

To: Willow Street Mennonite Church Family  
Re: 2019 Annual Report  
Date: January 7, 2020  
From: Church Board

Dear Members of Willow Street Mennonite Church,

It's hard to believe that another year has passed so quickly. I want to thank you for the opportunity to again serve the congregation as Church Board Chair. It seems like just yesterday that we were working on plans for the sanctuary expansion, to be followed by renovations to the old sanctuary into classrooms and Preschool expansion. What a blessing it is today that we have adequate facilities to Worship, Learn, Care, and Reach out to our community.

As you read the following reports from Pastors Joe and Eric, and the Ministry Team Directors, I'm sure you'll be amazed at how God is working in our midst. It takes quite a team to give direction and support these accomplishments. Example: Church Board, 8 Ministry Team departments, 63 Sub Committees, and 163 of our members serving on one or multiple committees.

We are blessed to be a multi-generational congregation. Each generation has its own interpretation of the value of time, talent, and treasure. Thank you for sharing some of your time, talent, and treasures as we worship together.....

**Radically Loving Jesus, Practically Loving Others**

In closing I would like to express my sincere thanks for the Trust you extend to the Church Board as stewards of WSMC.

Please continue to pray for leadership, as we discern God's will and vision for our congregation this coming year. I pray that we can all proclaim as noted in Psalm 71:8, "My mouth is filled with your praise, declaring your splendor all day long.

In Christ's love,

Ken Leaman  
Church Board Chair



## **REFLECTION & VISION FROM THE MINISTRY TEAM**

### **LEAD PASTOR** (Joe Sherer)

It's Advent as I write this, a time when we look back to messianic prophecies and then their fulfillment in the birth of Jesus. Advent also includes looking ahead to when Jesus will return. It's a natural time, then, to also look back on the year soon departed, and forward to the gift of a new year and what it might hold for us.

In 2019 we celebrated 50 years of ministry for both Preschool and Tea Time. A stand at the Lampeter Fair gave us a public forum to recognize this special grace, followed by recognition during a September Sunday morning worship service. What ministries will we or those who follow us be thanking God for 50 years from now? And what is God calling us to birth now?

You, the people of God, have been generous during this year. Giving is one of several spiritual barometers which reflect the health and maturity of our walk with Jesus. Your generosity has enabled the congregation to cover expenditures while reducing the balance on our 2015-2017 building project. I don't have figures yet for the last quarter, but in the first 3 quarters of the year, balances were reduced by \$85,000. All pledges for the first and most costly of the three phases have been met. This is in addition to giving to numerous other needs. Thank you!

Three trees had to be removed from our property this year for safety reasons, including the massive ash tree east of our building. Conversely, a laurel oak and a sugar maple have been planted. We have a beautiful campus!

This year brought us the following newborns: Clair Catherine Feddes, Jude Colburn Roth, Haden Gray Burkholder, and Jay Wayne Brubaker. Welcome to our family! We also said goodbye to Toni McFarland who died in May and Leroy Waughtel who died in October. There were also wedding bells: congratulations to Elliott and Andrea Good, Marshall and Katlyn Gehman, and to Regan and Kiana Hershey!

Our Lenten sermons and worship focused on Bible characters who would have seen Jesus during His public ministry. Over the summer we did a series on Ephesians, and in the fall a series from Judges. I try to include books from both testaments to help give us a well-rounded diet. We concluded the year with an Advent on "The Names of Jesus."

2020 Visions: We plan to renovate our main floor restrooms and upgrade both paint and carpet in the older second floor areas; I'll help lead a February conference for pastors in Haiti, and in May lead an educational tour to Israel; Church Board will lead discernment on how we can support our mission board in their move to Lancaster City, and our youth will travel to Guatemala on a mission trip. And together we will seek to be more radical in loving Jesus, and to find practical ways to really love others on His behalf.

### **YOUTH PASTOR** (Eric Herr)

I found myself saying something repeatedly to people throughout this past year that I am very blessed to be able to say; "I am as passionate, if not *more so*, for youth ministry than I've ever been." June 1<sup>st</sup> of this past year marked 10 years of serving in this position here at WSMC. It still feels strange saying that. It is hard to believe that much time has already gone by, but I am so very grateful for the grace and vision that the Spirit of God continues to give as we seek and serve Him. I have felt very encouraged and excited about what I see God doing in these youth over this past year. As I think back, I remember powerful moments of worshipping and praising God together – whether it be in the simplicity of the youth room, the rustic setting of Twin Springs Retreat in the middle of nature, or in the church in North Carolina. This group loves to worship, and they have lots of energy and passion. Sure, the year wasn't perfect. It never has and never will be. But I can honestly look back and say I am grateful for the ways I've seen God moving in our young people and I am eager for 2020!

Some of the ways I saw God move in 2019; Sr. High pulled off the first ever "Valentine's Banquet" with great success; Sr. High had a powerful time serving the people of North Carolina, Jr. Highers getting hit with the powerful presence of God at Twin Springs Retreat – spending extended time praying over one another and weeping together; Sr. Highers encountering the Spirit of God at Twin Springs Retreat and powerful ministry time; getting to counsel and officiate the wedding for an ex-youth, Marshall Gehman, and many more moments for which I am grateful.

One practical goal that I have for 2020 is to work at the Jr. High youth room. It has been on my mind for a while, but the room could really use a makeover. I'm hoping to round up some artistic, creative youth that can

come together and brainstorm some ideas of how to “spruce” it up a bit. I want to work at promoting an atmosphere of worship in whatever way possible.

