

CANADA MINISTRIES POLICIES AND PROCEDURES 2000

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CANADA MINISTRIES

POLICIES AND PROCEDURES

1998

INTRODUCTION

This edition of the Policies and Procedures for Canada Ministries is a revision of the Policies and Procedures of Canada Operations of the Board of World Mission. That document originally came out in 1984, with revisions made up to 1991, and needed updating for a number of reasons:

- many of the references were out of date (references to the Board of World Mission, Canada Operations, Mission Superintendents) and meaningless in today's context. These have been brought as up to date as possible.
- the structure behind the policies and procedures had changed greatly (committees that were named either no longer exist, or exist in an advisory function). The changes have been accommodated without making wholesale changes to process.
- some processes have changed greatly (e.g. the concept of block grants). Where necessary, the processes have been updated in a way that hopefully does not make wholesale changes.
- new guidelines have been passed. In 1992, the Board of World Mission brought in changes in the area of New Church Development. These have been added to the document.

The attempt, then is to create a base document that will allow Canada Ministries to easily make changes to its policies and procedures as conditions change. The hope is that as we work out procedures in a particular situation, we will evaluate those procedures, and if they seem to be adequate, they will be added to this volume.

My other hope is that it will help Conveners of Missions at the Synod and Presbytery levels have a better understanding of how things are done in Canada Ministries, so more time and effort can be spent in finding ways of doing mission in Canada and less figuring out process. If it helps you in that way, please let me know.

Also let me know what else can be added to this document to make it a useful tool. I hope that this will be the start of a Missions Handbook. Your suggestions on what could be added would be appreciated.

- Gordon Haynes

CHAPTER 1

CATEGORIES OF WORK

1.01 Classification of Congregations

- 1.01.01 All Presbyteries are requested to classify charges within their bounds as self-supporting (S/S.) or aid-receiving (A/R.) as the case may be, and to drop other classifications.ⁱ
- 1.01.02 Inasmuch as all congregations, being either self-supporting or aid-receiving, are congregations in their own right, terms such as “Mission Charge”, “Extension charge”, etc. are to be dropped.ⁱⁱ

1.02 Aid-Receiving Congregationsⁱⁱⁱ

- 1.02.01 For purposes of grant reduction congregations shall be considered by Canada Ministries under three sub-categories:
- a) Congregations capable of moving quickly to self-supporting status.
 - b) Congregations expected to achieve self-supporting status more slowly.
 - c) Congregations that may never become self-supporting.

1.03 Composite Charges

- 1.03.01 Where smaller congregations can be joined to form a composite charge served by one minister, Presbyteries are urged to take appropriate action.^{iv}

1.04 Remote Charge

- 1.04.01 The term “Remote Charge” shall be understood to apply to missionary work sustained in geographically isolated areas across the nation.^v

1.05 New Congregations, Relocations, Etc.

- 1.05.01 To the Presbytery belongs the care and good order of the churches within the bounds. Congregations may be organized and places of worship erected only with the sanction of the Presbyteries.^{vi}
- a) Prior approval of any new work undertaken by a Presbytery, congregation or any other group must be received from Canada Ministries except in cases where the entire support of the work is guaranteed not to become a charge on Canada Ministries for grants and appointments.^{vii} ,

1.06 Support for Special Ministries

- 1.06.01 Canada Ministries is prepared to co-operate fully with Presbyteries in experiments in shared ministries, larger parishes, clustering of congregations, etc. as these may be approved from time to time, and each situation will be judged on its own merits without prejudice.^{viii}

1.07 Joint Agreements with Other Denominations

- 1.07.01 Comity Agreements: A Presbytery, in consultation with Canada Ministries, has the authority of the General Assembly to meet with other denominations to endeavor to arrange a comity agreement.^{ix}
- 1.07.02 Co-Operative Planning: The General Assembly has urged that all Presbyteries give every consideration to co-operative efforts with other churches whenever possible, in both new and established areas of work.^x

- 1.07.03 In all such situations as above (1.07.01 and 1.07.02), a document outlining in detail the terms of the agreement shall be prepared and signed by the parties concerned

1.08 Discontinuation of Work

- 1.08.01 Presbyteries, while having the authority and responsibility to determine when a congregation or special ministry within their bounds should be discontinued, shall consult with Canada Ministries with reference to situations where grants or appointments are involved before action is taken.^{xi}

1.09 Guidelines for Evaluation of Non-congregational Ministries Funded by Canada Ministries

- 1.09.01 Both existing and new non-congregational ministries funded by Canada Ministries are to regularly follow the suggested evaluation process, making use of a provided Measuring Tool.^{xii}

1.10 The Pluralistic Church

- 1.10.01 The Presbyterian Church in Canada is a pluralistic Church. Among the congregations in many presbyteries are congregations of various ethnic backgrounds, some of which are among the strongest congregations of our Church. Among the membership of many congregations are people of various ethnic backgrounds who bring different Presbyterian and cultural traditions and add spiritual strength to these congregations. Some of them contribute welcome leadership.

We thank God for this growing pluralistic community of faith, and for the sharing, and new life, and growth which it occasions.

1.10.02 Challenges

- 1.10.02.1 Ministry - To provide ordained ministers for congregations of minority language and cultural groups. Regulations and facilities designed to strengthen ministry to white English-speaking Presbyterians can have the reverse effect on ministry for Presbyterians of minority groups. Ways must be found that will enable and encourage an ordained ministry for this part of our Church, with appropriate standards and opportunity for training.
- 1.10.02.2 Congregations, Presbyteries, and National Boards and Committees need to seek out leadership from minority group Presbyterians. If we are a pluralistic church, we must be seen to be a pluralistic church. Representatives of the minority groups who make up the membership of our congregations must be given opportunity to use their gifts on Sessions, Boards, Church School staff, leadership of Presbytery Committees and national staff.
- 1.10.02.3 There are sometimes overt and blatant expression, both in the church and the community, which must be challenged directly and publicly by members of the majority group, i.e., English-speaking Presbyterians. Perhaps the larger challenge is in the subtler forms of racism, because while members of minority groups may be sensitive or even super-sensitive to these expressions, the members of the majority groups are often oblivious, cavalier or even unintentional participants. A racially sensitive majority group will make for a strong pluralistic church.^{xiii}

1.10.03 General Affirmations

- 1.10.03.1 The recognition that The Presbyterian Church in Canada has always been a church of people from a variety of linguistic and cultural backgrounds. All traditions within The Presbyterian Church in Canada, from whatever background, are therefore part of the “mainstream” of our church, whether they worship in English or any other language of their choice.

- 1.10.03.2 We affirm the value and importance of congregations of distinct linguistic and cultural backgrounds for meeting the spiritual, social and cultural needs of their people.
- 1.10.03.3 We recognize the need for congregations across Canada to reflect the increasingly pluralistic nature of their communities, and to do every thing possible to make people of all cultural and linguistic backgrounds welcome in our midst, not only as part of the worshipping community, but as part of the leadership of the groups and boards of the congregations, by providing opportunities for them to share their gifts and experience.
- 1.10.03.4 We stress the need for openness on the part of English and French-speaking Presbyterians in their attitudes and relationships with congregations of other linguistic and cultural backgrounds by:
 - a) sharing facilities for worship and social activities;
 - b) encouraging joint programs and activities that will foster Christian fellowship
 - c) developing close friendships with individuals of various backgrounds.
- 1.10.03.5 We recommend that all Presbyteries which have within their bounds congregations which use languages other than English or French, be requested
 - a) to ensure that steps are taken to discover any special needs for worship and nurture among the second and third generation in such congregations and
 - b) to take whatever action is necessary to see that those needs are met.
- 1.10.03.6 That the members of Presbyteries in which such congregations are located be encouraged:
 - a) to create opportunities for fellowship with ministers and elders of various linguistic and cultural backgrounds;
 - b) to develop friendships with such ministers and elders
 - c) to offer their assistance in interpreting the polity of our church so that such ministers and elders will be able to apply it evocatively in their congregations.

