



FINANCIAL POLICY

FUNDS HELD

FOR

FUNDY ST. LAWRENCE

DAWNING WATERS

REGIONAL COUNCIL

OF THE

UNITED CHURCH OF CANADA

Table of Contents

Introduction	2
Financial Policy 01 - Operating Reserve Fund	3
Financial Policy 02 - Mission Support Reserve Fund	4
Financial Policy 03 - Archives Fund.....	5
Financial Policy 04 – Sackville Office Maintenance Fund	6
Financial Policy 05 - Property Reserve Fund	7
Financial Policy 06 - Active/Retired Ministry Personnel Assistance Fund.....	8
Financial Policy 07 - Ministry Personnel/ Lay Continuing Education Fund	9
Financial Policy 08 - Ministry Candidates/Licensed Lay Worship Leaders Education Fund.....	10
Financial Policy 9 - Supervised Ministry Education Site Fund.....	11
Financial Policy 10 - Community of Faith Assistance Fund.....	12
Financial Policy 11 – Mission and Social Justice Fund	13
Financial Policy 12 - Camping Ministry Fund	14
Financial Policy 13 - Youth Opportunities Fund	15
Financial Policy 14 - New Ministries Initiatives Fund	16
Financial Policy 15 – Silver Falls Memorial Fund.....	17

FINANCIAL POLICY FUNDS HELD FOR FUNDY ST. LAWRENCE DAWNING WATERS REGIONAL COUNCIL

Introduction

The following document contains the funds held and operated by the Fundy St. Lawrence Dawning Waters Regional Council, through the Financial and Mission Services Committee. The policies for how these funds are held, invested and distributed are approved by the Regional Council Executive. Funds contained in this document are for the use of the Region and have been received from the following sources: the generosity of donors, sales of property, conference and presbyteries and from Regional Council reserves.

Contained in this document you will find all funds held by the Region and the policies for their use. For those funds which communities of faith/congregations, ministries, ministry personnel (DLM, Ordained, Diaconal) and lay people can apply, you will find the applications on the Regional Council website under forms.

The mandate of the Financial and Mission Services Committee is:

To develop an annual operating budget and to review all mission support applications, loan applications, (learning grants) having regard to need, and financial support to the life and growth of the church and its people within the region.

Therefore, this document has been created for the use of the Fundy St. Lawrence Dawning Waters Regional Council, by the Financial and Mission Services Committee.

Financial Policy 01 - Operating Reserve Fund

Background:

Each year Fundy St. Lawrence Dawning Waters Regional Council receives a portion of the assessment funds from the General Council to administer the operations of The United Church of Canada within the geographical area defined as Fundy St. Lawrence Dawning Waters Regional Council. The Regional Council utilizes these funds to pay for its administrative work, committee work, salaries and benefits, travel expenses, office space, utilities, supplies and its overall operations. If the Region does not utilize the total amount of the assessment funds, it can hold it for future use.

Objective:

To provide a source of operating funds for years when the Regional expenses exceed the General Council Assessment Grant.

Guidelines:

1. To offset underfunding by the General Council or to cover unplanned operational expenses during a fiscal year.

Administration:

Financial and Mission Services Committee with consultation as necessary.

Funding:

The Operating Reserve Fund is the yearly surplus from the Regional Council operations Administration grant from The United Church of Canada.

Financial Policy 02 - Mission Support Reserve Fund

Background:

Each year Fundy St. Lawrence Dawning Waters Regional Council receives a Mission and Service grant from the General Council to provide mission support to the program of The United Church of Canada within the geographical area defined as Fundy St. Lawrence Dawning Waters Regional Council. The Region utilizes these funds to support its mission, salary, benefits, travel and expenses for those positions which fall under this category, as well as the programs and committees that support mission, justice, education, youth and young adult.

This fund also provides financial grants to support incorporated ministries, communities of faith outreach programs, chaplaincies, education centers and more through an annual application process. If the Region does not utilize the total amount of the grant it can hold it for future use.

Objective:

To provide a source of Mission Support funds for years when the regional mission support expenses/grants exceed The United Church of Canada Mission and Service regional allocation.