Another personal goal for me in my ministry is to be more intentional and disciplined about praying over/interceding for a specific youth/young adult every single day. I pray very often for these youth – often times in a general sense that God would work in their lives and have His way in our gatherings. I want to be even more intentional to have targeted, specific prayer over each one, and in doing so taking more opportunities to specifically encourage them with whatever the Lord puts on my heart as I pray. My heart is for these youth in a way I can’t really type here – I love them so dearly, but there is always room to grow in ministering to them more effectively. I look forward to continuing to build deep, meaningful relationships with them – encouraging and urging them on to keep seeking Christ in ALL that they do. I pray 2020 will be a year of tremendous growth and maturity in the Lord for each one!

#### **DIRECTOR OF CHILDREN’S MINISTRIES** (*Deb Hershey*)

2019 was another exciting year for Children’s Ministry. We continued with the new Sunday School curriculum which is appreciated by many of the young families. Our classrooms and nurseries were full on Sunday mornings and again on Thursday mornings. It has been so rewarding to hear the children recite their memory work. I also love to listen to them sing as they raise their voices high in praise to the Lord. What a blessing that is!

We are always looking for more willing volunteers and the Lord continues to nudge people to step forward, sometimes at the very last minute, but our faith grows and our needs are met. And we are so thankful for those that volunteer in all different areas.

Looking ahead to 2020, I would like to gather a group of Children’s Ministry directors together from other local churches to brainstorm and learn from each other. In January, Mari and I are planning an evening for foster and adoptive parents to come together to talk and learn from each other. They will decide if this is something they would like to continue on a regular basis. VBS will occur again in June. I look forward to continuing to lead the children’s activities and covet your prayers. “Train up a child in the way he should go; and when he is old, he will not depart from it.” Proverbs 22:6

From Marcia Harnish, Preschool Director – 2019 was another great year of preschool. We are blessed with awesome staff and precious children. We continue to carry the torch of those who started this ministry 50 years ago. What a blessing it was to celebrate this with our community at the Lampeter Fair. Hearing folks share stories and recall that they too went to our preschool was a highlight for me. Prayer covers this ministry and we feel it. The support of this church is appreciated by all of the staff. We continue to work at fulfilling our purpose, providing a nurturing atmosphere in which children can develop socially, academically, emotionally and spiritually in a loving Christian environment. We have fun in the midst of it all and you can see their creative spirits soaring!

#### **DIRECTOR OF DISCIPLESHIP** (*Justin Watkins*)

When I was first nominated for the position of Director of Discipleship, I was incredibly humbled and grateful. As Jenna and I processed the opportunity, it seemed to be an easy connection of my passions, experience and gifts. However, we concluded that my capacity of time would be limited. As we processed things we could let go of so that I could give more of my focus, it reminded me that we all tend to dismiss things we’re called to do in light of the busyness and priorities of life.

Discipleship is not an optional call – it is a command first modeled by the Hebrews who were incredibly intentional in passing on the legacy of faith to subsequent generations. Jesus comes on the scene and again models intentional relationship that invites and leads others into deeper intimacy and ministry with the Lord. I love a seemingly inconsequential transition line as Luke introduces Acts: “In my former book, Theophilus, I wrote about all that Jesus *began* to do and to teach...” The implication is this: The book of Acts and beyond is the *continuation* of what Jesus began to do and teach, this time through His Church.

In September, the position transitioned from Darrel Mills, who served for the previous six years. From his example, I learned the role is meant to encourage and equip ideas, initiatives and momentum to help the Body continue what Jesus’ life and ministry was all about. I look forward to serving the call of discipleship that all of us at Willow Street Mennonite have been given.

Some highlights in my short time include the launch of RightNow Media, which is meant to support and resource individuals and families to grow in Christ through a variety of movies, studies and small group videos online. Many have been blessed by the winter elective initiated by Wilson Roth, Necessary Conversations. Our first group of Strong27 men will conclude their yearlong mentorships in March, which we hope will inspire an even larger group in 2020. The first Men's Retreat will be taking place at the start of January with more than 20 men connecting with one another. And as a fun stat of 2019, the average attendance for Sunday School was 178. Wow!

**DIRECTOR OF MISSIONS** *(Karen Bender)*

Some of the highlights for 2019 include another incredible weekend of service for the Feed My Starving Children Ministry, which packed over 311,000 meals, with 25 churches involved! Because of the political unrest in Haiti during 2019, two scheduled teams and the pastor's conference were unable to take place this year, despite diligent attempts for the team to go! We are thankful for the safety and provision for the teams, Elage and Betty Estime and the Haitians Helping Haitians team during this time. What a blessing it has been to see the vision and the work of Haitians Helping Haitians continue throughout this time period! The 6<sup>th</sup> Annual CommUNITY 5k took place this fall, continuing to raise awareness and funds for Homes of Hope. There was a successful partnership with the Strasburg Ministerium to join Strasburg Day and the 5k as a combined outreach to the community. We are looking forward to continuing to partner together. The first Homes of Hope family graduated from the program. There has also been a wonderful additional furniture ministry that has sprung up through the Home, providing needed furnishings to families in crisis. The annual Mission Sunday was held this spring, which was again a great time to hear from each of our supported missionaries via video updates and testimony. I am so thankful that we can connect with our missionaries in this way as they serve Jesus around the globe. It was a privilege throughout the year to connect with them personally and to have the opportunity to meet with a few when they were home. I am thankful for the many volunteers that were called to serve in each of the Missions Ministries this past year!

As we look ahead to 2020...We look forward to the March 27-29, 2020 Feed My Starving Children Mobile Food Pack, with the goal of 1,500 volunteers and 300,000 meals. Pastor Joe will help to lead the Haiti Pastor's Conference in February, and we pray that a larger team will be able to serve in Haiti sometime this year. The Homes of Hope team is ready to welcome the next family into the home and prays for additional discernment for this ministry. I am thankful for a congregation who prays for and financially supports many missionaries. Please continue to pray for these missionaries that continue to serve around the world. We are praying especially for the Tuckers as they embark on their new journey to serve in Guatemala in early 2020. As we enter a new year, the Mission Development Team is praying for His will and His way to continue to reach out to our local, regional and global communities. Please reach out to one of the MDT team members if you have an idea to share. I am excited to see what He has in store for us!

