

Church Board Retreat Agenda

Theme: Ephesians 2:10 - *Doing Good Works*

"For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do."

"Do Good Works" - Our purpose as God's creation is to reflect God's love and goodness through our actions. These good works are not a means of earning salvation but rather a response to the grace we've received. Live a life of purpose by doing good.

Date: January 4, 2025

Time: 8 AM - 12 PM

Location: Fellowship Hall (Etown CoB)

Agenda

Gathering/Refreshments - 8AM

1. Welcome/Devotion/Announcements (30 minutes) - 8:10 - 8:30 AM - Jeff Eisenbise

- **Opening Devotion:** Reflection on Ephesians 2:10
 - Focus on being God's workmanship and living out God's call to do good works in our church, community, and beyond.
- **Welcome/Announcements - Kevin Engle**
 - Church Board Packet

2. Vision Casting: Good Works in Our Church's Mission (30 minutes) - 8:30-9 AM - Kevin

- **Group Reflection:**
 - How does Ephesians 2:10 shape our understanding of our three main goals?
 - *Attracting younger families:* Nurturing new generations.
 - *Impacting our community:* Being visible examples of God's love.
 - *Outreach to marginalized individuals:* Walking in Christ's compassion.
- **Discussion:** What does "doing good works" look like practically in each area?

Break (10 Minutes) 9 - 9:10 AM

3. Breakout Sessions: Turning Vision into Action (1 hour 10 min.) 9:10 - 10:20 AM

- **Divide into Commissions:**
 - **Guiding Questions:**
 - What specific "good works" can we focus on in the coming year to support these goals?
 - What resources, partnerships, or changes do we need?
 - Who can take the lead on these initiatives?
 - **Deliverable:** Each group outlines 2-3 actionable ideas

Break (10 Minutes) - 10:20-10:30 AM

4. Group Sharing and Strategic Planning (50 minutes) 10:30 - 11:20 AM

- **Presentation:** Each group shares their ideas with the Board.
- **Feedback and Refinement:** Discuss and prioritize initiatives.
- **Assignments:**
 - Identify leaders for each initiative.
 - Set short-term and long-term goals.
 - Determine next steps and timelines.

5. Devotional and Sending Forth (15 minutes) - 11:20 - 11:35 AM - Pastor Naomi

Optional - 11:30 AM - 12 PM: Since the Board Retreat is a substitute for the January Board Meeting. Commissions are welcome to continue meeting, if necessary.

Etown CoB Vision: The Elizabethtown Church of the Brethren seeks to live the love of God as revealed in Jesus Christ: *peacefully, simply, together*

Etown CoB Mission:

The church accomplishes its mission by:

- **Inviting**, welcoming and accepting all into a community striving to be Christ-like,
- **Nurturing** spiritual growth and discipleship,
- **Seeking** ways to serve and promote peace and justice in our neighborhoods and around the world,
- **Worshipping** God together in creative and meaningful ways,
- **Promoting** core values and practices from our Brethren heritage, and
- **Practicing** responsible stewardship

2025 Etown CoB Church Board Operation Summary

THE PURPOSE OF THE BOARD:

To provide an environment that empowers our ministers and ministries through program management, partnership with our pastors and staff, and allocation of financial gifts in a way that is visionary and which reflects our call to faithfully live the way Jesus taught us.

ROLE OF THE BOARD CHAIR:

- Set agendas and organize meetings
- Guide and maintain productive discussions
- Liaison with pastors and commissions
- Maintain a long view and be sure all viewpoints are heard
- Stay connected to the congregation
- Be a spokesperson for the Board
- Be knowledgeable and help commissions as needed
- Remind commissions of their purpose - Why are you doing this? How does this relate to our mission?

ROLE OF BOARD MEMBERS:

- Listen and share with e/other and with commission members
- Be brave and practice the three C's (Curiosity, Change, Control)
- Engage in honest communication and frank assessments
- Be on task, reliable, accountable, and committed to your commission's work
- Ask questions
- Speak your mind
- Be aligned and support decisions after we make them

WORK PROCESSES:

Commission Minutes - do not need to be shared as part of the Board packet or with each other

- Send to the Church Office (info@etowncob.org) within 1 week of Commission meeting to be added to the central repository of all commission minutes

Commission Reports (a summary of the minutes)

- Send to Alyssa (alyssakmyers@gmail.com) by the first Wednesday of the month

Board Meeting Packet

- Will be sent by Alyssa to Board members with a copy to the church office on Friday prior to the Board Meeting

Pastoral Reports

- Written reports not needed. Reports to be given verbally during the meeting

BOARD MEETINGS:

- Will be held on the 2nd Monday of the month at 6:45 pm
- Except November when it will be held the first Monday, in preparation for Fall Council Mtg

2025 Church Leadership Group

Moderator

***Jeff Eisenbise** (1st term, 2026)

Board Chair

Kevin Engle (2025)

Board Chair Elect

To Come (2027)

Clerk

***Alyssa Cross** (4th term, 2025)

Treasurer

***Kendra Gottshall** (3rd term, 2025)

***Kris Strayer** (2nd term, 2025)

***Tim Byerly** (2nd term, 2025)

***Amy Carroll** (7th term, 2025)

Pastoral Team

***Jason Haldeman**

***Naomi Kraenbring**

***Liz Bidgood Enders**

Deacon Caregiving Ministry Teams

Vida Sue/George Snavely,
Lead Coordinators

Sandy/Barry Garman,
Assistant Lead Coordinators

Jim Hoffer, Representative to the
Executive Committee

Christian Education

Craig Coble (2nd term, 2026)

David Leiter (1st term, 2025)

Tom Campbell (1st term, 2026)

Carol Nolt (1st term, 2027)

To come (Appointed, 1st term, 2025)

Expressions

Kurt DeGoede, Chair (1st term, 2025)

Kirk Kreider (1st term, 2025)

Amy Engle (3rd term, 2025)

Rich Carroll (1st term, 2026)

Nurture

Lois Herr, Chair (2nd term, 2027)

Liz Landis (1st term, 2026)

Pat Hoffer (1st term, 2026)

Alex Horning (1st term, 2027)

Rose Baer (Appointed, 2nd term, 2025)

Resources

Kurt Sollenberger, Chair (2nd term, 2026)

Doug Good (1st term, 2025)

Don Ziegler (1st term, 2027)

Rick Hollinger (1st term, 2027)

Mike Nolt (Appointed, 1st term, 2025)

Witness

Sandy Brubaker (1st term, 2025)

Paula Knudsen Burke (1st term, 2026)

Peggy Shaffer (1st term, 2027)

Matt Heinz (1st term, 2027)

To come (Appointed, 1st term, 2025)

BOLD denotes Executive Committee Members
Term is through 12/31 of the calendar year listed.

*Ex officio members (no vote)

This information is correct as of November 25, 2024.