Guidelines:

1. To offset underfunding by the General Council or to cover unplanned mission support expenses during a fiscal year.

Administration:

Financial and Mission Services Committee with consultation as necessary.

Funding:

The Mission Support Reserve Fund is the yearly surplus from the Regional Council Mission and Service grant from The United Church of Canada.

Financial Policy 03 - Archives Fund

Background:

The Regional Council developed an Archives Fund to help with the overall operations of the Archives held by Fundy St. Lawrence Dawning Waters Regional Council and Regional Council 15. This fund will assist with the expenses for maintenance, repairs, equipment, upkeep, supplies and special projects. Funding is provided through personal donations as well as a percentage of the proceeds from all properties sold in the Region.

Objective:

To provide a source of funds for archives maintenance, repairs, equipment and projects.

Guidelines:

1. To offset maintenance, repairs, equipment purchases or projects.

Administration:

Financial and Mission Services Committee with consultation as necessary. A cap of \$100,000 (one hundred thousand) be established on the Archives Fund, and that any funds from property sales exceeding this cap be re-directed by the Financial and Mission Services Committee to other internally controlled funds or regional ministries.

Funding:

When there is a sale of a property but there is a remaining community of faith/pastoral charge Regional Council recommends 5% of the proceeds be allocated to Archives. When a property is being sold where there is no remaining community of faith/pastoral charge, the Regional Council recommends 10% of the proceeds be allocated to Archives. Where property is surplus (held by the Region) 10% of the proceeds will be allocated to Archives (as per the Property Policy Handbook).

Financial Policy 04 – Sackville Office Maintenance Fund

Background:

When the Sackville office building was commissioned, there was a building fund campaign issued to raise funds to help pay for the mortgage and for the upkeep. Communities of faith, individuals and presbyteries committed to the yearly mortgage paydown and upkeep of the building through donations. When the Regional Council was established, the General Council agreed to take over the payment of the mortgage of the building, with the financial commitment of the 10% yearly down payment being forwarded to General Council from the Region. Once the yearly 10% calculations were sent to General Council in a lump sum, the remaining funds were directed to the upkeep and maintenance of the Sackville Office.

Objective:

To provide a reserve fund to assist with the expenses for maintenance, repairs, and upkeep of the Sackville Office, the shared office space for Fundy St. Lawrence Dawning Waters Regional Council and Regional Council 15.

Guidelines:

1. To provide for the upkeep of the Sackville building for the purpose of the office and meeting space, as well as the archives for the Fundy St. Lawrence Dawning Waters Regional Council and Regional Council 15.
2. To protect the asset for the charity.
3. To provide regular maintenance and repairs when needed.

Administration:

Executive Minister, Office Manager and Property Committee of Fundy St. Lawrence Dawning Waters Regional Council.

Funding:

There is no plan at this time for renewal of funds.

Financial Policy 05 - Property Reserve Fund

Background:

The initial funding for the Property Reserve Fund came from the Saint John Presbytery and the Contingency Fund.

In consultation with the property committee it became apparent that the Region needed a fund to assist with:

- sales and/or demolition and legal bills for surplus property; and
- communities of faith who disband without funds to properly dispose of the property.

Objective:

To provide a reserve fund of financial resources to manage real property that becomes the legal responsibility of Fundy St. Lawrence Dawning Waters Regional Council, including sale of property and legal protection of such property.

Guidelines:

1. To meet legal obligations of the Region for property maintenance, including insurance coverage, property repairs, legal expenses for property registration, transfer or sale, and other reasonable costs to protect the property for church usage.
2. To engage a professional advisor to assist with the retirement and demolition of surplus buildings and properties that are not saleable given their current unsatisfactory state. The advice includes identification of hazardous materials, mitigation and demolition program design based upon the hazardous materials assessment.
3. To assist with any legal or maintenance costs to transfer abandoned or about to be abandoned cemeteries to another entity.