1.10.04 New Church Development

- 1.10.04.1 In the light of the importance of the factors of culture and language, and with a view to Church Growth, the policy of having ethnic congregations will be continued where numbers warrant.

CHAPTER 2

APPOINTMENT OF MISSIONARIES

2.01 The Call of the Church

- 2.01.01 The General Assembly has acknowledged that appointments by Canada Ministries to specific mission tasks are indeed “the call of the whole Church,” and has instructed Canada Ministries to make this principle explicitly clear by recognizing all appointees of Canada Ministries as special ministries in its publications and reports.^{xiv}

2.02 Categories of Appointments

- 2.02.01 Appointments may be made by Canada Ministries. Applicants for work in Canada apply in one of the following categories recommended by Presbytery (a) Minister of Word and Sacrament, (b) Student – yearly appointment, (c) Diaconal Minister, (d) Student – summer, (e) Lay Missionary with specialized training, (f) Lay Missionary, (g) Director (Institutions).^{xv}

2.03 Requests for Appointments

- 2.03.01 All requests for the appointment of a Missionary should come through the Presbytery of the bounds, indicating:
- The duties required of the missionary
 - The nature of the work, prospects for growth, urgency of the need
 - The support to be provided locally
 - Living accommodation
 - The nature of the community, schools, medical and other services
 - A comprehensive description of the situation

2.04 Applications for Appointments

- 2.04.01 The candidate is invited to express a preference for the type of ministry to which appointment is sought, and also the area in which location is preferred.
- 2.04.02 No missionary, in any category, shall be appointed by Canada Ministries without adequate training or experience.

2.05 Appointment Procedures

- 2.05.01 Appointments of ministers to full-time service in congregations shall always be by call and induction, except in cases of stated supply, retired persons, and appointment by the Life and Mission Agency. Such persons may be ministers, associate ministers, or assistant ministers, but not assistants to ministers.
- 2.05.02 In the event of an appointment under the Life and Mission Agency having been received and accepted, the applicant may, on being certified as a candidate for ordination, also be ordained as a minister of The Presbyterian Church in Canada by the presbytery to which the applicant is appointed, or the certifying presbytery or another presbytery may ordain the candidate provided permission is granted by the presbytery of primary jurisdiction.
- 2.05.03 Presbyteries and moderators are enjoined to take care that none others are permitted to appear as candidates. However, certified students of this Church’s theological colleges, or a theological college associated with this Church, in the semester in which they expect to graduate, may, with the permission of their certifying presbytery after the examination for certification as a candidate for ordination is sustained conditional on graduation, and with the permission of the senate of their college, be presented by an interim moderator or by the Life and Mission Agency, through the interim moderator, to a vacancy. In the event of the charge

deciding to call, or receive the appointment, of the graduating student, procedures shall be suspended immediately prior to the call being placed in the hands of the graduating student. Procedures resume after the candidate has graduated and is certified as a candidate for ordination.

- 2.05.04 The authority of the presbytery is exercised in two ways: first, in requesting an appointment for this specific congregation. Secondly, in its recognition of the appointee.

2.06 Duration of Initial Appointment

- 2.06.01 Ordained ministers, Diaconal ministers, Lay missionaries, etc. are initially appointed to one or three year terms. Cases in which circumstances may warrant special consideration will be dealt with, each on its own merit.^{xvi}

- 2.06.02 Grants for such appointments are made on a yearly basis.

2.07 Appointments – Full Time

- 2.07.01 All appointments as Missionaries under Canada Ministries are considered as full-time appointments, except as the terms of appointment may warrant.^{xvii}

2.08 Appointments to Native Ministries

- 2.08.01 Appointments to native ministries will be normally:
- a) a three (3) year appointment with prior and continuing orientation, and language study, or
 - b) a one (1) year appointment under special circumstances.^{xviii}

2.09 Re-appointments

- 2.09.01 That the re-appointment of missionaries at the completion of their current term of appointment be considered when the pastoral charge has, at a properly constituted congregational meeting, formally requested the re-appointment, and this has been endorsed by the Presbytery and the minister(s) concerned. If agreeable, a renewed appointment of one year, three years or without termination date may be made by Canada Ministries. If no such procedure is followed, Canada Ministries may re-appoint a missionary on a one- or three-year renewable basis upon request of the Presbytery and the missionary/missionary couple concerned.^{xix}

- 2.09.02 That reappointment to a charge designated as New Church Development will follow the same procedure.

2.10 Right to Call

- 2.10.01 With respect to the issuing of a Call in an aid-receiving charge, the responsibility and authority in all matters, including the guarantee of stipend, rest with the Presbytery and not with Canada Ministries.^{xx}
- 2.10.02 Presbytery may grant permission to an aid-receiving congregation within its bounds to engage in the Call process. Before such permission is given, presbytery shall establish the total current stipend. The motion shall clearly state the portion to be paid by the congregation and the shortfall guaranteed by the presbytery. The extract minute of the dual Guarantee of Stipend shall accompany the Call.

2.11 Appointment of Candidates presently serving in charges

- 2.11.01 The appointment of missionaries now serving under call or appointment in established charges is only made subject to the release of the appointee by the Presbytery in which he/she now serves, and consultation concerning the appointment with the Presbytery in which the appointee will serve. The terms of the appointment will be forwarded at the time of seeking Presbytery's permission for release.^{xxi}

2.12 Appointment of Students in course

2.12.01 Summer Appointments^{xxii}

- 2.12.01.1 Requests for the appointment of students to summer appointments shall set out clearly the duties expected, the nature of the charge and the community, the living and transportation arrangements and the term required.
- 2.12.01.2 A student appointee shall be under the jurisdiction of the Presbytery in which he/she works, and in particular under the pastoral care and supervision of the Interim Moderator of the charge. In the case of differences between a student and the supervising minister the student has the right of access in the ordinary manner to Presbytery, through the Missions Convener and the Clerk of Presbytery.
- 2.12.01.3 Summer student appointments funded locally may be made by the Presbytery or Canada Ministries, at the request of and in consultation with the Presbytery. Canada Ministries and Ministry and Church Vocations will draw up guidelines to ensure a fair and equitable process for all Presbyteries and students.

2.12.02 Yearly Appointments

- 2.12.02.1 In order to assist students with domestic responsibilities, and to provide an interim ministry for vacant charges within reasonable distance of the Colleges, the Church has authorized a special category of appointment termed "Students – Yearly Appointments".
- 2.12.02.2 In the case of the yearly appointment of theological students, it is recognized that to be eligible for such an appointment the student must first receive permission from his/her college.^{xxiii}
- 2.12.02.3 Yearly Student appointments receiving assistance from Canada Ministries will be made on the request of and in consultation with the Presbytery.
- 2.12.02.4 Yearly Student Appointments funded locally may be made by the Presbytery or by Canada Ministries, at the request of and in consultation with the Presbytery.
- 2.12.02.5 In the case of all Yearly Student appointments, reports of the student and the supervisor will be forwarded annually, through Presbytery to the Presbytery of first certification, to Canada Ministries and Ministry and Church Vocations.
- 2.12.02.6 Students in this category live with their families on the charge, providing a part time ministry during the academic year, and a full time ministry according to their qualifications for the remainder, apart from the usual vacation month. A special rate of stipend and allowances is provided.
- 2.12.02.7 Normally such student appointments last for the duration of their academic course.
- 2.12.02.8 Such students normally are appointed to serve elsewhere at the completion of their course, or receive a Call elsewhere.

2.13 Retired Ministers

- 2.13.01 Where a Presbytery requests the appointment of a retired minister to an aid-receiving charge, application should be made to Canada Ministries for the approval and implementation of the appropriate grants, and also for approval of the appointment. Regulation application documentation shall be completed.^{xxiv}

2.13.02 Retired Ministers will be paid at rates as set by the General Assembly.^{xxv}

2.14 Diaconal Ministries

2.14.01 Members of the Order of Diaconal Ministries may be appointed to specialized or congregational ministries by Canada Ministries when requested by Presbyteries.