**DIRECTOR OF PRAYER MINISTRIES** *(written by Pastor Joe)*

Ministry Team minutes for the last few months have been reporting Kathy Landis's sense of call to more evangelistic ministry, and her question whether she should be released for that work. We processed this as a Ministry Team. For additional discernment, Kathy and I met in November with all those involved in prayer ministries, and in December with key prayer leaders. As a result, we have released Kathy from her role as Director of Prayer Ministries, and have affirmed Greta Short to serve as an Interim Prayer Ministry Director effective now through August 2020. Welcome Greta!

**DIRECTOR OF STEWARDSHIP** *(Wilson Roth)*

Another decade is history and we are into the 2020's. While I personally have only been a part of Willow Street Mennonite Church for half of the 2010's, God's faithfulness has been evident throughout this decade. The 2010's saw a new sanctuary being erected and significant growth on an average Sunday. With both an expanded facility and larger congregation, the church budget has also increased. For the finance team, this means an increased workload and responsibility in listening to the Lord's leading in how to steward His money.

Looking back at 2010, we had an average attendance of 200 per Sunday and the budget was around \$400,000 for the year. Looking towards 2020, we currently have an attendance of around 250 per Sunday and a budget of around \$550,000. Thanks be to God for His provision! Nevertheless, please continue praying for the finance team as they continue to volunteer their time and energy into this management of these resources on a weekly basis.

Thank you for once again honoring God by giving your tithes and offerings in 2019! We ended the year with a surplus of \$37,356. This surplus came from income being above budget by \$10,192 and with expenses below budget by \$27,164. Within the next month, the Finance Committee will discern how to best use these surplus funds. Thank you, Finance Committee, for your continued service and dedication to the church finances.

In 2020, my hope is to continue pursuing and presenting ideas for the church to continue practicing Biblical stewardship in every stage and aspect of life. Jesus is the ultimate and perfect example of how stewardship surrounded his every action. He displayed stewardship through loving and caring for the poor, balancing relationships and work, and presenting significant teachings about money. There is a good chance that if you are struggling in any of these areas, you will find the answer in the way Jesus lived! On the other hand, if you have an interest or giftings in time stewardship, resource stewardship, or have been feeling a calling to utilize your gifts to help others with their stewardship journeys, please let me know.

**DIRECTOR OF WORSHIP** (*Mari Cunningham*)

*Looking back – some memories from 2019:*

“I Have Seen the Lord” (Lent theme, devotionals, Maundy Thursday, children sang Death was Arrested on Easter Sunday), Missions Sunday, Graduate Sunday, VBS (Miraculous Missions, “Diamonds”), Back to School Sunday – Be Strong and Courageous, Thanksgiving Sunday – Thankful for the Scars, “The Names of Jesus” (Advent theme), Christmas Eve (children singing, reading and acting out the story of Christmas, creative movement with candles, and congregational candle lighting), worship team gatherings, teaching Children’s Church, serving in the nursery, helping with the commUNITY 5k, attending staff meetings (never a dull moment) and Ministry Team meetings (a passionate team), getting to know new people, and beginning of livestreaming our services. It’s always good to reflect and say thanks to the Lord. He is good!

*Looking forward – 2020:*

A new decade...I trust it will be another year filled with blessings. I recently found a song I would like to teach the children. Some of the lyrics are “*All my life, All I know, God’s been good, Good to my soul...I will hold to the plans He has for me...He’s my hope and my strength for tomorrow.*” (“Wherever I Go” by We the Kingdom). Let’s hold to the plans He has for us, allow Him to be our hope and strength! As the calendar turns to 2020, I plan to continue to support and encourage the many folks who serve on Sunday mornings during our worship service, provide Pastor Joe with support in planning and preparing for services, plan Lenten services, continue to provide opportunities for the children to share their energy and gifts in our worship services, and spend time in prayer for our pastors and congregation. “*I got joy, joy, joy, deep in my soul; I will sing, sing, sing Wherever I go!*” Praying for joy-filled days, full of singing as we go through 2020 together at WSMC.

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Additional items attached in the Annual Report are:

1. Organizational Flow Chart
2. New documents approved by the Church Board in 2019:
  - a. Long-Term Missions Policy
  - b. Short-term Missions Policy
  - c. Christian Education Fund
  - d. Security Camera Policy
  - e. Income Flow Charts
  - f. Income Flow Chart Details



**WILLOW STREET MENNONITE CHURCH**  
 Radically Loving Jesus,  
 Practically Loving Others!

**CHURCH BOARD**  
 Chair & Vice Chair  
 Lead Pastor  
 6 Members-at-Large  
 Intern

**BISHOP**

**MINISTRY TEAM**

**Lead Pastor (Chair)**  
*Joe Sherer*

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- Ministry Team Directors
- Church Secretary
- Website Coordinator
- Church Sign Ministry
- Pastoral Care Team
- Health Team
- Benevolence Ministry

**Youth Pastor**  
*Eric Herr*

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- Sr. High Youth
- Jr. High Youth
- Single Young Adults
- Jr. & Sr. High Sunday School

**Children's Ministry Director**  
*Deb Hershey*

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- Children's Sunday School
- Nursery
- Children's Church
- JBA's (Junior Boys Activities)
- Sonshine Girls
- Preschool
- Director
- Preschool Connection Team
- Tea Time Childcare
- Vacation Bible School

**Discipleship Director**  
*Justin Watkins*

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- Discipleship Team
- Adult Discipleship Classes
- Sunday School Aide
- Library
- Men's Ministry
- Radiant! Women's Ministry
- Small Group Coordinator

