



基督教宣道會香港區聯會
CHRISTIAN & MISSIONARY ALLIANCE CHURCH UNION HONG KONG LIMITED

關懷鄰舍

持續發展

2018-2019

社會服務年報
ANNUAL REPORT OF SOCIAL SERVICES

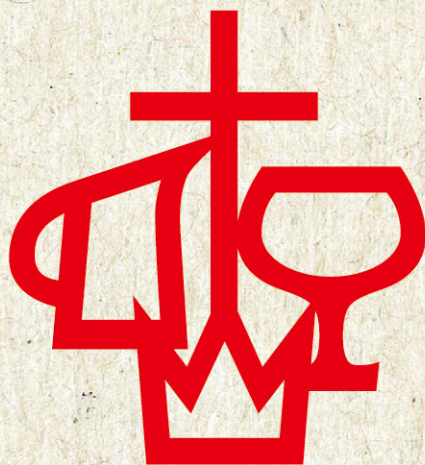
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宣道會會徽及機構宗旨

The Alliance Emblem & Objectives



宣道會會徽

宣道會初創時，即已開始用十字架、洗濯盆、油瓶和冠冕，來象徵基督福音的完備性。



十字架

象徵基督的死作成每個信徒的救恩。



洗濯盆

象徵神使我們成聖的恩典，使我們每日從罪中得潔淨。



油瓶

象徵聖靈和醫治。



冠冕

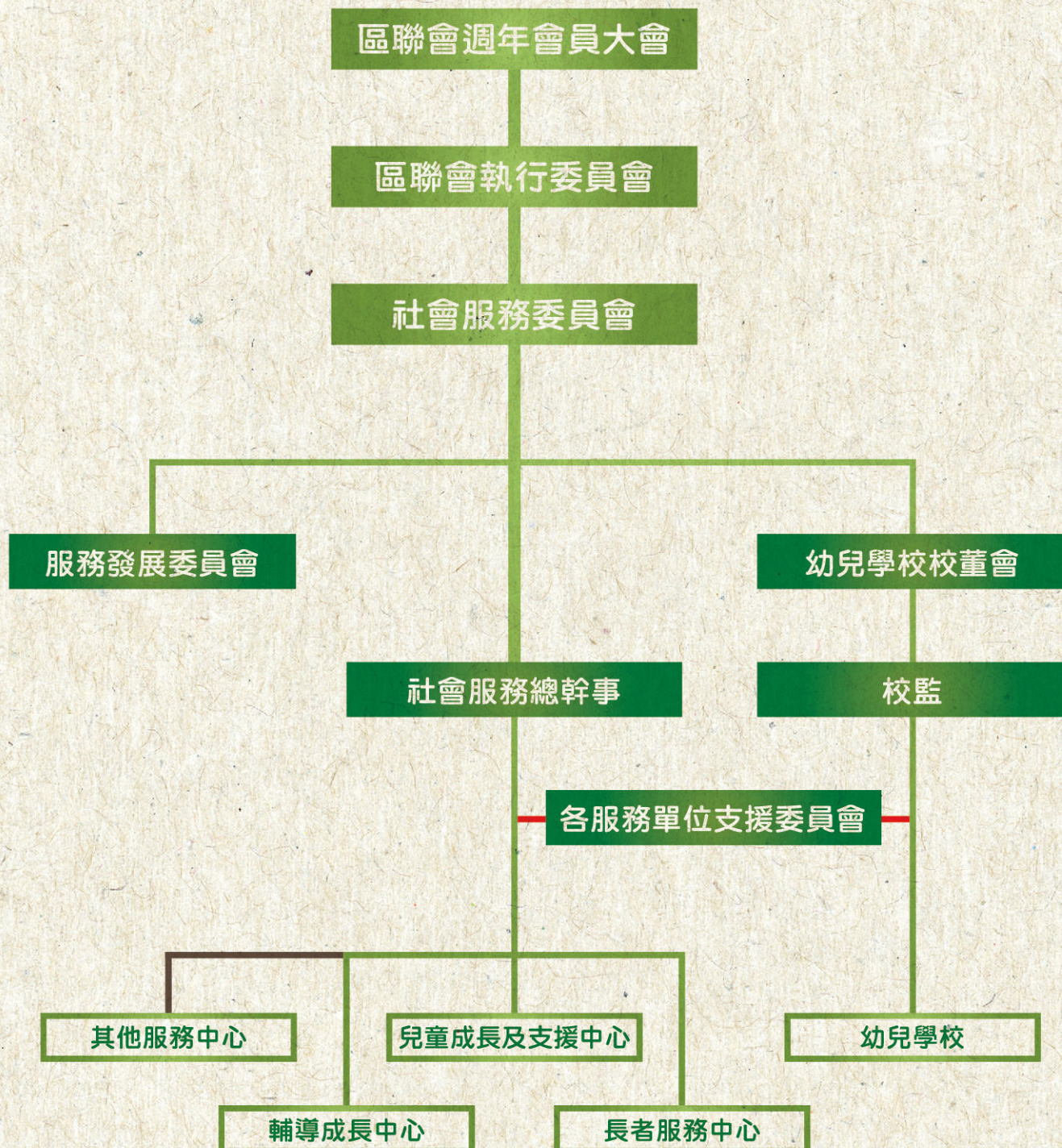
象徵主的再來，和那些分享基督榮耀的信徒所獲得的獎賞。

機構宗旨

以基督愛人精神，傳揚福音，關懷全人，服務社群。

社會服務組織架構圖

Organization Chart



註： ■ 代表直接督導 ■ 代表提供支援 ■ 代表提供協助

2018-2019

社會服務年報
Annual Report of Social Services

主席獻詞

Chairman's Remarks

潘國賢牧師

Rev. Poon Kwok-yin

社會服務委員會主席

Chairman of C & M A Social Services Committee



當全世界正在轉變時，生活在香港這個特殊的地區中的我們，實在需要天父的愛和恩典，面對艱難的時刻，因神的帶領和保守，靠賴主恩完成天父給我們服侍人愛人的使命。宣道會社會服務持續回應市民的需要，特別在長者及幼兒的工作，政府對社會服務需求不斷提昇下，中心作出相關的回應及更新改變。盼望承存耶穌基督在世關愛的精神，關心每一位受助者的身心靈。

機構去年參與了社會服務聯會舉辦的香港非政府機構管治健康狀況調查2018（下稱調查）。調查讓機構可自行量度其管治的健康狀況，同時搜集業界數據作整體分析。調查問卷由本處社會服務委員會（社服會）主席及部份資深委員填寫。調查結果肯定了本處社服會由具備不同專業的委員而組成，委員亦能致力領導管理層實踐機構使命，提供適當支援，對機構表現及危機管理作出有效監管等。調查同時提出建議，為完善社服會的功能，可在委員會下按需要增設工作小組及特別委員會，引入不同專業，為機構的財務、人力及服務發展提供更多專業意見及增強監察的認受性。社服會樂意接納意見並會積極討論如何落實意見。

政府去年投放了不少資源於長者及幼兒的社會福利服務，本會的長者鄰舍中心的服務範疇亦得以擴展。其中包括特別需要護老者服務及支援認知障礙症長者的服務。我們認為社會不斷變遷，必然帶來新的社會需求，政府理應持續回應。我們亦會積極迎接推陳出新的社會服務機會，因此，

社服會同意在人力架構中增設助理總幹事一職，協助現時服務的督導，同時亦會探索新服務模式及機會。

While changes take place all over the world every day, we, who are living in Hong Kong, a special region, indeed need our Father's love and grace to face this challenging time. And by God's guidance and grace, we could complete His mission to serve and love others. C & M A Social Services (CMASS) responds to people's needs continuously, especially in our elderly and children services, that our centres respond and adjust in tandem with the Government's increasing service demands. In hope of undertaking Christ's love, we care for the body and mind of each and every beneficiary.

Our organization participated in Hong Kong NGO Governance Health Survey 2018 ("the Survey") organized by HKCSS last year. The Survey allowed organization to assess their own governance health, while collecting data from the industry for an all-round analysis. The Survey was completed by the Chairman and several senior members of CMASS Committee ("the Committee"). Survey results affirmed that the Committee was comprised of different professionals and committee members were able to lead the management to implement organizational missions, provide adequate support and monitor the organization's performance and risk management effectively. To complement the functions of the Committee, the Survey recommended establishment of workgroups and special committees under the Committee according to needs and introductions of different professionals, which were to provide more professional opinions and enhance the recognition of supervision of organization's finance, human resources and service development. The Committee welcomed the opinions positively and discussed the application of opinions.

The Government invested abundant resources in social welfare services for the elderly and children last year. Our neighbourhood 'elderly centres' scope of service could then also extend, including services for carers with special needs and support to elderly people with dementia. We agree that societal changes always induce new social needs, which the Government should respond without cease. We will also actively take the opportunities to develop novel social services. Therefore, the Committee agreed to add "Assistant Chief Executive" into our organizational structure to help supervise current services, and explore new service models and opportunities.