2.14.02 Such requests shall be accompanied by the job description.

2.14.03 Such appointees shall be under the supervision and pastoral care of the Presbyteries within which they work. .

2.14.04 Remuneration for such appointees shall be according to the General Assembly schedule under “Diaconal Ministries”.

2.15 Lay Missionaries (without specialized training)

2.15.01 Canada Ministries may appoint persons to full or part-time work who, while not having formal qualifications such as degrees or diplomas, have other gifts, experience, and dedication.

2.15.02 Requests for such appointments shall be accompanied by suitable job descriptions, and proposal for appropriate sharing of costs. Canada Ministries will require an interview with the nominee before appointment is considered.

2.15.03 The appointee shall be under the supervision and pastoral care of the Presbytery within which they work. The Presbytery is urged to provide an advisory committee where this is appropriate. They shall have some responsibility for pastoral care and fostering positive, supportive relations between the appointee and the Presbytery they serve.

2.15.04 Remuneration for Lay Missionaries without specialized training shall be according to the General Assembly schedule.

2.16 Study Leaves

2.16.01 General Study Programs

2.16.01.1 The principle of study leaves in every area of ministry has been approved, and the need is recognized for separate models of leaves in the light of precedent, the character of the ministry and the resources available,^{xxvi}

2.16.01.2 In the case of pastoral ministries the minimum annual study leave shall be the same as that determined by the General Assembly from time to time.

2.16.01.3 Congregations are advised to establish a separate continuing education reserve into which the appropriate sum as determined by the General Assembly for expenses shall be deposited annually.

2.16.02 Special Study Programs for Canada Ministries’ Appointees

2.16.02.1 Orientation Courses: Normally, when Canada Ministries makes an appointment which requires a period of orientation, stipend in addition to orientation expenses will be paid during that period. This will not be the case, however in cases where the appointee is a missionary from a partner church.^{xxvii}

2.16.02.2 Language Training: Appointees to non-English speaking groups may be required to take a course in linguistics, when necessary.^{xxviii}

- 2.16.02.3 Remote Charges: Specialized training and refresher courses for people serving in Remote Charges may be provided by Canada Ministries at such times and places as may be deemed necessary or advisable.^{xxix}
- 2.16.02.4 Workers in New Church Development Charges: If possible, appointees to New Church Development charges should have experience or special training.
- 2.16.02.5 Workers in Inner City areas: If possible, appointees to Inner City work should have experience or special training.
- 2.16.02.6 French Language Training: Canada Ministries has approved in principle the participation of any ministers of The Presbyterian Church in Canada in French language courses in areas where it can be useful, upon the approval of the Presbytery.^{xxx}

2.17 Maternity/Parental Benefits

- 2.17.01 Maternity/Parental Benefits for workers under appointment shall be according to those determined by the General Assembly.

CHAPTER 3
STIPENDS AND ALLOWANCES

3.01 Definition of Stipend

3.01.01 The General Assembly defines the minimum stipend for ministers as being the basic stipend plus increments set by the said court along with other costs determined by the General Assembly, this amount not to exceed the maximum paid by Canada Ministries. Any emoluments whatsoever received by the minister from a congregation over and beyond these are to be considered as raising the stipend above the basic or minimum paid by the Church, with the exception that a pastoral charge may make a study leave grant (and pay the supply costs involved) up to the minimum required by the General Assembly without prejudice to the deficit grant in effect.^{xxx1}

3.02 Rates of Stipends

3.02.01 Stipends are payable to ministers and other missionaries at rates established by the General Assembly from time to time.^{xxxii}

3.02.02 Canada Ministries is permitted to pay stipends which are over and above the current minimums as established by the General Assembly.^{xxxiii}

3.02.03 In 1992, it was agreed that the stipend for NCD workers with experience be calculated as follows:

Base (without increments) \$28,008
To this is added any annual COLA adjustment (percentage increase is calculated on the fourth increment year and actual amount is added to the base).
Increments are multiplied by 120% and the appropriate amount is added for total stipend.
This replaces the “120% of basic stipend inclusive of increments” policy.

Example:

1993

Base:	\$28,008
Actual increase	\$ 342
Base for 1993 (no increments)	\$28,350
NCD increments per year	\$ 696 (580X120%)

3.02.04 Ordinarily, NCD workers would not be appointed without experience (See 2.19.02.4). However, in exceptional cases, NCD workers without experience (such as a recent graduate) will be phased into the NCD stipend schedule over a period of three years as follows:

1st year = General Assembly minimum

Example:

1997 = \$25,572

2nd year = General Assembly minimum plus ½ of the difference between the General Assembly minimum and the New Church Development minimum plus an increment calculated in the same way.

Example:

1997 minimum	\$25,572
1/2 difference GA and NCD by 2)	\$ 2,021 (29,615 – 25,572 = 4,043, divided by 2)
Increment 2)=58+580)	\$ 638 (696 – 580 = 116 divided by 2)=58+580)

Total 2nd year \$28,231

3rd year = New Church Development minimum plus the applicable increments for New Church Development

Example:
1997 NCD minimum \$29,615
Increments \$ 1,392 (696X2)
Total 3rd year \$31,007

3.03 Increments for Years of Service

3.03.01 Such increments are payable to appointees of Canada Ministries at rates approved by the General Assembly from time to time.^{xxxiv}

3.03.02 These increments may be paid to ministers who are received from other churches upon authority granted by the Assembly Council in the light of the individual minister's previous experience in the pastorate.^{xxxv}

3.04 Mileage Allowance

3.04.01 An additional allowance is authorized for multiple-point charges, based on the average Sunday mileage involved in serving the various points on the charge and calculated at rates approved by the General Assembly from time to time.^{xxxvi}

3.05 Manse or Housing Allowance

3.05.01 A suitable manse shall be provided by the congregation, in lieu of which a Housing Allowance may be paid at rates as required up to the maximum established by the General Assembly from time to time. Manses generally are not furnished.^{xxxvii}

3.06 Annual Vacations

3.06.01 A minimum of five weeks vacation will be provided for professional church leaders, including five Sundays, which need not be taken all at one time.^{xxxviii}

3.06.02 Arrangements shall be made by mutual consent between appointee and the agency applicable.

3.07 Missionaries Deciding to study for Ordination

3.07.01 Lay missionaries, etc., taking up full time studies with a view to ordination will be given the status of a student, and shall be entitled to stipend and allowances at student rates.^{xxxix}

3.08 Missionaries Serving on Remote Charges

3.08.01 Certain charges may be designated as "Geographically Isolated Remote Charges" by Canada Ministries. Factors to be included in the designation include: a major degree of geographic isolation; relative lack of facilities and amenities in the church and community.^{xl}

3.08.02 Charges shall be considered for this designation by Canada Ministries on recommendation of the Presbytery Mission Committee concerned.

3.08.03 The designation "Geographically Isolated Remote Charges" may be removed from any charge by Canada Ministries, after consultation with the Presbytery involved if there is a major change in the relative factors.

- 3.08.04 The designation of a Geographically Isolated Remote Charge must be reviewed by Canada Ministries each time a vacancy occurs.
- 3.08.05 Specialized training and refresher courses for people serving in Remote charges may be provided by Canada Ministries at such times and places as is deemed necessary and advisable.

3.09 Payment of Student Missionaries

- 3.09.01 Student missionaries – appointed by Canada Ministries at the request of Presbytery to summer charges shall be paid at student rates as determined by the General Assembly from time to time.^{xli}
- 3.09.02 Students appointed by Canada Ministries to serve in congregations during their college courses under the category of “Student – Yearly Appointment” shall be paid at rates determined for this category by the General Assembly from time to time.