**Mission Director**  
*Karen Bender*

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- Mission Development Team
- Local Missions
- Sewing Circle
- Tea Time
- Community Meal
- Monday Night Basketball
- Missions at a Distance
- Missionary Support Teams
- Mennonite Disaster Service
- Love INC
- Homes of Hope
- FMSC
- Café Committee

**Prayer Director**  
*Greta Short - interim*

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- Service Intercessors
- Service Prayer Teams
- Weekly Prayer Groups
- Prayer Shields
- Preschool Prayer Organizer
- Healing Prayer
- National Day of Prayer

**Stewardship Director**  
*Wilson Roth*

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- Treasurer
- Associate Treasurer
- Financial Secretary
- Financial Committee Member at Large
- Stewardship Advocate
- Trustees
- Custodian
- Computer Supervisors
- Kitchen Coordinator
- Historian

**Worship Director**  
*Mari Cunningham*

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- Worship Arts Team
- Worship Leaders/Teams
- Tech Team
- Audio Department
- Visual Department
- Lighting Department
- Live Streaming
- Senior Ushers
- Junior Ushers
- Welcome Center





## **Willow Street Mennonite Church Long-term Missions Policy**

A long-term missionary is defined as someone who has made a two year or greater commitment to serve with a sending agency or ministry; or someone who has accrued more than two years service on consecutive short-term commitments and wishes to continue in ministry. Service time does not include introductory training (e.g. Discipleship Training School, etc.), but begins when the missionary commits to a full-time position within the chosen organization.

### **A. Long-Term Missions General Policies**

1. Potential long-term missionaries who desire to be commissioned from Willow Street Mennonite Church (WSMC), or who hope to receive financial support from the congregation should communicate this to the Missions Development Team (MDT).
2. Potential long-term missionaries will be asked to fill out and submit an information form to the MDT.
3. The role of the MDT is to assist prospective missionaries in processing their call to missions, to provide counsel in decision making, and to provide spiritual covering.
4. Each missionary needs to receive preliminary approval from the MDT, with final approval for assignment by the WSMC Ministry Team.
5. Missionaries approved to be sent by WSMC are expected to follow the guidelines set forth in this policy as a condition of approval and continuing support.
6. Missionaries who request that WSMC be their primary sending church must be active members of WSMC.
7. Non-members of WSMC may request financial support as long-term missionaries. This will be covered in Section D.
8. Missionaries who are not being sent through a missions sending agency may be asked to get further training and review before being sent by WSMC.
9. Missionaries are strongly encouraged to purchase medical or travelers insurance. This expense is the responsibility of the missionary.
10. All long-term missionaries must obtain Pennsylvania child safety clearances.
11. All missionaries should represent the beliefs and values of WSMC throughout their term of service.
12. Missionaries should schedule a meeting with the available members of the MDT when visiting the Willow Street area.

13. Missionaries should notify the MDT as soon as possible if there are any major changes in ministry focus or location of assignment.
14. The MDT should be notified as soon as possible if any emergency situations arise for the missionary while on assignment.
15. All long-term missionaries are required to assemble a Missionary Support Team (MST) with a minimum of three members (covered in Section E).

## **B. Qualifications of Long-Term Missions Applicants**

Successful applicants will demonstrate the following:

1. A heartfelt concern for the spiritual, physical, and emotional needs of others.
2. A deep burden to share the life changing message of Jesus Christ.
3. A history of active participation as a member in WSMC missions and evangelism programs.
4. Good physical, mental, and emotional health.
5. Appropriate gifting and preparation.
6. A lifestyle demonstrating Biblical character and attitudes.
7. A willingness to work in conjunction with Biblical Christians and churches regardless of denomination.
8. Acceptance by a sending agency approved by the MDT.

## **C. Financial Support Policies—Members**

1. Each long-term missionary's Missionary Support Team (MST) should assist with fundraising. MSTs will be covered in detail in Section E.
2. Long-term missionaries must have full financial support at the level recommended by their chosen sending agency/ministry for their service location before they leave.
3. Financial commitments from the WSMC missions budget are allocated yearly.
  - a. Requests for initial or continuing financial support will be reviewed by the MDT annually in September.
  - b. The MDT will submit recommendations for financial support to be reviewed and approved, adjusted, or declined by the WSMC finance committee in preparation for the yearly budget.
  - c. Missionary support will be considered approved with passage of the church budget by the congregation.
  - d. Budgetary financial support from WSMC will not exceed 50% of a missionary's financial need.

- e. Maximum financial support per missionary or missionary family from WSMC is \$12,500 per year.
  - f. Missionaries are encouraged to diversify their sources of support to be fully funded beyond the budgetary support from WSMC.
4. Additional factors given consideration for evaluation of financial support
    - a. If the ministry fits with WSMC's missions philosophy.
    - b. The missionary's receptivity in processing their call and plans with the MDT.
    - c. Length of assignment.
    - d. Other potential sources of financial support.
    - e. Constraints of the WSMC missions budget.
  5. Financial support will begin when the missionary leaves for the field or for pre-assignment training.
  6. Missionaries are encouraged to find creative streams of income that they can earn on their own (i.e. tent-making skills) within the parameters of their chosen sending organization.
  7. Missionaries are encouraged to return home for furlough at least once every three years to maintain strong connections with family, WSMC, and financial supporters.
    - a. One month of furlough for every year of service is suggested.
    - b. Times of furlough may be used for further support raising.
    - c. Financial support from WSMC will continue during times of furlough.
  8. Financial support from WSMC will be reassessed by the MDT if there is:
    - a. A major change in ministry focus.
    - b. Change in location of assignment.
    - c. Change in missions agency.
  9. If the missionary's term has been open-ended and they decide to return from assignment, they may request an extension of WSMC's financial support for a period of time once they return. This request will be reviewed by the MDT and a recommendation will be made to the WSMC board. The board will make a final decision based on the MDT's counsel.
  10. If missionaries complete their assignments and do not return for another term, any unused funds designated for their support by WSMC will be allocated at the discretion of the MDT and the church board.
  11. Variations from WSMC financial policy are at the discretion of the MDT under the advisement of the WSMC ministry team and board.