We initiated an evaluation of salary and welfare of professionals last year, that our committee members formed a salary evaluation group to discuss and our General Secretary for Social Services of CMASS communicated directly to staffs at mid-level management and in centre meetings to garner opinions. The evaluation

去年我們啟動了專業職級薪酬及福利的檢討，由社服會委員成立薪酬檢討小組討論，社會服務總幹事在中層管理及中心會議與員工直接溝通，吸納意見，檢討在2018年中已經完成。社會工作員職級的薪酬表會依據公務員薪酬表訂立，同工均表示欣賞機構對員工的關顧。

以上改動均按本會財務狀況而建議，社服會會持續按整筆撥款手冊運用有關資源，現時本會整筆撥款的使用能有效及足夠支持本會提供各項津助協議服務，而整筆撥款儲備亦按本會政策維持合適水平，有關本會核數報告已刊於機構年報及上載於網頁，供公眾人士參閱。

在此謹代表宣道會社會服務委員會向機構各位同事，感謝各位在宣道會的大家庭內，不單在專業服務上努力不懈，更以愛鄰舍的心服侍社區有需要的人士，作美好的見證！願一切榮耀都歸給我們的父上帝。

「你們是世上的鹽……。你們是世上的光。城造在山上是不能隱藏的。人點燈，不放在斗底下，是放在燈臺上，就照亮一家的人。你們的光也當這樣照在人前，叫他們看見你們的好行為，便將榮耀歸給你們在天上的父。」(馬太福音5：13-16)



幼兒在探討如何讓罐子能傾斜地站立



義工團隊訓練

completed in mid-2018, and the pay scale of social workers eventually tallies with the Master Pay Scale, and our colleagues appreciate the care shown by the organization.

The above modifications were proposed according to C & M A's financial status, and CMASS will keep employing resources with reference to the Lump Sum Grant Manual. Currently, our use of Lump Sum Grant can effectively and sufficiently support all our subvented services, and the reserve of such grant is maintained at an acceptable level according to our policy. Our audit report has been published in our annual report and made available to the public on our website.

I, hereby, on behalf of the Committee, express our gratitude to all our colleagues in C & M A family for their endeavour in professional services and loving heart to serve the needy in the community, which manifest a beautiful testimony. May all the glory be to our Father God in Heaven.

"You are the salt of the earth... You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven." (Matthew 5:13-16)

社會服務總幹事報告

Report from General Secretary for Social Services

劉國華先生

Mr. Lau Kwok-wa

社會服務總幹事

General Secretary for Social Services



關懷鄰舍 持續發展 Care for neighbours, Sustainable development.

在長者服務方面，本會服務單位一直關注有關認知障礙症及護老者的需要，過去數年各中心藉著社區基金的支持，實踐社區教育及認知訓練，同時有為護老者提供具體協助及歇息機會的支援服務。本年社會福利署對上述服務使用者的需要作出肯定，增撥資源回應認知障礙症的長者及有特別支援需要的護老者的服務需求，在長者中心增設提供社區為本的支援服務。因此，機構及早策劃新服務內容及提供服務的流程，同時檢視長者鄰舍中心人力架構，增聘專業社工及個人照顧員以配合新服務的提供，中心更增設了一名副主任職位以加強專業督導。機構亦安排培訓，加強同工相關專業知識及技巧，各中心能順利開展新增服務。長者服務來年仍以發展全人健康為方向，各服務中心已開始探討如何在使用樂齡科技，提高長者自我管理個人健康意識，及協助長者改善健康生活態度。

優質免費幼稚園教育計劃推行已接近兩年，本會幼兒學校維持穩定師生人手比例，積極改善校園設施，為幼兒的學習和照顧提供適宜的環境。在

In our elderly service, our service units have always been concerned about the needs of dementia and carers. With the support of community funds in the past few years, we implemented community education and cognitive training, and supported carers with practical help and respite service. Social Welfare Department recognized the needs of the above service users this year and provided additional resources in response to service demands of elderly people with dementia and carers with special support needs. We were able to establish community-based support services in our NECs. Our organization immediately planned for new scope and flow of service, and reviewed the manpower structure of Neighbourhood Elderly Centres. We recruited more social workers and personal care workers to support the new services. Our centre also created a post of assistant supervisor to enhance professional supervision. Meanwhile, our organization arranged trainings to reinforce staffs' relevant professional knowledge and skills to foster services in every centre. Elderly service development will still be steered for holistic well being next year, and each centre has already explored the use of gerontechnology to improve elderly people's awareness of personal health self-management and their healthy lifestyle.