3.11 Pensions

- 3.11.01 Pensions and other benefits shall be according to regulations set by the General Assembly.

CHAPTER 4
TRANSPORTATION AND MOVING COSTS

4.01 Responsibility for Payment of Transportation and Moving Costs

- 4.01.01 In the case of appointments or calls to aid-receiving charges Canada Ministries expects the charge to assume all cost of travel and moving expenses incurred. If assistance is needed the congregation, (prior to issuing of a call) may make application to Canada Ministries through the Presbytery for consideration and/or approval with assistance.^{xlii}
- 4.01.02 In the case of New Church Development work which has not yet become a congregation, Canada Ministries will assume the cost of travel and moving.

4.02 Allowances for Missionaries Moving and Travel

- 4.02.01 Canada Ministries will honor the commitment of the Board of World Mission to all ordinands who were given to understand that they were covered under a previous policy and that the new policy would take effect as of March 6th, 1991^{xliii}

4.03 Travel Allowances for Moving of Appointees

- 4.03.01 The scale of payment for Family Travel shall be at the approved rates. The Associate Secretary is given some discretionary power in paying such accounts.^{xliv}
- 4.03.02 Allowances for field work: Transportation on the charge is normally the responsibility of the charge or the Presbytery served.^{xlv}

4.04 Travel Allowances for Student – Yearly Appointments

- 4.04.01 Canada Ministries cannot assume responsibility for moving students for the ministry from their place of residence to the Colleges to take up their studies.^{xlvi}

4.05 Modes of Travel

- 4.05.01 All arrangements for travel involving the payment of allowances shall be discussed in advance with Canada Ministries.
- 4.05.02 Missionaries traveling by air will be allowed regular economy fares, with incidental expenses, limousines, hotel and meals as required and where not provided by the Airlines.
- 4.05.03 Missionaries using their own cars when moving to a charge under appointment by Canada Ministries, will be granted a mileage allowance at rates approved from time to time, plus an additional allowance as approved for each member of the family. These rates may be adjusted from time to time by Canada Ministries.^{xlvii}

4.06 Moving Household and Personal Effects

- 4.06.01 All appointees must consult with Canada Ministries regarding moving arrangements before entering into any commitments involving payments by Canada Ministries.^{xlviii}
- 4.06.02 Shipment of books, etc.
 - 4.06.02.1 The Moving Consultant used by Canada Ministries will make the arrangement for books to be shipped. (see 4.06.03.1)

4.06.03 Household and Personal Effects (Moving Company):

- 4.06.03.1 Canada Ministries uses the service of a Moving Consultant who contacts the appointee on instruction of Canada Ministries.
- 4.06.03.2 Normally, the maximum weight of shipments for which payment (exclusive of books, etc. as above) is determined by considering the number of people in the household:
 - a Basic Allowance for household up to 8,000 lb. Plus the 2000 lb. for books.
Each additional member of the household living at home 1000 lb. to a maximum total of 12,000 lb. total for a family, plus the 2000 lb. for books.
 - b The appointee may wish to move household and personal effects in excess of the above limits, and this of course is his/her privilege. Canada Ministries can assume responsibility for payment only to the above limits. Arrangements may be made to ship any desired quantity of such effects providing the appointee agrees in writing to accept responsibility for payment of charges on the excess, calculated on a pro rated basis.
 - c Under special circumstances, Canada Ministries may agree to amend the above maximums.^{xlix}
- 4.06.03.3 Canada Ministries does not pay for the labor for packing, except in the case of china and similar breakables. Appointees are expected to pack clothing, bedding, etc. as per brochures provided by the Moving Companies, and prepare furniture, appliances, etc. for shipment.
- 4.06.03.4 Moving Companies are authorized to provide suitable packing materials, wardrobes, cartons, etc. as required and these become the property of the appointees.
- 4.06.03.5 Costs of disconnecting and reconnecting appliances will be paid when a serviceman is required and bills are submitted.¹
- 4.06.03.6 The Moving Company will be authorized to cover the shipment with Comprehensive Travel Insurance at rates as approved from time to time.
- 4.06.03.7 Storage charges are not normally covered by Canada Ministries.

4.06.04 Household and Personal Effects (private arrangements):

- 4.06.04.1 Private arrangements to move shipments by car, trailer and truck are usually advisable when limited quantities are involved, and must be made in consultation with Canada Ministries, who may authorize payment of reasonable expenses so incurred.
- 4.06.04.2 Where special conditions exist, Canada Ministries may give special consideration as circumstances are deemed to warrant.

CHAPTER 5 DEFICIT GRANTS

5.01 Definitions:

- 5.01.01 The term “Deficit Grant” is to be used to designate money paid to assist congregations to meet basic rates of stipend and allowances currently in effect.ⁱⁱ
- 5.01.02 Canada Ministries approves grants on a yearly basis as funds are availableⁱⁱⁱ

5.02 Canada Ministries Authority

- 5.02.01 Canada Ministries is given the final authority to make deficit grants after consultation with Presbytery and Synod.ⁱⁱⁱ

5.03 Applications for Deficit Grants

- 5.03.01 Normally applications for grants must be made annually by the Presbytery through the Synod before being presented to Canada Ministries, and follow the procedures enunciated that accompany the grant application. Other times during the year, in special circumstances, applications may be made for grants directly from the Presbytery to Canada Ministries.^{liv}
- 5.03.02 The grant applications are to be completed by the congregation or ministry. The original application is to be passed to the Presbytery for its approval, with a copy to Canada Ministries. Upon approval by the Presbytery, the original is passed to the Synod for approval, with a copy to Canada Ministries. Upon approval by the Synod, the original is passed to Canada Ministries. Each level keeps a copy of the application for their own information.
- 5.03.03 Once applications have been approved by the Synods, grant applications go to the Grants Committee meeting for final consideration.
- 5.03.04 Presbytery requests for grants must be accompanied each year by certification that the requests are based on a careful examination of the audited financial statements and balance sheets of each congregation involved, and that the Presbytery is satisfied the grant is justified. Presbyteries are requested to get from each congregation also a statement of its plans for growth including a budget estimate for the year for which the grant application is being submitted. It also will examine and evaluate the potential of said plans in justifying requests for annual deficit grants. Such plans should include the contribution of the full amount requested through the Presbytery for the support of the General Assembly budget (Presbyterian Sharing...).
- 5.03.05 Congregations making application for deficit grants are strongly urged to conduct a yearly every person visitation program to formulate plans for the congregation and lay them before the members. Presbyteries are requested to assist congregations in such programs, offering leadership and necessary information, and are to note if such a visitation has taken place during the past year..
- 5.03.06 The financial responsibility of Canada Ministries ceases when the grant approved for a charge has been paid. Should an additional grant be requested by Presbytery, this can be considered only when full information has been presented through the Presbytery and Synod following a Presbytery visitation.
- 5.03.07 The request for funding of new work shall not be included in the Presbytery or Synod grant lists unless the work first has been approved as a viable ministry by Canada Ministries.^{lv}

5.04 Reduction of Deficit Grants

- 5.04.01 Should a congregation raise a larger amount than promised toward the minister's stipend, and the full grant approved by Canada Ministries is not required, such congregations shall advise the Presbytery, Synod's Missions Committee and Canada Ministries, and refund the surplus.^{lvi}
- 5.04.02 Canada Ministries has adopted a ten year plan for reduction of deficit grants as follows, to be implemented in consultation with the Presbytery involved in each case.^{lvii}
- 5.04.02.1 Beginning in 1999, all new grants will involve a schedule of grant reduction that will reflect a negotiated rate of reduction. This schedule of grant reduction will be followed unless unusual and pressing circumstances lead to a renegotiation of the rate of reduction.^{lviii}
- 5.04.03 In the case of a New Church Development worker without experience, the charge may receive a full grant for the first 3 years and begin an annual reduction in the 4th. The rationale for this is that for years 1, 2 and 3, the cost of the ministry is increasing and to expect a charge to take a cut while the stipend increases would seem unfair.