## **D. Financial Support Policies—Non-Members**

1. Long-term missionaries who are not members of WSMC may submit requests for financial support from the WSMC missions budget to the MDT.
2. If approved by the MDT, a recommendation for financial support will be submitted to the WSMC finance committee to be reviewed and approved, adjusted, or declined in preparation for the yearly church budget.
3. Missionary support is considered approved with passage of the yearly budget by the congregation.
4. Budgeted support for non-members will be limited to a maximum of \$6,500 per calendar year.
5. Non-members must be willing to adhere to the guidelines of the WSMC long-term missions policy.
6. Non-member long-term missionaries who are not supported from the WSMC missions budget may submit a request to the MDT to speak at WSMC to solicit funds from individuals in the congregation.
  - a. Openings for this opportunity will be limited to three new missionaries per calendar year.
  - b. The number of these requests may be adjusted if WSMC member missionaries are at risk of not receiving adequate funding.

## **E. Missionary Support Teams (MST)**

1. An MST is a team of at least three people recruited by a WSMC long-term missionary who assist in keeping the missionary connected to WSMC and the Lancaster PA area, aid the missionary in raising the financial support necessary for field assignment, are committed to prayer for the missionary, and are attentive to the missionary's general well-being.
2. Each MST is a conduit for communication between the missionary and the MDT, WSMC ministry team, WSMC board, and the congregation as a whole.
3. WSMC's MST model is based on Eastern Mennonite Missions' (EMM) design. For detailed information on MST team building, member roles, and fundraising, visit [emm.org](http://emm.org), click on the "learn" tab, and then on the "Missionary Support Teams" option of the drop-down menu. WSMC missionaries may also choose to meet with the MST coaches from EMM.
4. Each long-term missionary should assemble an MST prior to departure for field assignment.

5. A missionary who has shifted from short-term to long-term by virtue of accrued service time should assemble an MST once two years of short-term service has passed and they have agreed to an extension of their commitment.
6. A missionary's MST is encouraged to raise funds through donations and monthly pledges from individuals, other churches, businesses, or special fundraising events.
7. Once a missionary's MST is established, one member of the team should be chosen as the point-person for communication between the missionary and the MDT and vice versa.
8. Each MST should communicate any request for continued financial support for the missionary by September 1 annually. This should include whether WSMC budgeted support is requested to be raised, lowered, or remain status quo and why any adjustment may be necessary.

## **F. Termination of Support**

1. Good stewardship requires that WSMC invest only in missionaries who are sound in character, faith, and diligent and effective in ministry. The MDT, acting in conjunction with the WSMC ministry team and board will terminate financial support if the missionary:
  - a. Permanently leaves his/her assignment.
  - b. Displays moral or ethical deviation.
  - c. Displays an inability to be effective.
  - d. Displays an unwillingness to exercise wisdom in carrying out their mission.
  - e. Changes missions agencies or service fields without proper consultation with the MDT.
  - f. Deviates from the considerations that were used to appoint them.
2. Should termination of support be necessary, WSMC will strive to do so in such a way as to limit the negative effects on the missionary.



## **Willow Street Mennonite Church Short-term Missions Policy**

A short-term missionary is defined as someone who has chosen to serve with a missions sending agency, ministry, or church for two years or less.

### **A. Short-term Missions General Policies**

1. Potential short-term missionaries who desire to be commissioned from Willow Street Mennonite Church (WSMC), or who hope to receive financial support from the congregation should communicate this to the Missions Development Team (MDT).
2. Potential short-term missionaries will be asked to fill out and submit an information form to the MDT.
3. Potential short-term missionaries should meet with the MDT at least one month prior to departure.
4. The role of the MDT is to assist prospective missionaries in processing their call to missions, to provide counsel in decision making, and to provide spiritual covering.
5. A WSMC short-term missionary's assignment must be in partnership with a missions agency, ministry, church, or a long-term missionary approved by the MDT.
6. If training for assignment is involved, it must be associated with the mission trip and approved by the MDT.
7. All short-term missionaries commissioned by WSMC must have been a regular attendee of WSMC.
8. Short-term missionaries are asked to communicate their plans with the congregation at a Sunday morning service.
9. A missionary planning a trip of longer than two months is encouraged to create a Missions Care Team (MCT) to serve as a link between the missionary and WSMC.
10. Short-term missionaries are required to represent WSMC beliefs and values while on assignment.
11. Missionaries are strongly encouraged to purchase medical or travelers insurance. This expense is the responsibility of the missionary.
12. All short-term missionaries must obtain Pennsylvania child safety clearances.
13. Short-term missionaries are expected to debrief the MDT and full congregation about the trip upon return.

## **B. Financial Support Policies—Members**

1. Each short-term missionary is responsible for raising his or her own finances.
2. WSMC may add some financial support from the missions budget with the approval of the MDT and WSMC ministry team. (see section C)
3. A person may request financial support from WSMC's missions budget for one short-term trip per fiscal year.
4. Short-term missionaries may use the church mailboxes to distribute newsletters communicating the need for individual financial donations.
5. WSMC facilities are available for fundraising events for member short-term missionaries. Facilities scheduling must be done through the church office.
6. Variations from WSMC financial policy are at the discretion of the MDT under the advisement of the WSMC ministry team and board.

## **C. Financial Distribution Chart**

Short-term missionaries may request financial assistance from the WSMC missions budget. The maximum amounts of budgeted support are determined by length of assignment as shown below.