Google Drive/Shared Drive/Administrative/Commissions, Committees & Groups/Church Board/Church Board
Retreat/2025 Church Board Retreat/2025 Church Leadership Group

Elizabethtown Church of the Brethren

2025 Church Board and Commission Members



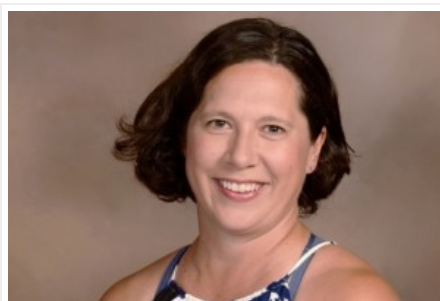
Rose Baer
505 Ridge Rd
Elizabethtown, PA 17022-2752
(717) 715-5251 (Mobile)
roseannbaer3@gmail.com



Liz Bidgood Enders
365 Martin Ave
Mount Joy, PA 17552-2951
(717) 919-6288 (Mobile)
pastorliz@etowncob.org



Sandy Brubaker
2575 Meadow View Rd
Manheim, PA 17545-8322
(717) 598-5195 (Mobile)
peb26@icloud.com



Paula Burke
380 E High St
Elizabethtown, PA 17022-1918
(717) 951-6314 (Mobile)
knudsen.paula@gmail.com



Tom Campbell
429 Ford Dr
Elizabethtown, PA 17022-3194
(717) 615-4862 (Mobile)
tncampbell44@comcast.net



Richard Carroll
10 Stoneybrook Ln
Elizabethtown, PA 17022-8514
(717) 449-9421 (Mobile)
rrcarroll@ymail.com



Craig Coble
561 College Ave
Elizabethtown, PA 17022-2224
(717) 201-3927 (Mobile)
coble.craig@yahoo.com



Alyssa Cross
962 Anderson Ferry Rd
Mount Joy, PA 17552-9745
(717) 314-2639 (Mobile)
alyssakmyers@gmail.com



Kurt DeGoede
77 Silverleaf Dr
Mount Joy, PA 17552-9520
(717) 419-9568 (Mobile)
degoedek@gmail.com



Jeff Eisenbise
 337 Witmer Rd
 Hershey, PA 17033-9225
 (717) 682-1849 (Mobile)
 eisenbise1@gmail.com



Amy Engle
 29 Clermont Ct
 Elizabethtown, PA 17022-8824
 (717) 951-9541 (Mobile)
 afengle@comcast.net



Kevin Engle
 29 Clermont Ct
 Elizabethtown, PA 17022-8824
 (717) 468-0906 (Mobile)
 klengle@gmail.com



Barry Garman
 521 Rutts Rd
 Elizabethtown, PA 17022-9703
 (717) 538-5635 (Mobile)
 bgarman@embarqmail.com



Sandy Garman
 521 Rutts Rd
 Elizabethtown, PA 17022-9703
 (717) 538-5605 (Mobile)
 bgarman@embarqmail.com



Doug Good
 508 Mark Dr
 Elizabethtown, PA 17022-9405
 (717) 471-2687 (Mobile)
 degcoach@yahoo.com



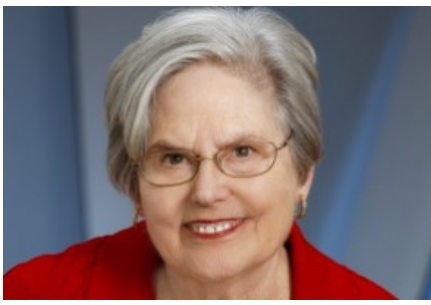
Kendra Gottshall
 6 Oakbrook Ln
 Elizabethtown, PA 17022-1177
 (717) 449-0227 (Mobile)
 kenanne@hotmail.com



Jason Haldeman
 341 E Park St
 Elizabethtown, PA 17022-2322
 (717) 608-2472 (Mobile)
 jason@etowncob.org



Matthew Heinz
 188 Hillcrest Ln
 Elizabethtown, PA 17022-9743
 (717) 361-8738 (Home)
 mlheinz@gmail.com



Lois Herr

11 Eden View Rd Apt 162
Elizabethtown, PA 17022-3103
(717) 371-5721 (Mobile)
herrlk@me.com



Jim Hoffer

39 Circle Dr
Lititz, PA 17543-7514
(717) 581-5686 (Home)
pjrrhoffer@gmail.com



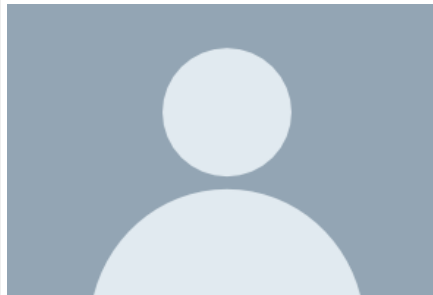
Pat Hoffer

39 Circle Dr
Lititz, PA 17543-7514
(717) 581-5686 (Home)
pjrrhoffer@gmail.com



Richard Hollinger

7226 Elizabethtown Rd
Manheim, PA 17545-8393
(717) 940-7117 (Mobile)
hollinger1066@gmail.com



Alex Horning

12 Brooke Dr
Elizabethtown, PA 17022-9484
(717) 419-5834 (Mobile)
abhoring@outlook.com



Naomi Kraenbring

2742 Camp Rd
Manheim, PA 17545-9479
(717) 653-4778 (Mobile)
pastornaomi@etowncob.org



Kirk Kreider

343 Groff Ave
Elizabethtown, PA 17022-2820
(717) 367-3104 (Mobile)
kk5sound@yahoo.com



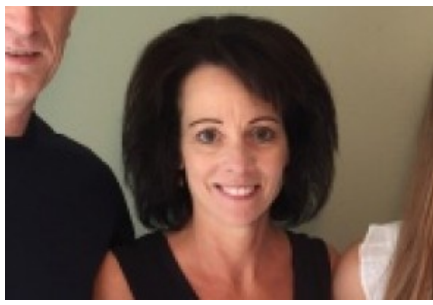
Liz Landis

1869 Anne Ave
Lancaster, PA 17601-4125
(717) 940-3779 (Mobile)
lizboblandis@yahoo.com



Dave Leiter

75 Miller Dr
Manheim, PA 17545-9243
(610) 639-0687 (Mobile)
daveleiter58@gmail.com



Carol Nolt
508 Prospect Rd
Elizabethtown, PA 17022-8439
(717) 808-3869 (Mobile)
nolt4@comcast.net



Mike Nolt
508 Prospect Rd
Elizabethtown, PA 17022-8439
(717) 982-3325 (Mobile)
mnolt4@gmail.com



Peggy Shaffer
208 Dogwood Dr
Elizabethtown, PA 17022-9533
(717) 368-0373 (Mobile)
shafferpeggy@gmail.com