5.05 Multi-point Charges

- 5.05.01 Two or more charges served by one minister are considered as a single charge for purposes of deficit grants.^{lix}

5.06 Unauthorized Spending

- 5.06.01 Canada Ministries will assume no responsibility whatsoever for expenditures outside of those regularly authorized by Canada Ministries.^{lx}

5.07 Grant Year

- 5.07.01 The Grant Year of Canada Ministries is January 1 to December 31.

5.08 Grant Payments

- 5.08.01 Deficit Grants approved are to be paid to congregational treasurers monthly in advance, unless alternative arrangements have previously be agreed to.^{lxi}

5.09 Canada Grants Priorities

- 5.09.01 No request for funding of new work will be included in Presbytery or Synod grants lists unless the work first has been approved as a viable ministry by Canada Ministries.^{lxii}
- 5.09.02 Requests for funding of new work may be considered in the light of national priorities following the approval of said work as a viable ministry by Canada Ministries.^{lxiii}
- 5.09.02.1 Every two years (starting in 1998), Canada Ministries will re-examine its list of priorities for its work, and report any changes to the priorities to the next General Assembly for approval.
- 5.09.03 Canada Ministries will communicate with Presbyteries in terms of what it sees the General Assembly has asked it to do, and request each Synod to order its priorities in the light of the General Assembly directives.

5.10 Grants to Interdenominational Institutions

5.10.01 Payment of special grants to interdenominational institutions will be made regularly as approved.

5.11 Grants to New Charges (See 7.02.07 and 7.02.08)

5.12 Housing Allowance – Manse Mortgages

5.12.01 In those cases where a housing allowance in a congregation is approved and used in retiring a mortgage on a manse, the grant will include the amount of the mortgage payment, including principal, interest and taxes where applicable.^{lxiv}

5.12.02 When the grant becomes smaller than the amount of the mortgage payment, the congregation will pay Canada Ministries the difference.

CHAPTER 6

MANSES

6.01 Provision of Manses

- 6.01.01 Wherever possible congregations should be encouraged to provide the kind of housing arrangement that is of maximum benefit to the minister. This may involve the payment of a housing or manse allowance in lieu of a manse.
- 6.01.02 Where the congregation is able to provide the downpayment required on a manse, Canada Ministries will pay a rental grant, based on an appraised rental value and up to the maximum approved by the General Assembly for Rental Grants and House Allowances, to assist the congregation in meeting mortgage payments. (Principal, Interest and Taxes)^{lxv}

6.02 Manses – Rented Houses

- 6.02.01 Where it is impossible for the congregations or Canada Ministries to provide a first payment on a manse, Canada Ministries will pay rent, on recommendation of the Presbytery, to the lessor of a rented house, irrespective of who the lessor may be. It is the responsibility of the congregation to find suitable rental accommodation for the appointee.

6.03 Retiring Missionaries

- 6.03.01 When Canada Ministries owns a manse and the minister is retiring, the minister may negotiate with Canada Ministries to stay on a month or so until that minister has a place to go to provided there isn't another minister coming who needs the manse. The manse could also be rented to the minister if that is an option. This helps the congregation in that the board does not have to see to the upkeep (for insurance purposes) or rush to rent it.^{lxvi}

6.04 Manses for New Congregation Only See Section 7.02.09

6.05 Sale of Manses to Congregations See Section 7.02.12

6.06 Study Accommodation in Manses

- 6.06.01 In all cases, whenever a manse is being built, purchased or rented, the need of adequate space for a minister's office and study (preferably with separate access) should be kept in mind.^{lxvii}

6.07 Heavy Equipment – Remote Manses

- 6.07.01 To avoid heavy moving costs, Canada Ministries has agreed to provide items of heavy household equipment, namely, Kitchen Range, Refrigerator and Laundry Equipment for certain specified manses only.^{lxviii}
- 6.07.02 In the event that such appliances must be replaced in remote congregations that are still aid-receiving, the congregation will be requested to assume at least one-half the cost of this initial replacement of such appliances and full cost thereafter.^{lxix}

6.08 Renting Manses Owned by Canada Ministries

- 6.08.01 Sometimes the appointee may wish to purchase his/her own home, even though a manse has been provided by Canada Ministries. If this has been agreed to by the congregation and presbytery, Canada Ministries gives 2 options: (1) the congregation rents the manse and becomes the landlord, or (2) Canada Ministry will sell the manse.

6.08.02 If the congregation rents the manse, the following are the responsibilities of the congregation:

- 6.08.02.1 during the time that the manse is vacant, the manse is to be checked on a regular basis (at least once a week) to remove mail, flyers, etc. The lawn and grounds are to be kept neat so as to appear “lived in”. This is a requirement so that the insurance does not lapse.
- 6.08.02.2 find suitable tenants.
- 6.08.02.3 a rental agreement must be signed by the tenant and landlord. Generic copies of rental agreements can be purchased at “Grand and Toy” (or similar office supply store), but should be checked out by the congregation’s lawyer.
- 6.08.02.4 the name of the landlord in the agreement should read “The Presbyterian Church in Canada (Canada Ministries) by the Board of Managers of [.....] Presbyterian Church”
- 6.08.02.5 the agreement must not be finalized until it has been verified by Canada Ministries.
- 6.08.02.6 wherever the landlord’s responsibilities are referred to in the agreement, these are those belonging to the congregation unless special arrangements have been made with Canada Ministries.
- 6.08.02.7 the amount of rent to be charged will be determined by procuring two (2) Realtor’s estimates of fair rental value. However, before the amount to be levied is finalized, the congregation shall consult with Canada Ministries.
- 6.08.02.8 collect the rent from the tenant on a monthly basis and forward the same to Canada Ministries. It is acceptable to procure a series of postdated cheques from the tenant and forward them to Canada Ministries. The congregation may also wish to have the payment for rent made directly to its account and then remit the amount monthly to Canada Ministries.
- 6.08.02.9 ensure that the tenant pays the rent on time and that the tenant maintains the manse in a satisfactory manner.

6.08.03 The following are the responsibilities of Canada Ministries:

- 6.08.03.1 Whenever capital expenditures are required such as replacement windows, new roof, etc., these will be considered for payment by Canada Ministries upon written application by the congregation to Canada Ministries. If Canada Ministries pays for these capital expenditures, the amount will be added to the equity of the manse at the time the title of the manse is transferred to the congregation.
- 6.08.03.2 If Canada Ministries sells the manse, all proceeds for the sale return to Canada Ministries to pay the remaining mortgage and replenish the capital account.

CHAPTER 7
ESTABLISHING NEW CONGREGATIONS

7.01 Definition of New Church Development Charge

- 7.01.01 A “New Church Development Charge” refers to a new church development in rapidly growing areas with the expectation of self-support within a set amount of time.
- 7.01.02 “Church Development” includes both the establishment of new congregations and the redevelopment of existing churches, under a number of alternative models. The objective is the formation of new faith communities or the revitalization of present communities.^{lxx} The expectation is for a regular decrease in the requested grant.
- 7.01.03 The term “Church Development” recognizes that there is a multiplicity of communities in which new churches could be developed and also that there is more than one model for the development of these new communities of faith.^{lxxi}

7.02 Procedure

- 7.02.01 The Establishment of new congregations and the redevelopment of existing churches is the right and responsibility of the Presbytery.^{lxxii}
- 7.02.02 To support presbyteries, Canada Ministries, as stewards of national church resources, will assist in any manner appropriate to the new work/redevelopment such as:^{lxxiii}
- 7.02.02.1 Planning Assistance
 - 7.02.02.2 Leadership Recruitment and Training
 - 7.02.02.3 Resource Materials

And, depending on the availability of funds:

- 7.02.02.4 Financial Support (manse and ministry)
 - 7.02.02.5 Financial Support (debt servicing)
 - 7.02.02.6 Financial Support (site purchase)
- 7.02.03 A. Planning Study
- 7.02.03.1 Areas considered for new church extension will be designated subject to the reception of a planning study which shall include:
 - a) official plan
 - b) existing and projected population and rate of growth
 - c) plans of other denominations
 - d) location of existing Presbyterian congregations
 - e) proposed start-up time
 - f) anticipated initial financial support of the Presbytery
 - g) availability of school or hall rental
 - h) availability of possible church sites.
 - 7.02.03.2 Such studies may be undertaken by the Presbytery’s or Synod’s Missions Committee; however, before an area can officially be designated as “New Church Development”, a request must be received from the Presbytery.^{lxxiv}
- 7.02.04 Typical Areas of Development
- 7.02.04.1 **New Suburbs in Major Urban Centers and Towns/Cities around Major Urban Centers.** The development in major urban centers is usually well controlled by the

- municipal/provincial governments and the population growth is predictable through access to planning studies of the respective government bodies.^{lxxv}
- 7.02.04.2 **Rural churches which have been changed by the encroachment of urban development.**^{lxxvi}
- 7.02.04.3 **Rural communities with dwindling population.** A new model of ministry, i.e. the house church, may be needed in this situation.^{lxxvii}
- 7.02.04.4 **Immigrants from Reformed Churches.** With the growing influx of immigrants to Canada from countries which have a Presbyterian/Reformed Church there is the need to help these faith communities develop in such a way that they can be incorporated into the life of The Presbyterian Church in Canada.^{lxxviii}
- 7.02.04.5 **Towns away from Major Urban Centers.** The development that will take place in this situation is that of a second church in a town/city that already has a healthy Presbyterian Church. Deployment of a second staff person may be an alternative to the starting of a second congregation.^{lxxix}
- 7.02.04.6 **Unchurched communities.** In some parts of the country there are existing communities which do not have a church, yet have sufficient people to warrant the development of a faith community. For these ministries to be viable there may have to be new models of ministry.^{lxxx}
- 7.02.04.7 **Shared Ministries.** Some new faith communities may be developed in co-operation with other denominations where numbers do not warrant the development of a Presbyterian church.^{lxxxii}
- 7.02.04.8 **Francophone Communities.** Canada Ministries has been given responsibility for the development of faith communities to serve Francophones.^{lxxxii}
- 7.02.04.9 **Multiple Staff.** The model of adding staff rather than starting a new church may sometimes be considered as a way of doing Church Development.^{lxxxiii}
- 7.02.04.10 Canada Ministries would encourage presbyteries to suggest alternative models of new church development for consideration and approval.^{lxxxiv}

7.02.05 Church Sites

- 7.02.05.1 To enable a New Church Development charge to carry on its ministry, a well-located church site is desirable.
- 7.02.05.2 A detailed study of the location of proposed church sites will be made, indicating the size, zoning, accessibility and cost, together with an architectural site study.
- 7.02.05.3 When possible, suitable church sites should be purchased well in advance of the development of the community.
- 7.02.05.4 Presbyteries, congregations and individuals are encouraged to make gifts of sites to New Church Development congregations.^{lxxxv}
- 7.02.05.5 Canada Ministries may purchase land in advance of community development, in consultation with Presbyteries, and such land is held in the name of The Trustee Board of The Presbyterian Church in Canada.^{lxxxvi}
- 7.02.05.6 Acquisition of property. As resources are available, Canada Ministries will, in consultation with Presbyteries, purchase land ahead of development.^{lxxxvii}
- 7.02.05.7 Serviced church sites are normally a gift to new extension congregations. (“Serviced” includes all required municipal services for the site with the exception of connections, which are the responsibility of the congregation at the time of building).
- 7.02.05.8 Where the Presbytery so requests and circumstances warrant, Canada Ministries may make available approved church sites as a gift to the congregation. The title will be transferred to the congregation concerned when building and financing plans have been approved.
- 7.02.05.9 In cases where the property involved is larger than required for a suitable church site, the portion required, as determined in consultation between the congregation, presbytery, and Canada Ministries, will be given to the congregation as above, and the balance will be disposed of with the proceeds being returned to the Canada Ministries’ New Church Development Capital Fund.

- 7.02.05.10 No part of an approved church site transferred by Canada Ministries to a congregation as a gift may be disposed of within 21 years without the written permission of Canada Ministries and the concurrence of The Trustee Board of The Presbyterian Church in Canada, with the proceeds of such a sale normally being returned to the Canada Ministries' New Church Development Capital Fund.^{lxxxviii}
- 7.02.05.11 To avoid misunderstanding, a decision as to who will provide the site will be clarified before new work is started.

7.02.06 Additional Consideration re. Church Development

- 7.02.06.1 The Presbytery Church in Canada has limited resources at the national level. Therefore, there is the need to exercise the most careful stewardship of these resources.^{lxxxix}

7.02.07 Priorities

- 7.02.07.1 It is the right of the Presbytery to establish new work. While Canada Ministries would like to be in the position to assist all such efforts, limited resources will sometimes preclude this happening. Canada Ministries uses the following guidelines in setting priorities for new work, and would commend them to the Presbyteries where helpful.^{xc}
- 7.02.07.2 **Leadership.** The success or failure of a new work is so closely tied in with this factor that it is determinative. If the right leader is not available the project ought not to proceed.^{xc1}
- 7.02.07.3 **Timing.** Why start a new work in a well established housing area? As people make or fail to make a church connection in the first year, it is important to start a work when the area is in a growth mode. Similarly, there may be little point in starting a non-English work when the population base is going through a major decline.^{xc2}
- 7.02.07.4 **Location.** While a congregation may prefer worshipping in houses or rented space in the initial few years, that may not be the situation later on. The availability of a good site, with excellent visibility and accessibility, large enough to meet all future needs, should be ascertained before the work starts. Surplus sites can usually be disposed of without taking a loss; trying to get one after a church is established and sees no alternative but to build can turn out to be either impossible or prohibitive in cost.^{xc3}
- 7.02.07.5 **Finance.** It is important that any proposal contain not only a realistic budget for both program and capital requirements, but also some clear indication of where the funds will come from if there is not a high expectation of financial commitment from both the new work and the supporting bodies, the risk is a low-level of expectation all around.^{xc4}
- 7.02.07.6 **Support.** A new work cannot be started in isolation from the rest of the Church. It is important that the new work has the full and enthusiastic backing of the Presbytery and neighboring churches.^{xc5}
- 7.02.07.7 **Ecumenical Co-operation.** Is this work presently being done by a sister denomination? could it be done co-operatively?^{xc6}
- 7.02.07.8 **A process for evaluation.** When clear goals are set year by year for the first five years, and a system is in place for an annual check on progress, development is likely to be much more focuses and intentional.^{xc7}

7.02.08 Splitting of Multiple Point Charges.

- 7.02.08.1 Canada Ministries may offer the provision of funds to assist one or more of the congregations in a multi point charge to become self-supporting.^{xc8}

7.02.09 Manses - Purchase

- 7.02.09.1 In the case of new work approved by Canada Ministries, Canada Ministries will, insofar as resources permit, and where necessary, purchase a manse for the new congregation.
- 7.02.09.2 In new charges where no church accommodation is yet available, manse arrangements should include finished space for small group meetings, and adequate space for a study.^{xcix}
- 7.02.09.3 Mortgage payments (principal, interest and taxes) as required will be paid by Canada Ministries as part of the deficit grant.
- 7.02.09.4 That where Canada Ministries purchases a manse, heavy appliances (fridge, stove, washer and dryer) will be included as part of the manse. The congregation will be responsible for the maintenance and replacement of these appliances when necessary.^c

7.02.10 Manses – Improvements

- 7.02.10.1 Once a manse is purchased Canada Ministries cannot entertain further requests for improvements, but congregations may make changes approved by Canada Ministries without adding to the price of resale of a manse to the congregation.^{ci}
- 7.02.10.2 Improvements will not be considered to include (1) electricity, (2) plumbing, (3) storm windows, storm doors and screens, (4) heating equipment, (5) filling, leveling and sodding front and back; if not included in the purchase price of the house, These are the responsibility of Canada Ministries and such improvements will become part of Canada Ministries' equity.
- 7.02.10.3 Requests for other improvements will be considered on the merits of the application.

