

Ministry Matters Fund Terms of Reference

Purpose:

To allocate a certain amount to 'Ministry' to support emerging ministries, lay and ordained, should the opportunity arise - by contributing to salaries and supporting ministries long and short term with funding, perhaps honoraria, such as:

- support for a curacy
- diaconal ministry
- youth and family assistance programs
- guest clergy expenses
- any other ministry-related initiatives approved by Parish Council.

The Ministry Fund will be called on to assist in balancing the budget at the end of calendar year 2016 so that those costs are covered without it adding extra strain to our budget.

Approval:

Approved at the April 19, 2016 Parish Council meeting: "To create a Ministry Fund of at least \$100,000 with appropriate Terms of Reference to be developed at the next Parish Council meeting".

An account will be made to the annual Vestry Meeting of funds used.

The Fund shall not be used towards existing or budgeted ministerial costs as of April 2016.

Criteria for use of funds:

- a. The Fund shall exist for a period of two years, at which time the Fund shall be reviewed by Parish Council at the April 2018 meeting.
- b. Use of the Fund shall primarily be to support a curacy and diaconal ministry at St. John's over the two year existence of the Fund;
- c. A maximum of \$100,000 shall be made available to support the Fund over the period of two years, at a rate not exceeding \$50,000 per year;
- d. The Fund shall classified as an undesignated fund, i.e. it is not connected to or restricted by the terms of a bequest;
- e. Procedures in the *Investment Committee Terms of Reference* approved by Parish Council January 19th, 2016 shall be followed with regard to withdrawing any investment monies to be assigned to the Fund;

- f. Commencing with the 2017 calendar year, use of monies to be charged to the Fund in support of the curacy and diaconal ministry at St. John's shall be pre-planned and included in the annual church operating budget presented for parishioner approval at Vestry;
- g. The Fund shall not normally be used to cover any other ministerial expenses that are not preplanned and included in the annual budget approved by parishioners at Vestry;
- h. The Fund may be used to support other urgent, unanticipated ministerial expenses with the prior approval of Parish Council. Such approval shall be by way of a motion to Parish Council passed by a simple majority of elected members;
- i. Parish Council members shall be provided with advance notice of and justification for any such motion to be presented at a Parish Council meeting;
- j. An accounting of expenditures charged to the Fund shall be included in the monthly financial reports to Parish Council; and
- k. Full accounting for all expenditures charged to the Fund shall be included in the financial reports to parishioners at year's end.

Adopted by Parish Council November 15, 2016