George Snavelly
2050 Ridge Rd
Elizabethtown, PA 17022-9620
(717) 371-9659 (Mobile)
snavellygv@comcast.net



Vida Sue Snavelly
2050 Ridge Rd
Elizabethtown, PA 17022-9620
(717) 371-9658 (Mobile)
snavellygv@comcast.net



Kurt Sollenberger
751 Hampden Rd
Elizabethtown, PA 17022-2877
(717) 940-3785 (Mobile)
kurtsolly@comcast.net



Kristina Strayer
634 Westbrooke Dr
Elizabethtown, PA 17022-8806
(717) 575-0678 (Mobile)
kris.strayer@gmail.com



Donald Ziegler
8655 Elizabethtown Rd
Elizabethtown, PA 17022-8473
(717) 367-6912 (Home)
ziggy8655@yahoo.com

Commission Descriptions

Nurture Commission

The Nurture Commission has responsibility for the inner mission of the church. The Commission shall assume responsibility for opportunities that strengthen the body of Christ by building and nurturing friendships and relationships. In the past, the Nurture Commission has been responsible for planning events such as Lenten gatherings, a church picnic, the Golden Age Dinner, Christmas Caroling, and an Easter Egg hunt. Each year's schedule of events is determined on a yearly basis by the current commission members with input from the pastors.

Christian Ed Commission

The Christian Education Commission has the responsibility for providing faith formation experiences through programming that enables participants of all ages to grow in their understanding of God and the Bible. The Commission, in cooperation with the Minister of Faith Formation, shall assume responsibility for the development, training and care of teachers and leaders, recruiting teachers and coordinators for Faith Formation classes & Vacation Bible School.

Expressions Commission

The Expressions Commission is responsible for the celebrating aspect of the congregation. We oversee the music program and foster congregational participation in music and worship.

Resources Commission

The Resources Commission has responsibility for planning and development of the congregation's talents, property, and time, so they can be dedicated to the purpose of God's ministry through the church. Resources Commission shall assume responsibility for addressing the physical needs of the church building and property, along with tenant oversight.

Witness Commission

The 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.

**ELIZABETHTOWN CHURCH OF THE BRETHREN
PROPOSED BUDGET FOR 2025**

	2025 BUDGET	2024 BUDGET	2023 BUDGET	2023 ACTUAL	JAN - SEPT 2024
Budgeted Revenues					
4110 Offerings	740,000	700,000	700,000	737,780	467,406
4121 Rent - Sanctuary	-	-	73	200	597
4123 Rent - Fellowship Hall	-	-	-	100	-
4124 Rent - ECCC	60,855	58,960	53,604	54,711	44,226
4125 Rent - Lanc/Leb IU13	6,155	6,200	5,640	5,604	4,024
4127 Rent - Comm Nursery School	14,160	10,650	9,683	7,585	10,324
4131 Interest Income	-	-	-	779	5,349
Total Budgeted Revenues	821,170	775,810	769,000	806,760	531,925
Budgeted Disbursements					
Ministry Salaries & Benefits (5100-5199)					
5102 Salary - Pastor Pam	-	-	89,590	34,997	-
5103.2 Salary - Pastor Jason	88,405	80,890	70,271	70,271	60,718
5103.4 Salary - Pastor-Naomi	92,303	88,970	54,000	71,500	66,680
5103.5 Salary - Interim Pastor-Liz	64,829	38,410	-	12,804	30,813
5104 Pension	35,271	30,680	31,078	28,059	23,249
5105 Med/Life/Dental/LTD/Vision	20,000	24,880	24,195	20,771	12,690
5106 Social Security	11,100	10,910	10,392	10,575	8,759
5107 Auto - Pastors	1,500	1,500	1,500	-	-
5108 Professional Growth - Pastors	3,750	3,750	3,750	2,928	1,786
5111 Sabbath Rest	2,500	2,500	2,500	2,500	940
5112 Professional Expense	1,680	1,620	1,000	405	686
5113 Health Svgs Acct	5,500	5,500	5,500	5,500	4,125
5114 Salary - Office Admin	48,946	47,380	45,124	45,124	35,537
5115 Salary - Admin. Assist	24,964	23,170	23,010	23,072	19,581
5116 Salary, Organist	-	-	12,000	-	-
5117 Salary, Bell Choir Director	6,197	6,000	5,713	5,713	4,499
5118 Salary, Music Director	-	-	20,000	-	-
5121 Facilities Management	40,000	31,524	30,000	35,106	29,652
5126.1 Salary, Music Coordinator 1	27,479	26,600	-	23,334	19,951
5126.2 Salary, Music Coordinator 2	7,230	7,000	-	6,766	5,400
Total	481,652	431,284	429,623	399,425	325,064
Administration (5200-5469)					
5201 Office Supplies	3,000	3,000	4,000	4,348	2,911
5202 Telephone/internet/Cell Phone	13,300	12,800	9,500	12,944	9,074
5203 Postage	2,000	2,000	2,000	1,656	776
5204 Software/subscriptions	3,500	3,500	0	471	3,094

**ELIZABETHTOWN CHURCH OF THE BRETHREN
PROPOSED BUDGET FOR 2025**

	2025 BUDGET	2024 BUDGET	2023 BUDGET	2023 ACTUAL	JAN - SEPT 2024
5205 Bank/Credit Card/Breeze Fees	2,500	2,500	2,500	2,703	1,742
5205.1 Breeze Fees	100	0	0	0	71
5310 Accounting Services	9,500	9,000	9,000	9,000	6,984
5460 Conference Expense	8,200	7,000	6,000	6,241	7,237
5462 Staff Enrichment	300	300	100	75	116
5463 Retreats/Pastor Appreciation	150	150	150	557	-
5464 Copier Lease	6,000	6,000	6,000	5,362	4,882
5465 Recruitment	100	100	100	0	-
5466 Outside Consulting	-	-	-	3,550	-
Total	<u>48,650</u>	<u>46,350</u>	<u>39,350</u>	<u>46,906</u>	<u>36,886</u>
Expressions (5470-5999)					
4142 Transfer from O'Donnell Fund (4%) ^{Note 2}	(20,000)	-	-	-	-
5501 Pulpit Substitutes	600	600	600	850	450
5502 Organist Subs & Outside	2,000	3,900	3,900	2,150	300
5510 Worship Environments	1,000	1,000	1,000	185	137
5511 Worship & Funeral Bulletins	200	200	1,452	0	-
5520 Music & Special Materials	3,000	2,875	2,875	1,682	2,511
5530 Fellowship Comm Activities	800	700	600	774	216
5550 Children's Choir Activities	600	600	0	403	13
5560 Bell Choir Activities	600	600	0	189	608
5591 Professional Growth	600	400	200	0	-
5592 Aids to Worship	400	100	2,000	288	535
NEW Streaming Support	10,000	-	-	-	-
5594 Ushers' Breakfast	100	100	100	-	-
5595 Copyright License	1,400	1,400	1,400	1,324	1,365
5601 Drama	-	-	125	-	-
Total	<u>1,300</u>	<u>12,475</u>	<u>14,252</u>	<u>7,845</u>	<u>6,136</u>
Nurture (6000-6599)					
6125 Congregational Wellness Team	-	-	-	200	-
6130 Camp Swatara (Good as Gold)	3,500	4,000	4,500	1,451	-
6140 Lenten Worship	500	1,000	1,000	393	372
6141 Church Gatherings	800	1,000	800	341	200
6142 Small Groups	250	250	250	0	123
6160 Post High Group	300	300	300	0	165
6170 Senior High Youth Group	1,500	1,500	1,500	892	1,219
6180 Natl Youth Conf	3,000	3,000	3,000	3,000	-
6185 Natl Jr Hi Conf	600	600	600	600	-
6190 Jr High Youth Group	800	800	800	-	226

