to

accept the responsibility.

2016: Becca Reynolds

2017: Becca Reynolds, Andi Wagner, Pastor Jason Haldeman

2018: Becca Reynolds, Pastor Jason Haldeman

2019:

### **Youth Advisors**

Youth Advisors are adults who promote and attend youth (junior high or senior high) events and relate to the youth. Advisors are not expected to care for administrative details of events. All advisors must comply with the CPP.

Term: Volunteer advisors serve without specific tenure, as long as they are willing to accept the responsibility.

2016: Jr. High - Becca Reynolds and Don Ziegler  
Sr. High - Will Hershey

2017: Jr. High - Becca Reynolds and Don Ziegler  
Sr. High - Ann Pineda

2018: Jr. High - Becca Reynolds and Don Ziegler  
Sr. High - Ann Pineda

2019: Jr. High - Don Ziegler  
Sr. High -

### **Youth Ministry Team (YMT)**

The Youth Ministry Team is comprised of parents, youth and advisors and is facilitated by a pastor. The YMT meets as needed, usually once every six weeks, to plan and carry out ministry to junior and senior high youth, beyond the Sunday School setting. Most activities are held at no or minimal cost so that all youth may participate.

Responsibilities:

1. Ensure that the CPP is followed for all events.
2. Regular social gatherings, including a spiritual formation component (1-2 activities per month during school year for each group or a combination of the two groups).
3. District-sponsored events.
4. Denominational events and work camps.

5. Service opportunities which include (but are not limited to) senior high serving/clean-up at Golden Age Dinner, junior high set-up/food coordination/clean-up for Chili Supper).
6. Other events deemed appropriate by the team.
7. Manage budget. This includes funds from the annual church budget to help support junior and senior high projects and events, as well as money earned from fundraisers (budget is by calendar year.)
8. Clear communication to youth and parents about activities.

Reports:

A report is to be sent to the Nurture Commission chair to be included in the Fall and Spring Council packages. These reports are due on the 15th of October and April, with a final report due June 30th.

Term: Renewable yearly. Attention should be given to include parents of younger youth each year.

2016: Anna DeGoede, Beth DeGoede, Nate DeGoede, Amy Engle, Greg Epps, Cassie Mora, Luann Thomas, Deb Ziegler, Pastor Greg

2017: Anna DeGoede, Beth DeGoede, Nate DeGoede, Greg or Lori Epps, Anne Garber, Rich Nornhold, Deb Ziegler, Pastor Jason

2018: Anna DeGoede, Beth DeGoede, Nate DeGoede, Greg or Lori Epps, Anne Garber, Rich Nornhold, Deb Ziegler, Pastor Jason

2019: Anne Garber, Meg Hershey, Pastor Jason