Administration:

Property Committee of Fundy St. Lawrence Dawning Waters Regional Council, amounts over \$5,000.00 (five thousand dollars) to be approved by the Financial and Mission Services Committee. A cap of \$100,000 (one hundred thousand) be established on the Property Reserve Fund, and that any funds from property sales exceeding this cap be re-directed by the Financial and Mission Services Committee to other internally controlled funds or regional ministries.

Funding:

This fund will be supported through donations, and 2% of all property sales in the Region.

Financial Policy 06 - Active/Retired Ministry Personnel Assistance Fund

Background:

The initial funding for the Ministry Personnel Assistance Fund came from the Generosity Fund, James Oscar Young (1967) Bequest, Personnel Emergency Fund and the Contingency Fund.

Objective:

For active and retired ministry personnel who have emergency situations that are not covered by other funds.

Guidelines:

1. To help cover extraordinary expenses experienced by ministry personnel due to family or health emergencies.
2. To help with the coverage of expenses related to medications, medical devices, renovations to facilities to support physical or mental disabilities, or financial distress caused by fire damage to property, accidental injury, or death of a partner.
3. Active or retired ministry personnel must reside within the geographical boundaries of Fundy St. Lawrence Dawning Waters Regional Council to access this fund.
4. The yearly limit for an individual to access the fund is \$2,500.00 (two thousand, five hundred dollars).
5. In exceptional circumstances the yearly limit could be exceeded with approval of the Regional Council Executive.
6. Confidentiality is to be maintained.

Administration:

Financial and Mission Services Committee with consultation as necessary.

Funding:

This fund will be supported through bequest interest and donations.

Financial Policy 07 - Ministry Personnel/ Lay Continuing Education Fund

Background:

The initial funding of the Ministry Personnel Education Fund is from the William A. Crawford (1935) Bequest, Metzler Bequest (1902), Agnes J. Ross Bequest, Learning Grants and the Contingency Fund.

Objective:

To provide a Regional fund that can offer grants to ministry personnel/lay members to undertake learning opportunities that enhance their leadership and education.

Guidelines:

1. The fund is open to all ministry personnel/lay members within Fundy St. Lawrence Dawning Waters Regional Council during the current church year, once in a two-year period.
2. The types of programs eligible for funding are those that develop:
 - a) theological understanding;
 - b) leadership skills/ability;
 - c) personal faith/spirituality; or
 - d) sense of ministry and/or mission.
3. The fund will assist with travel costs including accommodation and meals, registration for educational courses or conferences, materials for a course or conference but will not pay any salary for time spent on education programs.
4. The fund will pay up to one third of the cost of an education event, to a limit of \$1,000.00 (one thousand dollars).
5. Recommendations for staff access to the Ministry Personnel/Lay Continuing Education Fund must have the support of the Executive Minister.

Administration:

Financial and Mission Services Committee with consultation as necessary.

Funding:

This fund will be supported through bequest interest and donations.

Financial Policy 08 - Ministry Candidates/Licensed Lay Worship Leaders Education Fund

Background:

The initial funding of the Ministry Candidates and Licensed Lay Worship Leaders Education Fund is from the W.E. "Ed" Aitken (1997) Bequest, Vera Dickey Bequest (1989), Mary MacRae-Belliveau Bequest, Wesley Memorial Fund (Aitken/Dickey) Bequest, Gerry Friars Christian Education Fund and the Contingency Fund.

Objective:

To provide a Regional fund that can offer grants to ministry candidates and Licensed Lay Worship Leaders to undertake learning opportunities that enhance their leadership and education.

Guidelines:

1. The fund is open to all ministry candidates and Licensed Lay Worship Leaders who are members of the Fundy St. Lawrence Dawning Waters Regional Council during the current church year, once in a two-year period.
2. The fund will assist with travel costs including accommodation and meals, registration for educational courses or conferences, materials for a course or conference but will not pay any salary for time spent on education programs.
3. The fund will pay up to one third of the cost of an education event, to a limit of \$1,000.00 (one thousand dollars).
4. Recommendations for staff access to the ministry candidates and Licensed Lay Worship Leaders Education Fund must have the support of the Regional Minister and/or the Executive Minister.