**ELIZABETHTOWN CHURCH OF THE BRETHREN
PROPOSED BUDGET FOR 2025**

	2025 BUDGET	2024 BUDGET	2023 BUDGET	2023 ACTUAL	JAN - SEPT 2024
6200 Bibles 3rd Graders (see #6201)	-	-	-	51	-
6201 Faith Markers (new Christian Ed line)	-	500	500	593	-
6202 Graduate Sunday	-	100	100	-	-
6203 Parents of Young Child	100	100	100	-	-
6220 Parish Resource Ctr/Mennonite	700	700	700	675	-
6225 Samaritan Couns. Ctr.	600	600	600	600	600
6260 Library Materials	200	200	200	-	-
6329 Women's Retreat	500	500	500	226	-
6335 Congregational Spiritual Growth	1,000	1,000	1,000	1,355	289
6340 Camp Swatara Events	500	500	500	-	-
6345 Prime Time	750	750	550	214	-
6350 LGBTQIA+ (moved from Witness) ^{Note 1}	3,750	-	-	-	-
Total	<u>19,350</u>	<u>17,400</u>	<u>17,500</u>	<u>10,591</u>	<u>3,194</u>

Christian Education (6600-6999)

6201 Faith Markers (moved from Nurture)	500	-	-	-	-
6620 Sunday School Curric & Resources	3,600	4,000	4,000	3,291.48	1,836
6630 Vacation Bible School	1,000	1,000	1,000	400.71	(84)
6640 Teacher Recognition	200	200	200	-	-
6650 Teacher Training	-	-	400	100.00	-
NEW Kids Club Personnel	400	-	-	-	-
Total	<u>5,700</u>	<u>5,200</u>	<u>5,600</u>	<u>3,792.19</u>	<u>1,752</u>

Witness/Outreach (7000-7999)

7120 Church World Service (Lancaster)	2,900	2,900	2,900	2,900	2,175
7130 Bethany Theological Seminary	3,800	3,800	3,800	3,800	2,850
7140 Camp Swatara	3,000	3,000	3,000	3,000	2,250
7150 District Budget	26,000	20,000	16,500	16,500	15,000
7155 Susquehanna Valley Ministry Ctr	2,500	2,500	2,900	2,900	1,875
7160 Elizabethtown College	2,500	2,500	2,900	2,900	1,875
7170 Mission & Ministry Bd	30,000	25,200	25,200	25,200	18,900
7180 UCEA	2,500	2,500	2,900	2,900	1,875
7182 New Community Project	2,500	2,500	2,900	2,900	1,875
7185 Etown Child Care	2,900	2,900	2,900	2,900	2,175
7195 Samara	2,500	2,500	2,900	2,900	1,875
7200 Brethren Village	2,500	2,500	2,900	2,900	1,875
7220 Lanc Co Council of Churches	2,500	2,500	2,900	2,900	1,875
7230 COBYS	2,500	2,500	2,900	2,900	1,875
7235 Messenger	-	-	-	702	-
7235.1 Messenger Income	-	-	-	(527)	(455)

**ELIZABETHTOWN CHURCH OF THE BRETHREN
PROPOSED BUDGET FOR 2025**

	2025 BUDGET	2024 BUDGET	2023 BUDGET	2023 ACTUAL	JAN - SEPT 2024
7270 On Earth Peace	2,900	2,900	2,900	2,900	2,175
7290 Special Outreach	2,000	700	684	-	(735)
7320 Evangelistic/Hospitality Event	350	350	340	757	-
7321 Communication	200	200	200	-	-
7340 Brethren Housing Assoc	2,900	2,900	2,900	2,900	2,175
7372 Quilting Group	170	170	170	91	65
7375 ECHOS	2,500	2,500	2,900	2,900	2,500
7376 BMCLGBT (moved to Nurture)	-	2,000	2,000	2,000	1,500
NEW Saving for Housing	-	-	-	-	-
NEW Climate Change	1,000	-	-	-	-
NEW Racial Justice	1,000	-	-	-	-
Total	101,620	89,520	89,594	89,223	65,576

Resources (8000-8499)

8102 Custodial - Seasonal (make inactive acct)	-	-	2,500	257	-
8106 Janitorial Services	42,000	40,000	39,164	33,386	27,000
8110 Envelopes	-	-	-	191	-
8120 Insurance	14,000	15,000	16,571	10,289	9,810
8130 Equipment/Improvements	10,000	25,000	23,077	21,482	5,236
8150 Maintenance/Repairs	50,000	75,000	36,000	102,280	37,612
8151 Kitchen Supplies	1,000	1,000	2,500	1,419	854
8154 Landscaping	10,000	7,500	10,000	6,988	6,016
8155 Rider Cemetery	250	500	1,200	-	-
8160 Service Contracts	22,000	20,000	19,424	20,632	18,312
8180 Electricity	32,000	30,000	18,083	30,180	24,002
8190 Fuel	10,000	15,000	13,600	10,144	6,649
8200 Water/Sewer Rental	6,000	5,000	6,300	5,132	4,148
8210 Fire Co/Ambulance donation	1,000	1,000	1,000	500	-
8315 Capital Improvements	20,000	-	58,361	35,841	4,350
Capital Improvements - boiler	-	-	-	21,975	21,975
Capital Improvements - sewer work	-	-	-	-	67,373
Total	218,250	235,000	247,780	300,695	233,336

Deacon Board (8500-8599)

8501 Communion & Love Feast	900	500	500	884	277
8501.1 --Offerings (Love Feast)	-	-	-	(104)	(475)
8502 Local Benevolences	2,000	2,000	2,000	-	350
8503 Communications Ministry	400	400	400	174	-
8504 Funeral Expense	400	400	400	1,521	1,451