<b><u>Length of Service</u></b>	<b><u>Amount of budgeted support</u></b>
1-2 weeks	\$200
3 weeks	\$300
4 weeks	\$400
1-2 months	\$500
3-5 months	\$600
6-8 months	\$700
9-12 months	\$800

Additional financial support may be requested for a second year of service or portion thereof. This is subject to the approval of the MDT and WSMC ministry team.



# Christian Education Fund

## Purpose of the Fund:

WSMC recognizes its specific calling to children and youth in this community and that this calling extends beyond the Sunday School hour. This Fund exists to provide financial assistance to Members of Willow Street Mennonite Church (WSMC) and their families who enroll children in primary or secondary Christian educational programs.

## Sourcing the Fund:

The opening balance for the Fund will be provided by private donation. The Church Board may assign continuing funding beyond this contribution at any time it deems appropriate or necessary.

## Administering the Fund:

1. The Stewardship Department will be the administrator. Contact the Stewardship Director to apply or for more information.
2. Assistance will be provided as funds persist.
3. Assistance will be provided in one of two scenarios:
  - a. expenses for tuition at a qualified primary or secondary Christian education program
  - b. expenses for educational material purchased through a qualified Christian education program
4. Assistance will not be provided for post-secondary education (i.e. college/university).
5. Qualifying applicants will be Members of WSMC or have, at minimum, one parent who is a Member of WSMC.
6. Assistance will be capped at \$250 per student annually.

## Terminating the Fund:

The Fund may be closed or suspended by approval of the Church Board. Any remaining funds at such time will be subject to dispersal or reassignment by the Church Board.

1/7/2020



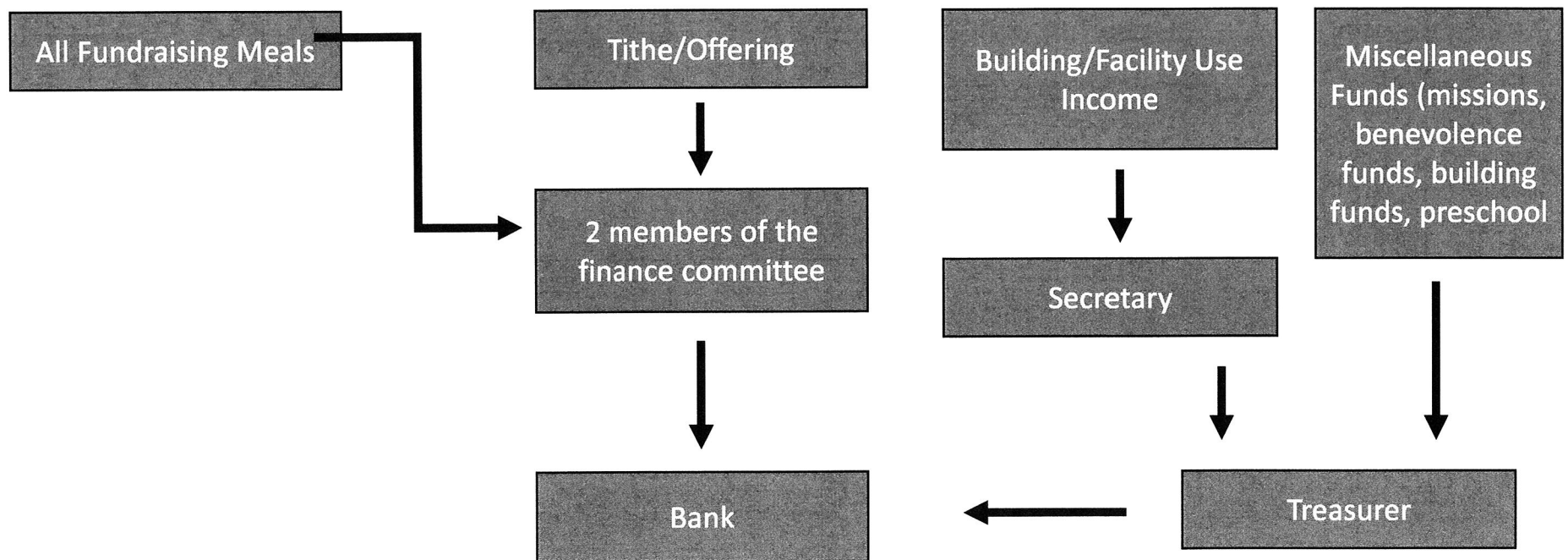
## Policy for Usage and Maintenance of the Security Camera System at Willow Street Mennonite Church

1. **Purpose:** The purpose of the security cameras throughout the facilities of Willow Street Mennonite Church (WSMC) is to provide historical evidence in the event property damage, theft, or illegal activity is suspected. The system may also be utilized for traffic studies or other board-approved initiatives having the purpose of improving WSMC's mission effectiveness or overall church experience. The security camera system referenced in this policy consists of all cameras, monitors, recording hardware, and related stored footage. The security camera system is the property of WSMC.
2. **Access:** Password-protected access to the camera system and its stored footage is to be restricted to the following personnel: 1) Computer Supervisors, and 2) the Director of Stewardship. These individuals are to be trained in how to access the system, and how to clip and save relative footage for distribution when required. Step by step instructions for clipping and saving footage are to be posted by the viewing monitor. Appointments to the Computer Supervisors are to be approved by the Board.
3. **Maintenance:** The Computer Supervisors are responsible to check the system weekly to ensure that it is operating correctly and retaining footage as intended.
4. **Viewing:** Excluding times of maintenance, viewing stored camera footage or the live security feed is to be done only at the express permission and request of the following Leadership personnel: 1) the Lead Pastor, or 2) the Board Chairperson.

Suspected illegal activity is to be reported to the Lead Pastor or Board Chairperson as soon as possible. These individuals are authorized to instruct that the system be accessed and that relevant camera footage be saved. The Lead Pastor or Board Chairperson may contact the appropriate authorities if necessary. They may also gather counsel of other senior leaders or the church attorney depending the severity of the suspected illegal activity.

