

Guidelines for Mission Assistance for 2012

A Covenant Between the Missionary Resource Support Team (MRST) and Mission Churches of the Diocese

The relationship between congregations requesting assistance and the MRST can best be described as a covenant. Each mission congregation and the MRST pledge themselves to mutual expectations. As a committee, we pledge to respond to your application with prayerful and thorough consideration. Our expectations of your congregation are listed below.

By canon, only mission congregations may apply for financial grants through this process. **These grants apply only to clergy salary and benefits, and may not be used for other purposes.**

As you plan for next year, please review the approved *Mission Action Plan (MAP); it can be found on the diocesan website or from your convocation's leadership (the dean or the lay warden). We hope that every congregation will seek to live out the vision of the MAP.

In addition to your review of the MAP, we would like to know about your Stewardship Program, remembering that stewardship is not limited to the annual pledge campaign.

Only applications that are received on time—postmarked by April 15, 2011—will be considered.

Application requirements are as follows:

- 1) Accepted your 2010 Diocesan Asking in full and pay it in a timely fashion.
- 2) Fill out all financial information accurately and fully.
- 3) Attach the financial page of the parochial report from last year.
- 4) Attach a year to date treasurer's report. (Dec. 31, 2010)
- 5) Have no more than \$5000 in undesignated funds remaining from last year.
- 6) Identify and explain any endowment funds both designated and undesignated.
- 7) Your mission audit for 2010 must be on file in the diocesan office.
- 8) The vicar's salary must be no less than the diocesan minimum. The current annual minimum is \$52,528 for a priest living in his/her own housing.
- 9) Have completed a Mutual Ministry Review for 2010 and sent your report of its completion to the bishop.
- 10) Notify MRST should your financial report change in a significant way during the year.

Written Statements:

Please provide written statements on the following topics. These statements should be typed in 12 font, single-spaced and not exceed more than one page.

- 1) How is your congregation implementing the MAP?
- 2) What are your church's stewardship activities? How is stewardship taught and carried out in your congregation? Be sure to include what diocesan or other resources have been helpful.
- 3) How are you reaching new populations with the Gospel (ethnic diversity, young adults, people not traditionally reached by The Episcopal Church in the Diocese of North Carolina)?
- 4) How do you participate in shared, clustered, or regional ministries either reaching new populations, service in underserved areas, or engage in Gospel service or witness?
- 5) How do you focus on service and witness to the Gospel through Gospel-based outreach and social justice ministries?
- 6) Given that our dioceses has limited budget dollars available for this funding program and that MRST requests exceed funds available, explain why your congregation should be granted funds?
- 7) What will you do if you do not receive funds requested?

*The Mission Action Plan can be found on the diocesan website and/or from your convocation leadership. If you have any questions, please contact the MRST chair, the Rev. Wayne Hougland, at stlrector@covad.net.

**Mission Church Grant
Application for 2011**

Name of Mission _____

Address _____

Contact person _____

Telephone and/or email _____

1. Your General Operating Fund Balance March 1, 2010 _____

2. Anticipated operating fund surplus 12/31/10 _____

3. Savings account balance 3/1/10 _____

4. Anticipated savings account balance 12/31/10 _____

5. Undesignated funds held by the congregation _____

Total lines 1-5 _____

Note: This total should not exceed \$5,000.

6. Special Fund Balances

a. ECW _____

b. Building Fund _____

c. Memorial Fund _____

d. Trusts/Endowment _____
(Identify restricted and unrestricted funds)

e. Other special funds _____

7. Portion of any of the above available for 2010 expenses. _____

8. Total money on hand or anticipated in any account that will be available for 2010

(Lines 2,4, 5, 7). _____

Enter this figure on line 38, column B, p. 3

Mission Grant Application: Income

Mission Church Name and City_____

Mission Income	Column B 2009 Budget	Column C 2009 Actual	Column D 2010 Budget	Column D Projected 2011
Plate				
Pledges				
# Pledges 08				
# Pledges 09				
# Pledges 10				
Investment Income				
Endowment Trust Income				
Rental Income				
Interest Income				
Fundraising				
MRST Grant				
Other income				
a.				
b.				
c.				
Total Income Line 8, page 1				
MRST 2011 Request				
TOTALS				

Mission Church Grant: Expenses

Mission Name and City _____

Mission Expenses	Column B 2009 Budget	Column C 2009 Actual	Column D 2010 Budget	Column E Projected 2011
9. Diocesan Asking				
10. Outreach				
11. Christian Education				
12. Clergy Salary				
13. Supply clergy				
14. Clergy benefits				
15. Lay Employee(s)				
16. Lay Emp tax/benefits				
17. Church Utilities				
18. Church telephone				
19. Repairs/Maintenance				
20. Church insurance				
21. Office supplies/ postage				
22. Printing				
23. Music				
24. Altar Supplies				
25. Bookkeeping/Audit				
26. Debt reduction				
27. Convention				
28. Other (specify)				
TOTALS				

Application for Mission Grant, 2011

Name of Mission _____ City/Town _____

Statement of Mission Debt

Please provide the following information on your long-term debt.

Loan A Date of loan _____

Lender _____

Original loan amount _____

Current debt _____

Payment schedule _____

Date of last payment _____

Purpose of loan _____

Loan B Date of loan _____

Lender _____

Original loan amount _____

Current debt _____

Payment schedule _____

Date of last payment _____

Purpose of loan _____

Submitted by

Financial officer _____

Day phone with area code _____ Evening phone _____

Email _____

Clergy _____ Email _____

If you have any questions about this form, please contact The Rev. Wayne Hougland, MRST chair, at 704-633-3221 or at stlrector@covad.net

Add this form to your application packet and return to

Ms. Kianna Riley

Episcopal Diocese of North Carolina

200 W. Morgan St. Suite 300

Raleigh, NC 27601