Administration:

Financial and Mission Services Committee with consultation as necessary.

Funding:

This fund will be supported through bequest interest and donations.

Financial Policy 9 - Supervised Ministry Education Site Fund

Background:

The initial funding of the Supervised Ministry Education Site Fund is from the sale of Forest Hills United Church and the Contingency Fund.

Objective:

To provide financial support to Communities of Faith who are approved as education sites and who have a student minister employed for up to one-year.

Guidelines:

1. A Community of Faith must be approved by the Regional Council as an approved learning site.
2. The site must provide a budget for the training period with clear identification of the portion of expenses provided by the Community of Faith and the amount requested from the fund.
3. A Community of Faith may receive a grant of up to \$5,000.00 (five thousand dollars) prorated annually based upon the normal length of the ministry educational program.

Administration:

Financial and Mission Services Committee with consultation as necessary.

Funding:

This fund will be supported through donations.

Financial Policy 10 - Community of Faith Assistance Fund

Background:

The funding of the Community of Faith Assistance Fund is from Miramichi Presbytery funds and the Contingency Fund.

Objective:

To provide a reserve fund to assist Communities of Faith within Fundy St. Lawrence Dawning Waters Regional Council to meet unplanned financial demands on their resources for which there are no other financial resources within The United Church.

Guidelines:

1. To support their continued programs in their community when unplanned and/or unforeseen problems arise that cannot be easily addressed by other United Church financial programs.
2. To be accessed only when all other avenues have been exhausted.
3. Recommendations for Community of Faith access to the assistance fund must have the support of the Regional Minister and/or the Executive Minister.
4. Grants up to \$10,000.00 (ten thousand dollars) accessible once in a 7 (seven) year cycle.

Administration:

Financial and Mission Services Committee with consultation as necessary.

Funding:

This fund will be supported through bequest interest and donations.

Financial Policy 11 – Mission and Social Justice Fund

Background:

The funding of the Mission and Social Justice Fund shall be from the Lisson/Robb Fund for Social Ministry and the Contingency Fund.

Objective:

To support needy (financially struggling) communities of faith with their mission and social justice work.

Guidelines:

1. To support needy (financially struggling) communities of faith missions in the Region.
2. Missions will not receive aid from these funds after having been established ten (10) years.
3. The community of faith will have to provide a financial and missional plan for consideration.
4. Grants up to \$1,000.00 (one thousand dollars) accessible once in a 3 (three) year cycle.

Administration:

Financial and Mission Services Committee with consultation as necessary.

Funding:

This fund will be supported through bequest interest and donations.

Financial Policy 12 - Camping Ministry Fund

Background:

The initial funding of the Camping Ministry Fund is from the sale of Camp Woolastook and MacLennan Memorial Camp.

Objective:

To assist the operation of United Church Camps within Fundy St. Lawrence Dawning Waters Regional Council through the provision of financial support for the maintenance of camp facilities and the development of camping programs for children and families.

Guidelines:

1. Funding may be provided for major building repairs or new building construction in church camps, on a cost sharing basis.
2. Funds may be provided for salary, benefits, and travel expenses for staff to develop new camping programs for children and families.
3. Funds may be provided for technology upgrades to support camping programs, including web services, computer and/or audio-visual equipment used directly in camp program delivery.
4. Funds may be provided for the marketing of the camp programs to target potential campers and their families.
5. Funds may be provided for attendance at conferences on church camping and for travel to national meetings of The United Church focused on current and future church camping programs.
6. Receipts are required prior to reimbursement being issued, for items in number 2 (two) through to number 5 (five)

Administration:

Financial and Mission Services Committee with consultation as necessary.

Funding:

Funding will be supported through the future sales of camps and through donations.

Financial Policy 13 - Youth Opportunities Fund

Background:

The initial funding of the Youth Opportunities Fund is from the sale of Forest Hills United Church.

Objective:

To foster spiritual growth and faith development by providing financial assistance to youth and young adults in the Region to enable them to participate in expressions of Christian faith and gatherings of the wider church, primarily, but not limited to, participating in national and international events or ministries.