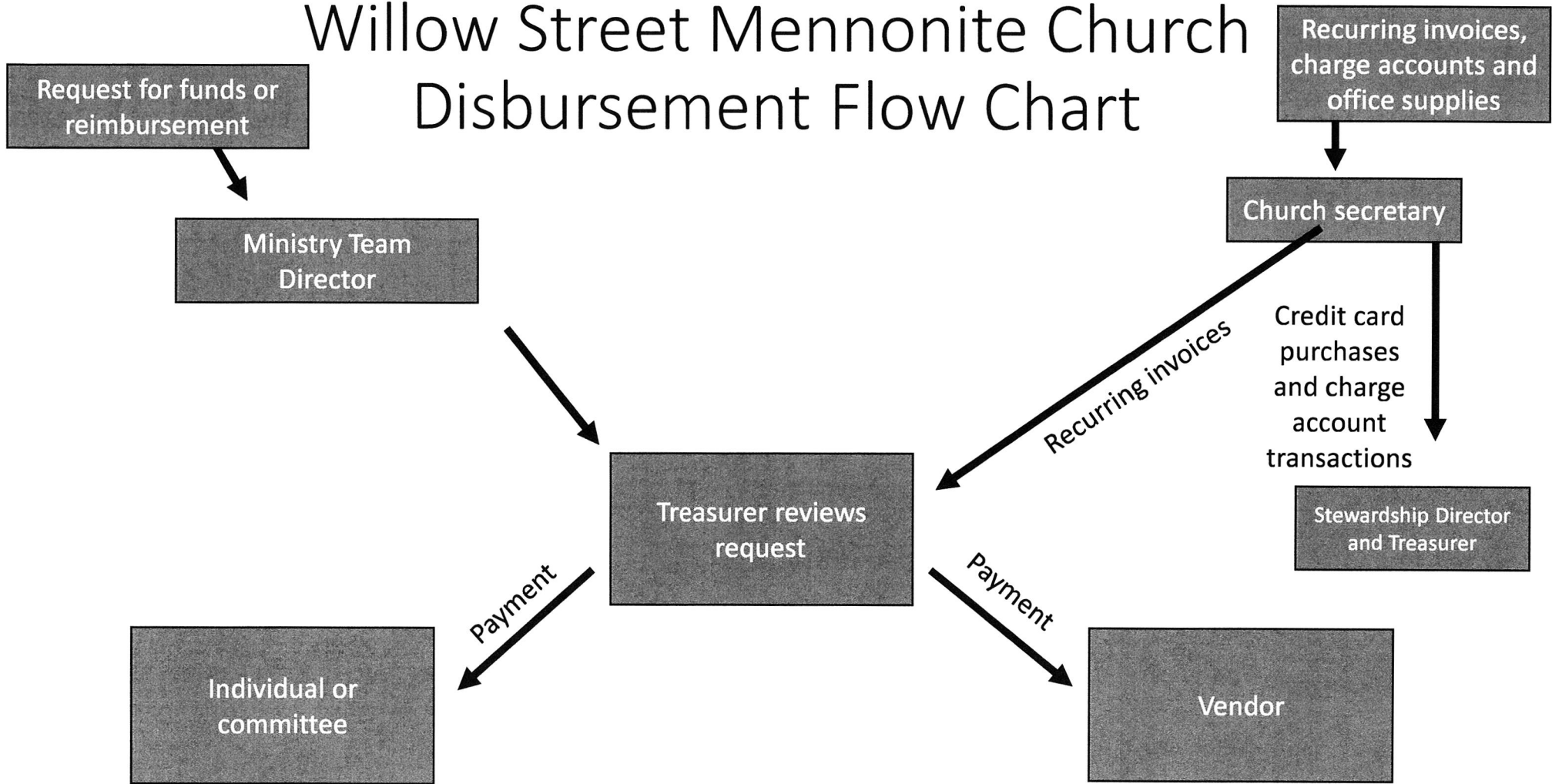


# Willow Street Mennonite Church Income Flow Chart





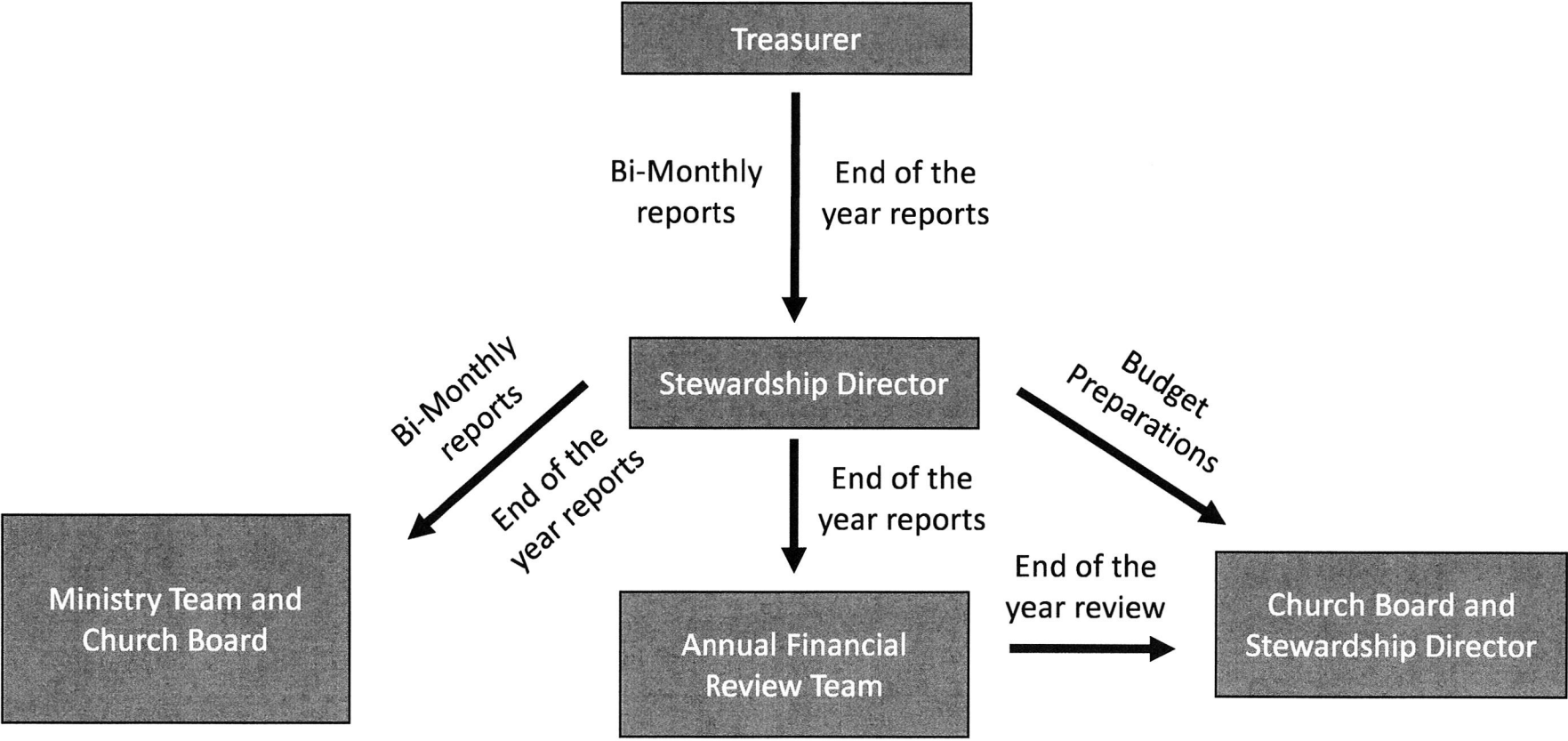
# Willow Street Mennonite Church Disbursement Flow Chart







# Willow Street Mennonite Church Internal Financial Controls Flow Chart





## Willow Street Mennonite Church Money Flow Chart Details

### Page 1 Details- Income Flow Chart

#### All Fundraising meals

- money is counted simultaneously by 2 members of the finance committee right after the meal and deposited at the drop box of the church's bank (if on a Sunday or after hours)
- both finance committee members sign the deposit report and submit the deposit report to the Stewardship Director and Treasurer

#### Building/facility use income

- church secretary gives reservation forms/fee schedule to those reserving the church building
- after reservation form and fee (typically in check form) is received by the church secretary, secretary notes payment has been made on the form and the renter receives a copy
- secretary labels payment as 'facility use' and sends payment to church treasurer
- if A/V tech is needed for the rental, secretary sends renter a bill for accrued hourly fees and then forwards payment to the church treasurer

#### Miscellaneous Funds

- these miscellaneous funds include the following:
  - Checks for missionaries/ministries – Houser's, Feddes', Merv & Dona Breneman, Youth Group, FMSC, Haitians Helping Haitians, Community 5k, Sewing Circle, etc.
  - Short-term missionaries such as Ezra Buckwalter, Mariah DelRocini, etc.
  - Benevolence funds
  - Building fund
  - Checks for building use, funeral meals
  - Checks for things like Strong 27, or people going on the Haiti mission trip and paying towards airfare, etc.
  - Preschool gives a monthly check to pay the teachers (their payroll runs through WSMC)
  - "Estate funds" when a person passes away. The Board handles these disbursements.
  - Checks from people's IRA funds or from The Mennonite Foundation which include instructions on where they want it to go
  - TD Ameritrade/Scottrade account that people can use to transfer stocks to the church. Cashed out right away and a check gets sent to the church. This has

mostly been used for the building fund but it has been used for other funds as well.