Free Quality Kindergarten Education had already been implemented for almost 2 years. Our nursery schools maintained a stable teacher-student ratio and actively improved school amenities to provide a conducive education and care environment for our children. In school year 2017-2018, our consultant completed an evaluation on our nursery schools' curriculum, of which the results confirmed the effectiveness of our curriculum on children's development and nourishment of their learning ability. Our schools will put the recommendations into practice, including continuous improvement of curriculum's content and teacher training of implementation in project-based learning. C & MA Social Services (CMASS) will also utilize resources from EDB, SWD and our school to recruit and reallocate manpower to keep monitoring and coordinating the execution of administrative and accounting procedures at schools.

Review on Enhancement of Lump Sum Grant Subvention System is still in progress. CMASS participated in its consultation actively. Under this Subvention System, our organization had certain flexibility in utilizing resources and supported innovation. CMASS

科學探索



2017-2018學年，專業顧問完成檢討幼兒學校課程，確定了學校課程有效針對幼兒發展及培養學習能力的方向。本年各校會落實課程完善報告的建議，包括持續完善課程的編排及培訓老師帶領專題研習的培訓。社會服務處亦會善用教育局、社會福利署及校本的資源增聘及調動人手，維持監察及協調各校在行政及會計程序的執行情況。

優化整筆撥款津助制度檢討工作繼續進行中，本處積極參與有關的諮詢工作，在整筆撥款制度下，機構有適當的彈性運用資源及鼓勵創新的精神表示支持。社會服務委員會以《整筆撥款手冊》及《最佳執行指引》督導本處執行行政及財務管理。本年整筆撥款按預算運用，除日常營運開支外，亦參考以公務員薪級表提升社會工作人員薪酬，增聘長者中心副主任、社工及個人照顧員。社會服務委員會定期檢討儲備運用，本年整筆撥款錄得盈餘並會納入儲備，而累積儲備（包括利息但不包括公積金儲備）的上限維持在機構在年度內的營運開支（不包括公積金開支）的25%內。社會服務委員會決定來年增聘助理總幹事一職，以配合機構服務發展；長者中心亦會聘用健體指導員提供健康教育以配合全人健康的目標。有關公積金儲備的運用，本會已於2017年4月1日對服務滿10年的員工執行僱主10%公積金供款，來年本處會調高服務滿15年的員工的公積金供款，以善用公積金儲備及提升員工士氣。

社會服務處因應中心服務、特別計劃的發展及政府資助服務資源增加，人力資源管理及會計工作需要作更有效的工具協助。透過社會福利發展基金支持，本處繼服務及人力資源系統正式使用後，新會計系統軟件已在本年使用，軟件能促進賬目處理的效率及監察收支狀況，作為財務政策檢討及預算的參考。

在此，感謝社會服務委員會各委員督導社會服務處各項工作，去年更探訪幼兒學校及長者中心，與服務使用者及員工交流分享，並鼓勵我們關懷鄰舍，見證基督大愛，本處各同工謹對各委員的無私委身表示感激。

「愛神的，也當愛弟兄，這是我們從神所受的命令。」約一4:21



我家建里家 - 節日慶祝

Social Service Committee has been supervising our administration and financial management according to the Lump Sum Grant Manual and Best Practice Manual. Our use of Lump Sum Grant was within budget. Apart from daily operational cost, we referenced civil servant's master pay scale to increase our social workers' salary, and recruited elderly centres' assistant supervisors, social workers and personal care workers. The Committee assessed the use of reserves regularly and surplus of Lump Sum Grant this year was absorbed into our reserve. The upper limit of our accumulated reserves (including interests but not provident fund reserves) maintains within 25% of the organization's annual operational expenses (excluding provident fund expenditure). The Committee decided to recruit an Assistant General Secretary for Social Services next year for the sake of service development. Elderly centres will also recruit health instructors to offer health education for fulfilling objectives of holistic well-being. Regarding the use of provident fund reserves, from 1 April 2017 onwards, CMASS has been executing 10% of employer's provident fund contribution for staffs having served for 10 years. We will step up the our provident fund contribution for our staffs having served for 15 years, so as to utilize our provident fund reserve and encourage our staffs.

In view of the development of our services special projects and expansion of subvented service resources, CMASS is in need of a more effective tool for human resources management and accounting. With the financial support from Social Welfare Development Fund, CMASS had been using a new accounting software after the launch of service and human resources system, in the hope of improving efficiency of managing the finance and monitoring our income and expenditure as a reference to our financial policy evaluation and budgeting.

Here I would like to thank each and every committee member for supervising CMASS's work, and paying visits to nursery schools and elderly centres to communicate with our service users and staffs, as well as encouraging us to care for our neighbours as a witness of our Christ's unconditional love. We are heartfully grateful for all committee members' unselfish commitment.

"...But if we love one another, God lives in us and his love is made complete in us." 1 John 4:12