7.02.11 Manses - Maintenance and Upkeep

- 7.02.11.1 The congregation is expected to recognize that the said manse has been purchased on its behalf and to care for it accordingly, assuming responsibility for all normal care and maintenance. This includes the time when the charge is open.

7.02.12 Manses - Transfer of Title

- 7.02.12.1 In cases where manses are owned by Canada Ministries, title may be transferred to the Trustees of the Congregation when it becomes self-supporting, or earlier, with the approval of the Presbytery^{cii} upon the payment equal to the original purchase price of the manse and the costs of capital improvements made by Canada Ministries.
- 7.02.12.2 At the time of transfer a grant may be made to the Congregation up to 25% of the purchase price of the house.
- 7.02.12.3 Deleted
- 7.02.12.4 In all such cases the transfer is to be restricted by an undertaking that the said manse may not be disposed of within twenty-one years without the concurrence of Canada Ministries and The Trustee Board of The Presbyterian Church in Canada.^{ciii}

7.02.13 Starting New Work

- 7.02.13.1 Congregations may be organized and places of worship erected only with the sanction of Presbytery.
- 7.02.13.2 Any extension work with the intention of establishing a new congregation, and undertaken by a Presbytery, congregation or any other group, requiring financial assistance from Canada Ministries for property, or deficit grants for ministry, must receive the approval of Canada Ministries before it is undertaken, notwithstanding the authority of the Presbytery in this matter.
- 7.02.13.3 The total cost of establishing new work, including the cost of ministry, program and the financing of capital projects (site, manse) will be considered in the structure of

deficit grants for all extension charges. The cost of the total project (and the resultant grant scale) including stipend, rent, utilities, travel, principal and interest will be determined by Canada Ministries, in consultation with the Presbytery, Synod and congregation, and where applicable, with the Presbyterian Church Building Corporation, and the Lending Fund Committee.^{cv}

7.02.14 Self Support categories

7.02.14.1 For financial reasons, it will be important to keep a reasonable balance between which works will move quickly to self support and which works will move more slowly and which works may never be self supporting. The category a work is in will be agreed upon by all the parties involved at the time the work is established.^{cvi}

7.02.15 Capital Requirements for New Churches

7.02.15.1 There is a growing sense of concern about how much money is required for land and buildings, and how this can be justified when resources are limited. It is recognized that for a church to have a life beyond one generation it is necessary to acquire property and put up a building. Some presbyteries may still choose to have ministries which are not tied to land and buildings. So long as they know the consequences of their decision and are willing to take responsibility for any future land acquisition, the work will be considered by Canada Ministries.^{cvi}

7.03 Financial Concerns

7.03.01 Grants and Grant Funding

7.03.01.1 Grants, their level and duration, are established by Canada Ministries in consultation with the Presbytery and Synod.^{cviii}

7.03.01.2 There shall be more than one category of grant. Canada Ministries and the Presbytery/Synod shall decide on which category is most appropriate.^{cix}

7.03.02 Land Purchase

7.03.02.1 Canada Ministries may, as funds permit, acquire land prior to development.^{cx}

7.03.02.2 Canada Ministries feels the site for a new congregation should be a gift. Where resources permit, Canada Ministries will contribute to this gift.^{cx}

7.03.02.3 If a Presbytery chooses to use a model that does not require a land/building component and later reconsiders, it cannot then presume on national Church funds being available.^{cxii}

7.03.03 Building and Building Costs

7.03.03.1 Before embarking on a building program requiring national support of ministry, congregations will develop and have approved by Canada Ministries a mission statement which indicates how the building fits with its strategy for mission and outreach.^{cxiii}

7.03.03.2 Congregations which, in order to build, choose to borrow from national Church funds, are required to submit a feasibility study which demonstrates their ability to service the debt.^{cxiv}

7.03.03.3 Buildings shall be designed so that they are easily expandable as the congregation grows.^{cxv}

7.03.04 Debt Repayment

- 7.03.04.1 Canada Ministries, on request, may be able to help with debt repayment during early stages of occupancy of new church building facilities.^{cxvi}

7.03.05 Stipends

- 7.03.05.1 Stipend support for those in new church development shall be under regular review. The option of giving above minimum stipends to experienced workers in this ministry will be continued.^{cxvii}

7.03.06 Financing for New Congregations

- 7.03.06.1 New charges may receive full deficit grants (stipend, increments, basic travel, utilities, medical, housing and hall rental, mandatory employer stipend costs) for the first two years in order that they may be come established. This policy of exempting new charges from grant reductions during the first two years is not considered compulsory for all new charges.^{cxviii}
- 7.03.06.2 Beginning with the third year, deficit grants will be reduced annually according to Canada Ministries' policy. All charges are encouraged to reduce their grants more rapidly if possible.
- 7.03.06.3 To enable the congregation to reduce its indebtedness more rapidly, it may revert to full deficit grants for three years, effective with the dedication of its first-phase building.
- 7.03.06.4 Payment of full deficit grants will normally be reserved for new congregations. Where applicable, payment of full deficit grants for 3 years will commence with the official dedication of the new building.
- 7.03.06.5 On completion of the three-year special grant period, congregations are expected to move quickly toward self-support. (See 5.04.02)

7.03.07 Building Program

- 7.03.07.1 The payment of deficit grants by Canada Ministries will depend upon the congregation receiving the required approval, where applicable, for its proposed building from the following bodies: Presbytery, Canada Ministries, Committee on Church Architecture, Lending Funds Committee, and the Presbyterian Church Building Fund or the Presbyterian Extension Fund (BC) Limited.
- 7.03.07.2 The following guidelines for congregations have been established by Canada Ministries:
- That 25% of the total project costs be raised in actual cash by the congregation and Presbytery before construction is permitted to begin and of this amount at least 15% of the total cost must be raised by the congregation.^{cxix}
 - That the congregation should be able to raise an amount per annum (over and above Canada Ministries' support) sufficient for debt management and operating costs before being permitted to proceed with construction.
 - That the present terms for special financing by Canada Ministries for new church extension congregations engaged in a building program, be extended to allow payment of full support for the ministry for up to three years if required, plus principal and interest loans at present available.

7.04 Evaluation of Church Development

7.04.01 Shared Responsibility

- 7.04.01.1 Since work within the bounds of a Presbytery is the responsibility of the Presbytery, and since the stewardship of national funds is the responsibility of Canada Ministries, both partners should be involved in the setting of the criteria for the review, and the review itself.^{cxx}

7.04.02 Standards for evaluation

- 7.04.02.1 **Theological.** Canada Ministries must ensure that the development of the faith community takes seriously the Church's mandate to integrate evangelism, social action and justice ministry.^{cxxi}
- 7.04.02.2 **Growth.** It is reasonable to expect that presbyteries and congregations should set measurable goals of numbers of people, numbers of programs, numbers of people involved in programs. Growth would then be measured against these objectives.^{cxxii}
- 7.04.03.3 **What potential for future growth?** Are the criteria by which the work was started still viable? Is the community growing as per the municipal plan? Reasonable figures as percentages of total population would have to be developed.^{cxxiii}
- 7.04.03.4 **What programs are in place in the congregation?** A reasonable expectation is that the congregation would be developing as a community of faith with a structure which would indicate that growth was taking place in the lives of the individuals. Study groups, Church School, Mid-week programs would help to indicate that the congregation was fulfilling its mandate.^{cxxiv}
- 7.04.03.5 **Stewardship.** The level of financial stewardship is a positive indication of commitment to the ministry. Criteria needs to be developed which can be used to indicate what level of giving is needed support an ongoing pastoral ministry. This can also be an indicator of what level of indebtedness a congregation will be able to maintain.^{cxxv}