**ELIZABETHTOWN CHURCH OF THE BRETHREN
PROPOSED BUDGET FOR 2025**

	2025 BUDGET	2024 BUDGET	2023 BUDGET	2023 ACTUAL	JAN - SEPT 2024
8504.1 --Offerings (Funeral Meals)	-	-	-	(897)	(1,145)
Total	<u>3,700</u>	<u>3,300</u>	<u>3,300</u>	<u>1,578</u>	<u>459</u>
Total Budgeted Disbursements	<u>880,222</u>	<u>840,529</u>	<u>846,999</u>	<u>860,056</u>	<u>672,403</u>
Net Budgeted Monies	<u>(59,053)</u>	<u>(64,719)</u>	<u>(77,999)</u>	<u>(53,296)</u>	<u>(140,477)</u>
Transfers to Cover Budgeted Expenses					
4141 Transfer from Housing Fund (4%)	10,000	9,000	8,000	8,000	6,750
4142 Transfer from O'Donnell Fund (4%) ^{Note 2}	-	17,000	15,000	15,000	12,750
4180 Transfer from Facility Fund (4%)	<u>15,000</u>	<u>17,000</u>	<u>15,000</u>	<u>15,000</u>	<u>12,750</u>
Total Transfers to Cover Budgeted Expenses	<u>25,000</u>	<u>43,000</u>	<u>38,000</u>	<u>38,000</u>	<u>32,250</u>
Budget Net Transfers	<u>(34,053)</u>	<u>(21,719)</u>	<u>(39,999)</u>	<u>(15,296)</u>	<u>(108,227)</u>

Note 1 - Detail for new Nurture Budget account #6350 LGBTQIA+ includes (1) BMCLGBT \$2,000 (2) Lancaster Pride for Pride month (came from O and M funds) \$750, and (3) Other nurture expenses \$1000

Note 2 - O'Donnell Fund transfer moved to Expressions section of the budget in 2025 Budget. Funds to be used to offset music related staff salaries.

Executive Summary

The Congregation Assessment Tool was recently administered in your church. 833 persons were invited to participate; of these, 154 persons responded. A response from every member is not required to provide valid results. For a complete readout, please review the Vital Signs report that was sent to your church. A summary of that report is provided below.

Overall, approximately 62% of your members are clearly satisfied with things in the church. This, along with other information, indicates that the church has options which include growth, expansion, replication, and external impact. Whether any of these will be realized depends on the choices made.

Not every question is of equal importance to members. When asked how satisfied they are, members tend to focus on the issues addressed in the questions below. When they feel more positive in these areas, they tend to feel more positive overall.

- **The worship services at our church are exceptional in both quality and spiritual content.**
- **Our Pastors articulate a clear vision for our church and keep it before the people in a compelling way.**
- **Our Pastors help us accomplish our mission by bringing out the best in everyone.**
- **The leaders of our church show a genuine concern to know what people are thinking when decisions need to be made.**
- **Our Pastors communicate with people in a way that keeps us informed and connected.**

Conversely, when your members feel less positive about the areas above, they tend to feel less satisfied with their experience in the church overall.

Every church exhibits patterns in its life that contain strengths and potential weaknesses. Your church has potential strengths related to inclusiveness and advocacy. Potential weaknesses include a tendency to intellectualize every issue and difficulty in establishing identity and vision.

As members look to the future, their top four goals are

- **Make necessary changes to attract families with children and youth to our church.**
- **Work to renew and revitalize the community around the church by building coalitions with partners that share this vision and commitment.**
- **Develop and implement a comprehensive strategy to reach new people and incorporate them into the life of the church.**
- **Expand outreach ministries that provide direct services to those living on the margins of society. (i.e. homeless, immigrant, transient persons)**

In comparison to other churches, three goals that are unusually strong for your church are

- **Change or improve the music of the church to deepen our worship experience.**
- **Expand outreach ministries that provide direct services to those living on the margins of society. (i.e. homeless, immigrant, transient persons)**
- **Work to renew and revitalize the community around the church by building coalitions with partners that share this vision and commitment.**

These may warrant attention from the leadership even if they are mid-level priorities.

All the information in this report should be explored and validated in further conversation. **Survey data is not the end of a conversation but the beginning.**

2025 Church Office Information

I Would Like an Announcement in the Weekly Flyer

Email the text of the announcement and the dates you want it to run (no more than two dates) to info@etowncob.org. Announcements must be received by **12 pm on Wednesdays**. If it is a short holiday week (office closed Thursday & Friday), announcements must be received by **12 pm on Monday** or (office closed Monday & Tuesday), announcements must be received by **4 pm on Wednesday**.

I Would Like Something on the Calendar

All meetings and events must be scheduled through the Church Office. Email meeting information to info@etowncob.org include Commission/Group, Date, Time, Preferred Room, ZOOM link and any special equipment such as the ZOOM cart.

I Would Like to Schedule an Event (this does not include regularly scheduled meetings)

For all church-wide, personal and commission sponsored events a Property Use Form and an Event Details Form must be filled out and given to the Church Office prior to it being placed on the calendar. Contact the Church Office or visit the Church website for these forms (see attached sample).

I Would Like to Get in the Building

Doors are not set to be open for regularly scheduled committee meetings. Contact the Church Office and we will be happy to put a "Prox Card" in your mailbox which will let you in from 6 am to 10 pm.

If you need to stay late to set up for an event, you must notify the Church Office and Facilities Manager ahead of time.

I Need Copies

The copier available for your use is in the Library and is available at all hours. For personal use, place **5 cents per page** in the canister. For large jobs, email the document(s) to the Church Office. Those received before **12 pm Wednesday** are guaranteed to be done by Friday.

I Need a Check - Paper Forms

- 1) Complete the **pink Check Request form** (*blank copies are located in the narthex Church Office Mailbox*).
- 2) Sign it AND get it signed by the Commission Chair or Church Office can send for electronic signature.
- 3) attach all receipts
- 4) Get the form to the Church Office.
- 5) **If you are a Commission Chair**, check your commission's mailbox weekly for pink requests. There may be requests waiting for your signature.
- 6) All Check Requests are processed on **Mondays**

I Need a Check - Electronic Forms

- 1) The **Check Request digital form** can be found at the bottom of our Church website homepage (www.etowncob.org) click FORMS button. Fill it out electronically or print it out. Then scan and email it to info@etowncob.org. Scan and send all receipts within the same email. The Church Office will then send to all parties for signatures.
- 2) **If you are a Commission Chair**, check your email frequently because requests might be waiting for your signature. Electronically sign the document as quickly as possible.

Google Drive/Shared Drive/Administrative/Commissions, Committees & Groups/Church Board/2024 Church Board Retreat/2024 Church Office Information

Check Requests are sent to Hollinger's first thing Monday morning and checks are written Tuesdays. Any Check Requests received/signed after noon on Monday will be processed the following week.

