



## Conference Mission Support Grants

*Supported by the Mission and Service Fund*

### Policies and Procedures

#### Partnership in Mission

The Mission Support program of the General Council is rooted in the belief that all of the resources for mission are a gift of God. As the church of Jesus Christ we are called to participate freely and fully in God's mission. As the one body of Christ we celebrate our partnership in ministry recognizing that the ministry of one part of the church is the ministry of all.

Partnership brings people together in community for mutual empowerment through the sharing of gifts, recognised as gifts freely given by God for the benefit of all, not possessions which some may control.... We give and receive all gifts in trust accepting whatever risk may be involved, believing they are of God and confident that our shared commitment to God's mission calls each of us to a common faithfulness in their use. We recognise the need for mutual accountability, for respect, trust, forgiveness and persistent love, and the need to be ever-conscious of the covenant we share with all those who share with us in God's covenant.

—“Seeking to Understand ‘Partnership’ for God’s Mission Today,” Statement of the General Council 1988, reaffirmed 2000

#### General Statement

**The purpose of the Conference Mission Support Grant is to provide financial support to pastoral charges, outreach ministries/community ministries, and other identified projects that need financial assistance.**

Each year the General Council of The United Church of Canada makes funds available to support identified mission activities in Conferences. The Communities in Ministry Unit (CIM), in consultation with the Conferences, allocates blocks of money for Mission Support Grants. These are awarded by the Conferences after careful consideration of expressed needs and church resources. Within the limit of the General Council funds allocated, each Conference has considerable flexibility in establishing its own priorities.

**This document sets out the policies and procedures for Conference Mission Support Grants.** This includes, as defined by General Council or its Executive, The United Church of Canada policy on salary and allowances to be paid to ministry personnel (see section C on page 4).

**Before You Begin, Please Note**

The Mission Support Grant process requires the following:

1. Application forms MSG 5 and MSG 7 can be downloaded from [www.united-church.ca/forms](http://www.united-church.ca/forms) and are also available from your Conference office. They must be fully completed with required financial documentation attached. They can be submitted by e-mail attachment or regular mail.
2. Proof of charitable status. Have you filed last year's CRA T3010 form? A copy of the CRA printout must be included with application.
3. Approval by presbytery and/or Conference. Check relevant deadlines for your area.

**Once Awarded a Grant, Please Note**

4. The Receipt of Funds form accompanying each grant cheque acknowledging that the money will be used for the purposes stated in the application must be signed and returned in a timely manner. If cheques/grants cannot be used for the purposes stated, they are to be returned to CIM as soon as possible.
5. Each grant-receiving mission unit must provide the Conference with an audited or independently reviewed financial statement for the most recently completed fiscal year within six months of their fiscal year-end. Conferences may elect to hold back quarterly cheques in the event agreed reporting requirements are not met.
6. Outreach ministries/community ministries that receive a grant of \$50,000 or more must provide ongoing financial updates as mutually agreed with Conference.
7. All grants must be drawn within 12 months of date of approval.

## Policies and Procedures

### A. Communities in Ministry Unit (CIM)

This unit determines the policies and procedures for establishing the grants in support of work in the Conferences. When Mission Support Grants have been designated, payments are made by CIM unless advised otherwise by the appropriate Conference staff. Changes in the designation of grants must be approved by the Conference and reported to CIM.

### B. Eligibility

1. **Applicants must be registered charitable organizations and provide proof of charitable status with applications. (Proof of pending status, or written mission agreements, are acceptable in certain cases.)**
2. Ministries eligible to receive Mission Support Grant funding are listed by category as follows:

#### **Pastoral Charges or Missions** (use application form [MSG 5](#))

*The Manual* definition of a pastoral charge: “A pastoral charge, the basic unit of organization of the United Church, consists of one or more congregations. It has been formed by the presbytery as a pastoral charge of the United Church” (*The Manual*, B1.2).

*The Manual* definition of a mission: “A mission is a group of people that meets for public worship like a congregation. A mission is a less formal structure than a congregation and may be a time-limited or transitional one. It is recognized by the presbytery as part of the United Church” (*The Manual*, B1.3).

#### **Outreach Ministries/Community Ministries** (use application form [MSG 7](#))

*The Manual* definition of an outreach ministry/community is “an active ministry that (a) is recognized as an outreach ministry by the presbytery, the Conference, or a General Council working unit; (b) relates to that body through supervision or in some other way; (c) may receive funding from that body; and (d) is not a congregation, pastoral charge, or mission. There are different kinds of outreach ministries in the United Church, for example, hospitals, social service centres, community projects, and chaplaincies” (*The Manual*, B1.4).

