

EDGEWATER ALLIANCE CHURCH (EAC)

STRATEGIC RESOURCES TEAM CHARTER, POLICIES AND PROCEDURES (Revision 3, 11/14/2016)

This Charter shall constitute the Policies and Procedures of the Strategic Resources Team (SRT); the EAC Governing Board bylaws take precedence in the event of a conflict with these policies. The SRT will perform duties consistent with these Policies and Procedures and as needed, but not less frequently than once a year, review and recommend changes hereto.

MISSION:

EAC intends to model, corporately, the **stewardship of life** we ask members to develop. EAC will tithe at least 10% of the annual general funds to support kingdom minded individuals and congregations to build unity and trust to promote the command of Jesus instructed his disciples to “Go therefore and make disciples of all the nations...”

Sowing bountifully reaps bountifully. (2Corinthians 9:6)

Our mission is to increase awareness of ministry opportunities to take the Good News of Jesus Christ to our community, nation and to unreached peoples around the world and to mobilize them for active involvement in a missionary effort to complete the Great Commission. We will provide opportunities for the EAC community to participate in these ministry opportunities.

FUNCTIONS:

The SRT will:

- Identify and qualify mission opportunities. Help adults, youth and children know about missions needs during the planning and funding of partnerships with other organizations sharing our vision and creating opportunities for short term missions.
- Communicate and educate EAC members regarding missions. Develop and deliver multi-media prepare communications to describe, educate, and promote missions project opportunities through various outlets including printed materials, the EAC website, videos and other forms of media as they are determined appropriate and available.
- Allocate resources provided by EAC members.
- Promote active personal involvement in missions of every EAC member.

POLICY

Team Leader:

The Team Leader shall be appointed by the Elders and shall preside at all meetings. If the Team Leader is unable to attend a meeting, the Team Leader shall designate another member to preside at the meeting.

Team Membership:

The SRT shall consist of 3-5 members approved by the Elders to perform the functions of the Team under the guidance of the Elders.

Meetings:

The Team will meet each month. Notice of meetings shall be placed on the master calendar at least seven days prior to each meeting. Meetings are open to members of the congregation and invited guests except for those matters that may require executive session as provided in the bylaws.

Records:

Minutes shall be kept for each meeting and copies distributed to each member of the Team and the Elders. The records of the Team shall be delivered to the EAC Business Administrator to be retained in accordance with the EAC records retention policy. The Team Leader may authorize the creation and distribution of reports or position papers as appropriate. These documents will be available by request.

Resources:

The SRT will be provided funding as approved by the congregation voting during the Annual Business Meeting. EAC will set aside a specified percentage of the annual budget to provide funding for the SRT. In no case will the SRT commit funds beyond those available from the funding provided by EAC.

Decision Process:

Prayer and planning will be the foundation for funding strategic opportunities. We seek God's guidance to direct our decisions in accordance with His will.

We will support efforts that multiply God's Kingdom. We will be pro-active in seeking partnerships to develop into self-sustaining entities with leadership that can, in turn, multiply the mission.

We seek projects that will become self-sustaining. We may continue support beyond one year after an annual review and confirmation of available funding.

We will seek select projects that provide opportunities for individual discipleship.

PROCEDURES

1.0 The Team Leader will schedule monthly meetings and prepare agendas for meetings.

- Prior to the Monthly Meeting, the Team Leader will receive and review a monthly report from the EAC Accounting Office of the SRT Financial activity for the past month.
- Evaluate and monitor funding commitments.
- Lead the team to research, evaluate, and make appropriate recommendations and approvals for all funding requests received.

2.0 The SRT will consider all funding requests using the following guidelines:

- The requesting organization's mission is in alignment with the mission of EAC.
- The requesting organization's current base of support has been verified by the SRT. The funding request has a budget and plan for all project expenditures.
- The requesting organization has a demonstrated financial integrity and the capability to track and account for all funds received and to document all expenditures of EAC funds.