I Have Fundraiser Money to Deposit

- 1) All persons contributing to your event must make their checks out to Etown CoB and not the organization you are giving to with the event designated in the memo line. Let the Church Office know what conduit to deposit the money into.
- 2) Find a pastor or someone else to put the money in the Church Office before you leave if you are unable to get it to the Church Office by 9 am on Monday morning.
- 3) Later make and submit a check request for the amount you want sent to an organization, otherwise it will sit in the conduit.

I Have Minutes

Email all Commission and Board minutes to the Church Office at info@etowncob.org.

I Want to See Minutes/Handbooks/Constitution/Church Council info

- 1) Go to www.etowncob.org
- 2) Go to the bottom of the homepage and click the yellow "Minutes, ETC." button
- 3) Password is **revolution**.

Newsletter

The Newsletter article deadlines are listed below for each edition:

- January-February Articles Due **December 16, 2024**
- March-April Articles Due **February 10, 2025**
- May-June Articles Due **April 14, 2025**
- July-August Articles Due **June 9, 2025**
- September-October Articles Due **August 11, 2025**
- November-December Articles Due **October 13, 2025**
- January-February Articles Due **December 15, 2025**

Email articles to info@etowncob.org.

Questions or Need Help

Contact the Church Office at 717-367-1000 or info@etowncob.org.

The office is generally open from **8:30 am to 4:30 pm, Monday - Friday.**

Office Administrator and Marketing & Communications Coordinator

Crystal Crater (Mon. - Fri. 8:30 am - 4:30 pm)

Administrative Assistant

Brooke Bish (Mon. - Fri. 9:00 am - 2:00 pm)



is

breeze

Q: People keep talking about “Breeze.” How do I get a login?

A: Take the steps below:

1. Go to <https://etowncob.breezechms.com>
2. Click “Create Account”
3. Enter your name and email address. Press “Continue.”
4. If an existing profile matches, an invitation by email will be sent to the email address you provided.
5. If a profile can not be found, contact the church office at info@etowncob.org or 717-367-1000.

Q: OK, I’m logged in. Now what?

A: You can:

1. Access the **online church directory**, which is the most up-to-date version, plus there are photos!
2. See all of the upcoming events on the **events calendar**. (Note this may be different than everything happening in the facility that’s not church related)
3. See what **“Tag” groups** you are a part of and communicate with those within that Tag.
4. Click “Give Now” to set-up **online giving**. Give a one-time gift or set-up recurring gifts. Choose the fund(s) from the drop-down menu. Enter your preferred payment method via Debit/Credit Card or ACH. Once the first payment has been received, you can change your recurring gifts at any time. If you would like to make a change before the initial payment, contact the church office.

Q: How can I make using this easier for myself?

A: You can:

1. Create a **bookmark** in your browser with the address <https://etowncob.breezechms.com> so you can easily bring it up.
2. Download the **Breeze app** to your phone if you prefer to have the information at your fingertips.

Contact the Church office with any questions at info@etowncob.org or 717-367-1000.

Breeze How-To

Logging in:

1. Go to <https://etowncob.breezechms.com>
2. Click "Create Account"
3. Enter your name and email address. Press "Continue."
4. If an existing profile matches, an invitation by email will be sent to the email address you provided.
5. If a profile can not be found, contact the church office at info@etowncob.org or 717-367-1000.

Dashboard

1. Log into your membership account
2. When you log in, the page opens to your dashboard that you can customize
3. Customizing allows you to see the things you want to see right away
4. You can move items by clicking and dragging them where you want them

Calendar

1. Log into your membership account
2. Click "Events" tab
3. On the left hand side of the screen, you will see a list of calendars that you can see as a member
 - a. Main Calendar (also on website calendar)
 - b. Outside Events (also on website calendar)
 - c. Committee/Commission Meetings

Online Directory

1. Log into your membership account
2. Click on "People" or type a name in the bar next to the magnifying glass
3. As a member, you can see everyone in the Fellowship Directory
4. You can view a person, family members and contact information, everything that is in the printed Fellowship Directory is what you can see in the person's profile, anything deemed "Private" is not shown.
5. All information on Breeze is the most up to date information that we have for an individual and family

Tags (Groups)

1. Log into your membership account
2. Click on "Tags"
3. Click on "Church Groups"
4. Click on a particular tag that you would like to view members of
5. In the "Tag" you can
 - a. Email specific person in the group by clicking on that person

- b. Email the entire group

Money

1. Log into your membership account
2. Click onto your profile
3. Click on "Giving"
 - a. This will show you your giving information, including all pledge information
4. Click "More" at the top of the webpage and then click "Give Now" to make an online contribution

breeze VS



Church database

- <https://etowncob.breezechms.com/>
- App available for smart phones
- Online Fellowship Directory
 - Live and most up to date information for individual and family contact information
- Calendar of events (with links)
 - Main church events
 - Commission/committee meetings
 - Outside events
- Online giving
- Email
 - Individuals
 - Entire tags (Breeze's version of groups)

Church website

- <https://etowncob.org>
- General Church information
 - Sunday mornings, livestreaming, sermons & Sunday school
 - Who we are, who we support & who we partner with
- Staff information
- Office hours
- Calendar of Events (with links)
 - Main church events
 - Outside events
 - Events flyers
- Link to online giving through Breeze
- Minutes & Forms

Etown CoB Members, Affiliated Members, Commissions, or Group Events Non-Wedding Property Use Policy, Procedures and Forms

This policy, procedures and forms document contains information only concerning this portion of the full Property Use Policy. Contact the Church Office if you would like to see the full version of the Property Use Policy.

Definitions:

Affiliated Member: a non-member who demonstrates a connection to the congregation by participating in the Church's worship and/or work.

Event Representative: an appointed person delegated to coordinate the event with the Church Office.

When the Church May be Used

The Church may be used between the hours of 8:00 am and 10:30 pm. The time of use scheduled should include setup, program or activity and clean up. All activities will be scheduled through the Church Office to assure all facilities are ready in time for all events and to avoid conflicts of room availability and equipment.

Scheduling Events

All usage of Church facilities and grounds must be scheduled through the Church Office at info@etowncob.org or 717-367-1000 (email is preferred).

Etown CoB Church Members, Affiliated Members, Commissions & Groups

Church Members, Affiliated Members, Commissions & Groups interested in reserving Church facilities for special events or other purposes should complete a Use Application & Responsibility form (pg 5). The Church Office will review and approve the application or refer the request to the Resources Commission.

Event Details, Marketing and Communications

An Etown CoB Details, Marketing and Communications form (pg 6-8) should be completed to help the Church Office know the extent of communications wanted/needed for a particular event. It is the responsibility of the Event Representative to provide pertinent information to the Church Office to create the communications for the Church congregation and public. It is preferred that the Church Office design all communications to conform to Etown CoB's branding and consistency. Individuals, Commissions and Groups are encouraged to provide text and images to the Church Office. The Church Office and Pastoral Staff will have final text editing approval. All materials created will be approved by the Event Representative and reviewed by Pastoral Staff.