3. **Applications may include new initiatives and/or development projects to meet particular needs.**
4. **Eligibility limits with regard to both maximum operating budgets and unrestricted investments/reserves allowed are to be established by Conferences.**
5. The following are **not eligible** for Mission Support Grants (other United Church funding sources may be available):
  - Conference administrative staff salaries, allowances, and expenses
  - presbytery staff for administrative and personnel, salaries allowances and expenses
  - pastoral charge sabbaticals and related Sunday Supply

- lay organizations in the United Church
- educational institutions accredited by the United Church
- penalties and fines

### C. Salary and Allowances

1. Pastoral charges supported by funds from the General Council are to pay at least the minimum set out in the Minimum Salary and Allowances for Ministry Personnel ([www.united-church.ca/leadership/church-administration/human-resources](http://www.united-church.ca/leadership/church-administration/human-resources)).
2. United Church outreach ministries/community ministries receiving more than 60 percent funding from United Church sources are required to pay at least the minimum set out in the Minimum Salary and Allowances for Ministry Personnel ([www.united-church.ca/leadership/church-administration/human-resources](http://www.united-church.ca/leadership/church-administration/human-resources)).
3. Ecumenical shared ministries appointing personnel from other denominations may use the salary schedules of the other denominations.

### D. Settlements to Grant-Receiving Pastoral Charges

1. The Conference Mission Support Staff/Committee is responsible for providing the Settlement Committee with information as requested.
2. The Settlement Committee, when appointing members of the Order of Ministry to serve pastoral charges, missions, or outreach ministries/community ministries largely supported financially by the General Council (e.g., Mission Support Grants) should do so only after consultation with the Conference Mission Support Grant Committee. “If a pastoral charge will need a larger mission support grant to fund the settlement than it is already receiving, the Conference Settlement Committee may not settle a member of the order of ministry to the pastoral charge unless the Conference gives approval” (*The Manual*, I1.2.5e).

### E. Process for Applying

1. Review application process, deadlines, and Conference-specific eligibility requirements early in your process.
2. Complete **in full** the appropriate application form—that is, the most recent [MSG 5](#) (pastoral charges or missions) form or [MSG 7](#) (outreach ministries/community ministries) form, available from the Conference office or online. *Please note: Only current versions of forms are acceptable.* Be sure to include
  - a description of the ministry
  - all required financial information
  - required signatures
  - proof of charitable status
3. Submit electronically or by mail for presbytery review. Once reviewed, presbytery forwards the application to the relevant Conference committee, where all applications are considered and decisions for grant distribution are made.

4. Conference staff sign and forward the completed, approved applications to CIM electronically or by paper copy.

#### **F. Receiving Financial Support**

1. The **General Council** advances grant payments quarterly to pastoral charges, missions, or outreach ministries/community ministries either directly or through the Conference office.
2. **Conference** has the responsibility to cancel any grant as circumstances warrant, and must notify CIM of any changes in a timely manner. Any unused cheques/grants are to be returned to CIM as soon as possible.
3. **Outreach ministries/community ministries** receiving United Church Mission Support funding of **\$50,000** or more must provide financial updates as mutually agreed with Conference before the next cheque will be issued.
4. Where personnel in pastoral charges or outreach/community ministries are to be paid directly from Mission Support Grant funds, salaries are paid monthly. Travel grants are issued quarterly to Order of Ministry personnel and Designated Lay Ministry personnel upon submission of MSG 4 (travel expense) form.

#### **G. Financial Accountability Requirements**

1. **Pastoral charges** receiving grants are expected to conduct stewardship financial programs on a regular basis. The involvement of Conference and General Council resources is encouraged.
2. **Pastoral charges** receiving grants are to provide their prior year financial statements to the appropriate Conference staff by June 1. This submission must include an income statement, balance sheet, any notes to the financial statement, and details of the nature of independent third-party review.
3. **Outreach Ministries/Community Ministries** receiving grants are required to make a report on their work and issue an audited/independently reviewed financial statement for the year in which grants were received, sending one copy to the appropriate Conference staff **by June 1**.

#### **Common Fund**

As of June 1 any uncommitted balance from Mission Support Grant funds remaining in each Conference is automatically turned over to a national account called the Common Fund. Each Conference may retain up to \$5,000. Conferences will be advised of the amount in the Common Fund by about mid-June. There is no limit to the amount for which each Conference may apply or receive.

Policies and procedures for use of the Common Fund are the same as those for Mission Support Grants. The Common Fund is to be used for extraordinary expenses, not to provide funding for those that have deficit budgets. An applicant may not have unrestricted investments/reserves.

To apply for funds from the Common Fund, a complete MSG 5 or MSG 7 must be on file or attached with the request for funding.

Applications are received and approved through CIM four times a year on June 15, September 15, October 31, and December 15. All monies in the Common Fund may be allocated at any application deadline.

### **Mission Support Timetable**

1. By **June 15**, Conferences send the Audit Reconciliation Sheets to CIM.
2. By **June 30**, CIM mails to Conference staff:
  - a. Salary and Allowances Schedule
  - b. Policies and Procedures document
  - c. Pastoral Charge Application Forms (MSG 5)
  - d. Outreach Ministry/Community Ministry Application Forms (MSG 7)
  - e. Conference/Presbytery Summary Sheets and Instructions (MSG 8)
3. By **November 15**, Conference staff forwards to CIM:
  - a. completed Pastoral Charge Application Forms (MSG 5)
  - b. completed Outreach Ministry/Community Ministry Application Forms (MSG 7)
  - c. completed Conference/Presbytery Summary Sheets (MSG 8)

Please check with your Conference office for dates and deadlines specific to your Conference.