3.0 SRT Request Review :

Review all requests submitted to the SRT.

- Review financial status of requesting organization.

Request any supporting documents as required.

- Use the Request for Funding, the budget and any supporting documents provided by the requestor to evaluate the request.
- Submit the SRT's recommendations to the Elders for approval.

3.1 Emergency Requests

- All Emergency requests are received and passed to the Team Leader.
- Team reviews the requests, prays, discusses and evaluates. This may require ad hoc team meetings in person, via email or telephone.
- Team may need additional information and team members will quickly research the required information and the team will reconvene.
- Team recommends an appropriate level of funding in accordance with the available funds as provided by the EAC Treasurer.
- The Team Leader sends the request to the Elders for approval via email.

4.0 Funding Process

- All SRT recommendations shall be presented to the Elders for approval.
- The Team Leader shall submit all approved funding requests to the EAC Accounting Office for funding disbursement.
- The SRT shall maintain a reserve balance for approved proposals that start the following year. All uncommitted funds will be sent to the Christian Missionary Alliance Great Commission.

DURATION: The SRT shall continue in existence until dissolved by the Governing Board.

EFFECTIVE DATE: This Charter, Policies and Procedures were approved by the EAC to be effective on April 15, 2015, and shall govern the operation of the Team hereafter.

APPENDIX I: Request for Funding

Please submit your request to:
Edgewater Alliance Church
C/O Strategic Resources Team

310 North Ridgewood
Edgewater, FL 32132

Phone: 386.427.0385
Fax: 386.427.6766
Web: www.edgewateralliance.org

The Strategic Resources Team (SRT) will consider submissions that meet the following criteria:

The SRT must have received a written request for support.

The requestor must agree to submit written status reports as requested to the SRT.

The financial commitment shall be for one year only. Continued funding shall be requested annually to the SRT and approved by the EAC Elders.

Please provide complete information as requested in an electronic format and one (1) printed copy of all requested documentation. These documents become the property of Edgewater Alliance Church and will not be returned.

Organization's Name:
Address: (both PO Box and physical address of applicable)
Phone: (Office and/or Mobile)
Email:
Web site:

Organization's Mission Statement:

Anticipated Date(s) of Mission (monthly, quarterly, yearly)

Total Amount Requested \$ _____

Provide a description of intended use of funds

Provide a listing of current sources of funding and the duration of the funding.

If you are a qualified 501(c)3, provide IRS approval letter.

If not a 501(c)3 organization, provide a copy of audited financial statement for previous year.

Additional information that may help the committee evaluate your request.

Request Submitted by:

Name:

Title:

Date of submittal:

APPENDIX II: Requested Budget

Name of Project/Mission

Duration of Project

Contact Person for any communication and questions.

Name:

Title:

Phone:

Email:

Complete this form in its entirety as pertinent to your particular mission project. If you wish, you can attach a budget narrative. Your narrative should identify all funding sources and provide specifics for allocation of EAC provided funds.

Each funded mission project will submit as requested written reports each quarter and a final summary report.

Please provide a spreadsheet (MS Excel or compatible application) with the following categories (as applicable) distributed by month for the duration of the request.

REVENUES BUDGETED

EAC Mission Funding

Organization Funding

Participant Fees (If any)

Private Contributions

Corporate Contributions

Other:

GRAND TOTAL

EXPENDITURES BUDGETED

Site Visit (Preliminary Trip)

Team Meetings
Team Travel
Airfare (Coach Rate)
Charter Bus
Fuel/Tolls
Lodging
Food
Travel Visas (if applicable)
Supplies and Materials
Pharmacy
Durable Medical Supplies
Dental Supplies
Eye Team Supplies
Onsite Misc. Expenses
Team Shirts (if included)
Construction Materials
Construction Permits
Shipping Costs
Publications for distribution
Media: Photography/Video/Web
Scholarships
Stipends
Miscellaneous Expenses

GRAND TOTAL