Fees for Use of Facilities

Church Members, Affiliated Members, Commissions and Groups as well as denominational programs may use facilities at no charge. Members and Affiliated Members shall have free use of Church facilities for weddings, ceremonies (such milestones as 50th anniversary or retirement) and memorial services. Members shall have free use of the Church facilities for cultural and educational events that are open to the Congregation. Fees may be charged, at the discretion of the Church Office for additional services required such as extra custodial time needed.

General User Policies

1. Any concerns or questions pertaining to the interpretation of this use policy will be referred to the Resources Commission for consideration.
2. Activities of all users of the facilities and equipment of Etown CoB shall not conflict with the Etown CoB mission.
3. Satisfactory arrangements for security must be made with the Church Office ahead of time. If outside security is necessary, it will be arranged and paid for by the user. No weapons permitted on premises. Doors can be locked or unlocked in coordination with the Church Office.
4. Children: Each user must certify compliance with Pennsylvania's Child Abuse Law. Children under age 18 must be supervised at all times. No running or ball playing is permitted inside the Church (except nerf balls which may be used in Fellowship Hall). Toys and play equipment may not be used unless use is approved by the Resources Commission or owner.
5. All users will arrange for their own food and beverages.
6. Any consumable supplies found in rooms should not be used.
7. **NO SMOKING, VAPING, DRUGS AND ALCOHOLIC BEVERAGES ARE ALLOWED IN THE CHURCH BUILDING OR OUTSIDE ON THE CHURCH GROUNDS.**
8. The use of profanity on Church property is prohibited.

Facility & Equipment Use at Elizabethtown Church of the Brethren

1. No equipment or property may be removed from the Church without the Church Office's permission and approval.
2. All electronic equipment owned by Etown CoB that is to be used for an event shall be listed on the Property Use Application and Responsibility Form. Operators of this equipment will need approval by a qualified technician of the Church.
3. Be gentle and careful with the building, tables, chairs, appliances, etc. All damage or broken items must be reported to the Church Office. If there is any damage done to the rooms (i.e. broken windows or furniture), it is expected that the cost to repair/replace them will be the responsibility of the user.
4. Rooms should be left as they are found. (e.g. toys should be put away, chairs and tables replaced, floors cleaned, kitchen appliances left clean, etc.) The standard of cleanliness is to be returned to the condition it was found in or better.
5. All trash/recycling must be removed and put into the dumpster at the rear of the building.
6. No food and beverages may be served in areas other than the Fellowship Hall, without approval of the Church Office.
7. Church-owned sports equipment may only be used if arranged with and approved by the Church Office.
8. Candles are only permitted if they have protection from wax spray under them.
9. Each user is responsible for the behavior of their guests and participants. Any damage done to the Church or Church property by guests and participants will be the responsibility of the user.

Kitchen:

1. Clean and return all kitchen and dish room items to their proper places.
2. Wipe off all counters and sinks.
3. Clean thoroughly all appliances that were used.
4. Directions for dishwasher use are posted by the dishwasher. Please make sure it's turned off after use.
5. Directions for use of the stove and convection ovens are posted. Please make sure to follow them, and double check that the stove and oven controls are turned to their off positions when finished. Check that hood lights and hood fan are both in the off position.
6. Label and date any food left in the refrigerator or freezer. Place items only in Etown CoB labeled spaces.
7. Sweep or wet mop the floor as needed. Brooms and dust mops are stored in the Storage Room at the rear of Fellowship Hall. Mop and bucket can be found in the mechanical room. Dispose of water in the sink in the mechanical room or in the outside drain at the base of the outside stairs. Please do NOT dump the dirty water in any kitchen sink.
8. Carry all trash, garbage and recycling to the dumpsters at the rear of the building before you leave. One is marked clearly for recycling. The other is for the trash and garbage. Please break cardboard boxes down flat and place them along with your other recyclables in the dumpster at the rear of the building marked for recycling. Both dumpsters may be accessed through the doors at the back left of the Fellowship Hall. Be aware that the outside door locks behind you. Please prop it open if you desire to re-enter through that door. Be sure it is closed securely when you are finished.
9. Take home any used dishcloths and towels and return them to the storage boxes at the dishwasher after they have been laundered.

Fellowship Hall:

1. Be gentle and careful with the building, tables, chairs, appliances, etc. All damage or broken items must be reported to the Church Office. If there is any damage done to the rooms (i.e. broken windows or furniture), it is expected that the cost to repair/replace them will be the responsibility of the user. When round tables are already set up, please lift them if you need to relocate them (do not drag or pull across the floor).
2. No running or ball playing is permitted inside the Church (except soft nerf balls which may be used in Fellowship Hall). Toys and play equipment may not be used unless use is approved by the Resources Commission. Children under age 18 must be supervised at all times.
3. **NO SMOKING, VAPING, DRUGS AND ALCOHOLIC BEVERAGES ARE ALLOWED IN THE CHURCH BUILDING OR OUTSIDE ON THE CHURCH GROUNDS.**
4. The use of profanity on Church property is prohibited.
5. Before leaving, arrange the tables, by the pass through window, as they were when you entered. All chairs should be returned to chair racks found in the storage room at the rear of Fellowship Hall.
6. Follow the same Sweep/Mop instructions as in the Kitchen section.
7. Follow the same Trash/Recycling instructions as in the Kitchen section.

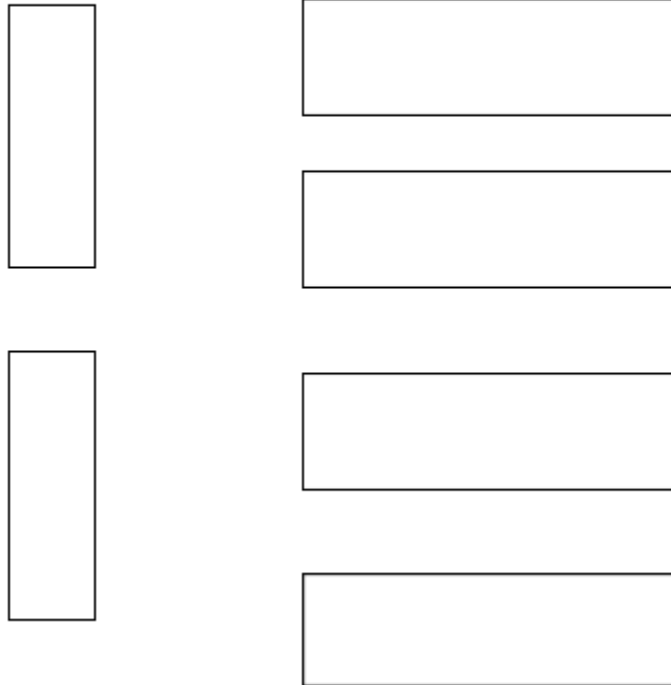
Fellowship Hall Table Arrangement:

This chart shows the usual set up of tables and chairs near the kitchen end of Fellowship Hall. Tables can accommodate 10 chairs at each of these 6 tables (4 on each side and 1 at each end).