Guidelines:

1. Complete an online application form BEFORE the event or project begins.
2. Submit a cover letter to describe how this event/ministry will enhance their spiritual life and two accompanying letters of reference (email is acceptable).
3. Those who can apply are youth and young adults ages 13-30; adults accompanying a youth who needs special support; and groups.
4. Individuals may apply for one half of their expenses (travel, tuition, registration fees, etc.) up to a maximum of \$1,000; and groups may apply for one half of their expenses (travel, tuition, registration fees, etc.) up to a maximum of \$3,000.
5. Must be supported by the Faith Formation and Education Committee.

Administration:

Financial and Mission Services Committee with consultation as necessary.

Funding:

Funding will be supported through donations.

Financial Policy 14 - New Ministries Initiatives Fund

Background:

The funding of the New Ministries Initiatives Fund is from the proceeds of property sales.

Objective:

To provide financial support for new innovative approaches to assisting existing communities of faith for the enhancement, expansion and/or growth of existing programs, or in the introduction of new programs and services within the Community of Faith and for committees of Fundy St. Lawrence Dawning Waters Regional Council to support an event or new program which would be of benefit to the entire Region.

Guidelines:

1. Grants from this fund could be used for any of the following, but not limited to:
 - a. To hire a consultant to work with a community of faith to create a vision and help navigate a path to the future.
 - b. To help with training or seed money for a new focus in ministry.
 - c. To create or redevelop a community outreach program.
2. Any application that can demonstrate a valid revitalization and/or new ministry initiative that has not otherwise been contemplated in the guidelines above.
3. Maximum grants of \$7,500.00 (seven thousand five hundred dollars) per new ministry initiatives for 3 (three) consecutive years.
4. Maximum grants of up to \$7,500.00 (seven thousand five hundred dollars) for already established ministries needing a reboot once in a 5 (five) year period.

Administration:

Financial and Mission Services Committee with consultation as necessary. A cap of \$400,000 (four hundred thousand) be established on the New Ministries Initiatives Fund, and that any funds from property sales exceeding this cap be re-directed by the Financial and Mission Services Committee to other internally controlled funds or regional ministries.

Funding:

When there is a sale of a property and there is a remaining community of faith/pastoral charge, the Regional Council recommends 10% of the proceeds be allocated to New Ministries Initiatives Fund. When a property is being sold where there is no remaining community of faith/pastoral charge, the Regional Council recommends 20% of the proceeds be allocated to New Ministries Initiatives Fund. Where property is surplus (held by the Region) 20% of the proceeds will be allocated to New Ministries Initiatives Fund (as per the Property Policy Handbook).

Financial Policy 15 – Silver Falls Memorial Fund

Background:

The Silver Falls Memorial Fund was established in 2021 when Silver Falls United Church disbanded. The financial assets of the congregation were transferred to the Fundy St. Lawrence Dawning Waters Regional Council to create the fund and to support the administration of the fund.

Objective:

The fund is open to any Community of Faith or Scout, Guide, Cubs, Brownies, Beavers, CGIT or similar group who is sponsored by a Community of Faith within the boundaries of the Fundy St. Lawrence Dawning Waters Region.

Guidelines:

Grant applications for amounts between \$2,000 and \$10,000 will be received for projects that address the following focus areas:

1. Food and Housing Ministries:
 - a. Ministries that provide food for individuals and families like Community Suppers, Food Banks, High School food programmes, Children’s food programmes and Christmas Food programmes
 - b. Ministries that provide support for refugees.
 - c. Ministries that provide support for individuals and families that are homeless or facing homelessness including temporary shelter programmes like Out of the Cold.
2. Online Ministry:
 - a. Projects and ongoing ministries that provide online ministries to children and/or youth.
3. Youth Ministry:
 - a. Leadership: Programmes that promote volunteerism and leadership training for youth.
 - b. After School Programmes for youth.
 - c. Music: Provide support for programs that promote youth involvement in music.
4. Scouting, Rangers, Girl Guides and CGIT support

Administration:

Financial and Mission Services Committee with consultation as necessary.

Funding:

Funding will be supported through donations.