- Direct debit process-requires tracking and receipt writing
- These funds go directly to treasurer for recordation and deposit into the church's bank.

### **Tithe/offering**

- money is counted simultaneously by 2 members of the finance committee right after the tithe/offerings are collected and is immediately taken to the church bank drop-box by one of the committee members who counted the money
- both finance committee members sign the deposit report and submit the deposit report to the Stewardship Director and Treasurer

## **Page 2 Details- Disbursement Flow Chart**

### **Request for funds or reimbursement**

- request for funds or reimbursement sent to the Ministry Team Director for approval
- Ministry Team Director sends approval to the church treasurer for disbursement
- Treasurer reviews request and disburses payment

### **Recurring invoices**

- Recurring invoices (phone, internet, trash, electric, etc.) come into church secretary
- Church secretary sends payment requests to treasurer
- Treasurer review request and disburses payment

### **Purchases on church credit card**

- Church secretary and other authorized credit card holders make purchases on the credit for office supplies, etc.
- Credit card purchases sheet sent to Stewardship Director and Treasurer on a monthly basis
- Treasurer pays off credit card each month

### **Charge accounts**

- Church secretary receives charge account invoices from vendors and send invoices to Treasurer for payment and a copy of the invoice to the Stewardship Director

## **Page 3 Details- Internal Financial Controls Flow Chart**

### **Bi-Monthly Reporting**

- Treasurer sends bi-monthly and end of the year reports to the Stewardship Director
- Stewardship Director reviews reports and send them to the Ministry Team and church board

### **End of the Year Reporting**

- Stewardship Directory review the end of the year report and appoints annual financial review team consisting of 2 lay members
- Annual Financial Review team reviews books from the prior year and completes a report which they submit to the Church Board and Stewardship Director

### **Budget Preparations**

- Stewardship Directory, in conjunction with the finance committee, creates an annual budget and sends to the church board for approval

Updated 12/28/19