If the chairs were on top of the tables when you arrived for your event, please place them back on top of the tables. Thank you.

Kitchen

 counter with window



Elizabethtown Church of the Brethren Property Use

Application and Responsibility Form & Agreement
(One-Time or Occasional Use)

Family/Commission/Group Name: _____

Event Representative: name, address, email and phone number

Description of Activity/Use:

How Many People? _____ Requested Date(s) & Hours of Use: _____

Facilities & Equipment requested: _____

Electronic Equipment needed & operator(s)'s name(s) and phone number(s)

If the Kitchen is needed, how will it be used?

User agreement:

I/We agree...

1. To hold the Church harmless from any and all claims arising from the user's activities at the Church, and agrees to release the Church, its officers, staff, members, and volunteers from any and all liabilities in conjunction with their use of the facilities and equipment.
2. To certify compliance with Pennsylvania's Child Abuse Law 23 PCSA § 6303, if applicable.
3. To be responsible for all setting up and cleaning up.
4. To take responsibility for the actions of all guests and participants using the facility.
5. To have read and agree to abide by the Etown CoB Rules & Regulations for Use of Church.
6. That the information provided is accurate and true.

Event Representative: sign and date

Approved by Resources Commission Chairperson/Delegate: sign, include position and date

Approved by Pastor: sign and date

Approved by Church Office: sign and date

Approved by Music Coordinator/Accompanist: sign and date

Approved by Sound/Lighting/Video Technician: sign and date

1/ If information provided in the user agreement is found to not be accurate, the event may be canceled without notice or while in progress.

Etown CoB Event Details, Marketing and Communications

Family/Commission/Group Name: _____

Event Representative: _____

Music Coordinator/Accompanist: _____

Sound/Lighting/Video Technician: _____

Short Description of Event: _____

Date/Time of Event: _____

Doors to be set Open: Yes No

Time Open: _____ Time Closed: _____

Which Doors (check all that apply):

- Memorial Entrance (main entrance under portico)
- Centennial Entrance (back of building, center, near centennial garden, ECCC entrance)
- Education Entrance (back of building, far end, ECNS entrance)

Type of Event: Congregational Public Private

Recurring Event: 1-Time Weekly Monthly Other _____

Room(s) Requested (check all that apply):

- Sanctuary (428)
- Fellowship Hall (417, 312 banquet setup)
- Memorial Lobby (98 standing, 65 chairs only, 34 tables & chairs)
- Kitchen (25)
- Parlor (25)
- 101 (Blaze, 52 chairs only, 34 tables & chairs)
- 102 (virtual capable, 68 chairs only, 43 tables & chairs)
- 106 (48 chairs only, 30 tables & chairs)
- 108 (jr/sr high, 25 w/couches)
- 110 (36 chairs only, 23 tables & chairs)

of People Expected to Attend: _____

Facilities/Equipment Requested (chairs, tables, etc): Yes No

What and how will it be used: _____

Kitchen Requested: Yes No

What and how will it be used: _____

Electronic/Sound/Booth Equipment and Livestreaming Inquiries must be coordinated through Kirk Kreider, kk5sound@yahoo.com or 717-367-3104.

Electronic Equipment Requested: Yes No

What and how will it be used: _____

Who will run the equipment: _____

Livestreaming:

Would you like the event livestreamed on YouTube? Yes No

Fees associated with livestreaming (select one):

\$100 for Sound Only

\$125 for Sound & Livestream

\$200 for Sound, Livestream, & Separate Video Operator for multi-angle views
make check(s) payable to operator(s)

Fees are subject to change at any time at the discretion of the Expressions Commission or Technician.

The Event Representative will receive a link to the livestream to share publicly/privately.

Slide Show: Yes No

Select all that apply:

When? Before Event Start Event During Event End of Event Fellowship Hall

Format: PowerPoint Video (MP4) Picture Slideshow

Medium: Thumb/USB Drive DVD CD

How should it run? Once Loop (settings must be done when created)

Music: Yes No Is music on CD or included in Media? _____

Music played through Sound System: Yes No

Acceptable formats are MP4 video or PowerPoint presentations. The medium must be placed in Kirk's church mailbox NO later than the day before. Please text or email Kirk after the medium has been placed in his mailbox: 717-367-3104 or kk5sound@yahoo.com.

Electronic Equipment Requested in Fellowship Hall: Yes No

Check all that apply:

TV Cart 1 - includes: DVD/VHS combo player, Chromecast device that can stream content from Apple & Android devices and the internet.

TV Cart 2 - includes: BluRay player, Apple TV that can be used to mirror content via Airplay from an Apple device.

Microphone

Movie Screen

Projector

Ushers Needed: Yes No

Volunteers Needed: Yes No

Sign Up Options (coordinate with Church Office): Sign Up Genius Google Form Other

Advertising/Marketing (mark all that apply):

It is the responsibility of the Event Representative to provide pertinent information to the Church Office to create the communications to the Church congregation and public. It is preferred that the Church Office design all communications to conform to Etown CoB's branding and consistency. Event Representatives are encouraged to provide text and images to the Church Office. The Church Office and Pastoral Staff will have final text editing approval. All materials created will be approved by the Event Representative and reviewed by Pastoral Staff. The Church Office and Pastoral Staff will determine frequency of advertising/marketing and approved requests.

- Listed in Church Calendar
- Announcement Slide(s) (1920 x 1080) to be shown before Worship Services and in Memorial Lobby
 - Created in Church Office
 - Provided (If not created in the Church Office, please be sure that the 1920 x 1080 size is used when created. It is preferred that the Church Office creates slides so that edits can be made easily)
- Website Event
 - Registration: Yes No
 - Format: Website Form Google Form Sign Ups in Memorial Lobby
 - Direct to another website: _____
 - Other _____
 - Tickets Needed: Yes No
 - Cost: FREE Free-will offering \$ _____
 - Where to purchase: _____
 - How is money being collected: _____
 - If money is collected through Etown CoB then all checks should be made payable to "Etown CoB" with "Event Name" listed in the memo line. Unless stated otherwise.
 - Deposit money into which Conduit #: _____ (only if money is collected through Etown CoB)
- Facebook Post/Instagram Post
- Facebook Event
 - Facebook Boost (extra cost will be billed to Event Representative to reimburse Church)
- Weekly Events Flyer
- Standalone All-Church Email (usually released on a Tues, Wed or Thurs to not conflict with our normal weekly schedule of all-Church emails released on Fridays & Sundays)
- Flyers: Full Page 1/2 Page (2-up) 1/4 Page (4-up) 1/8 Page (8-up)
- Number of copies needed: _____

Details/Notes: _____