7.05 The Lending Funds

- 7.05.01 Loans to new congregations for church buildings and manses are available at special interest rates from the Lending Funds Committee of the Church.
- 7.05.02 Applications shall be first submitted by the congregation to the Presbytery within which the congregation is situated. If approved by the Presbytery the application shall be forwarded to the Lending Fund Committee which shall have power to deal with the application either on the material submitted, or after further investigation, and to grant or refuse the application or to deal with the application in any such manner as the Committee in the exercise of absolute discretion may determine. In the case of an aid-receiving congregation, the Lending Fund Committee shall consult with Canada Ministries.
- 7.05.03 Before making application for a loan from the Fund a congregation must conduct a canvass for funds among its own members and adherents and must satisfy Presbytery and the Committee that a complete and thorough canvass has been conducted.
- 7.05.04 Except in exceptional circumstances, the congregation shall provide evidence that it has accumulated a Building Fund of 25% of the cost of the building project.
- 7.05.05 In support of Congregations financing second units, Canada Ministries may endorse an application to the Lending Funds Committee for a loan, or the increase of a current loan to the maximum permitted, after careful consideration of all circumstances.

CHAPTER 8
INNER CITY MINISTRIES

8.01 Definition of Inner City Ministries

- 8.01.01 Inner City Ministries are defined as those Christian ministries which have as their particular locale of work and witness the urban cores of large metropolitan areas of our nation, wherein special needs of people, residing in these areas, are addressed in a number of creative and innovative ways, through both congregational and specialized/institutional avenues of service.
- 8.01.02 These Ministries include specific concern for older inner city congregations which experience environmental changes that affect their potential for witness and outreach.

8.02 Relationships

- 8.02.01 The principle of Team Ministry for Inner City Work is approved.^{cxxvi}
- 8.02.02 Canada Ministries may initiate studies in consultation with Presbytery Inner City Ministries where such are feasible.^{cxxvii}
- 8.02.03 Canada Ministries supports the principle of administering all resources resulting from the amalgamation of inner city congregations in such a way as to provide for viable forms of ministry and outreach.^{cxxviii}
- 8.02.04 Where there are rapid, dramatic changes within the urban scene, Presbyteries are requested to review with the congregations the changes which occur in traditional ministries to determine whether or not a congregation is in an inner city situation requiring a special kind of ministry and terms of reference.^{cxxix}
- 8.02.05 Where there is a vacancy in an aid-receiving congregation located in an Inner City situation, consultation shall be held with the Presbytery relative to an appropriate appointee and the terms of reference of the work.^{cxxx}
- 8.02.06 At the time of visitation to these congregations, Presbytery committees be instructed to ask relevant questions and discuss plans for outreach and mission, and that where there is a decline or no growth situation, an annual visitation be required for the purpose of encouragement and support in performing their mission.^{cxxxi}

CHAPTER 9
CANADA MINISTRIES' EXPECTATIONS OF PRESBYTERIES

9.01 With respect to Appointments

- 9.01.01 It is the responsibility of the Presbytery to make application to Canada Ministries for the appointment of students, ordained missionaries, lay missionaries, and other church workers.
- 9.01.02 It is also the responsibility of the Presbytery to request re-appointments where applicable.

9.02 With respect to Grants

- 9.02.01 It is the responsibility of Presbytery to ensure the following:
 - 9.02.01.1 that an Every Person Visitation has been conducted in terms of the policy approved by the 1984 General Assembly. See 5.03.05^{cxxxii}
 - 9.02.01.2 that each aid-receiving work receives the appropriate grant application forms by February 15.
 - 9.02.01.3 that grant applications are examined carefully with respect to accuracy, and to the correct amount of stipend, allowances, etc.
 - 9.02.01.4 that grant applications are accompanied with the audited financial statements.
 - 9.02.01.5 that examination of the work shows that all grant reductions applicable have been implemented, or reasons why larger or smaller grant reductions should be considered.
 - 9.02.01.6 that approved applications are forwarded to the Synod for its approval.
 - 9.02.01.7 that congregations are notified in November of the grants approved by Canada Ministries for the ensuing year.

9.03 With respect to New Work

- 9.03.01 When Presbytery is considering new work which may require either funding through Canada Ministries, or an appointment under Canada Ministries, the Presbytery should forward such information to Canada Ministries at an early stage in its planning so that consideration can be given by Canada Ministries to its viability, the availability of adequate funds and suitable personnel.

9.04 With respect to Communication

- 9.04.01 Canada Ministries will make available to Presbyteries a full set of all forms required for the request of grants, and a copy of the Canada Ministries Policies and Procedures and such revisions as made from time to time.
- 9.04.02 It is requested that Presbyteries notify Canada Ministries of all changes in grant requirements, or the movement of personnel as early as possible, and preferably at least six weeks before a change is to take place.

CHAPTER 10
CANADA MINISTRIES' EXPECTATION OF SYNODS

10.01 With respect to grants

10.01.01 The Synod is expected to see that all presbyteries have distributed the grant request forms to the congregations

10.01.02 The Synod is to receive the grant requests, as approved by the Presbyteries, to examine them for completeness, accuracy, and appropriateness as to amount; and to see that they are in Canada Ministries' office together with all supporting documentation. before the fall meeting of the Canada Grants Committee.

10.01.03 The Synod Missions Convener, or equivalent is expected to serve as a member of the Canada Grants Committee at its Fall meeting.

10.02 With respect to reports

10.02.01 To present to Canada Ministries, a written report on that work of mission within the Synod which is assisted by Canada Ministries.

CHAPTER 11
REPORTS AND CORRESPONDENCE

11.01 Reports

- 11.01.01 Canada Ministries asks for reports directly from the incumbents. They shall also forward copies of these reports to Synod through their respective presbyteries. Only reports that are also submitted through the responsible courts of the Church, or their Committees shall be received from mission charges and their missionaries by Canada Ministries or its subcommittees.
- 11.01.02 Reports or correspondence received directly from the charge or the workers concerning matters under the jurisdiction of the courts of the Church shall be returned for whatever action is required by these bodies.
- 11.01.03 Copies of all correspondence relating to Appointments, Grants, and other matters relating to the work in a Presbytery shall be furnished to the Mission Conveners of the appropriate Presbytery and Synod for information and any necessary action.
- 11.01.04 The Life and Mission Agency encourages domestic staff to write articles and letters for publication on the presbyterian.ca web site. The web site will provide a space for staff to “tell their story” as well as a place for Canadian Presbyterians and others to read about the lives of missionary staff. A special Mission Letters web page will be created.

In addition, staff also often write articles or reports for various publications. It was therefore deemed important to develop guidelines concerning what should or should not be included in such articles or letters.

What they should say:

Stories should focus on the program they are involved in. They should also be personal and speak of personal experience. The articles should reflect stories of faith – showing how God changes lives. The illustrations should ideally include theological reflection. Support for Presbyterians Sharing ... , International Ministries, Canada Ministries and Presbyterian World Service and Development may be mentioned in articles. Prayer requests are always appropriate.

What they should not say:

Pleas for financial support for specific or special projects is forbidden, except for those in Something Extra. Beyond that, standards of courtesy should apply.

Letters and articles are to be sent to the Mission Interpretation Co-ordinator. He/she will do light editing as necessary, check specifics with department staff, and forward the material to the appropriate medium.

- 11.01.05 Communication is an essential part of the relationship between mission personnel and the church. Therefore, all mission staff are encouraged to write at least two or three times a year.

CHAPTER 12
ADVISORY COMMITTEES (added March 1999)

12.01 Grants Committee (added March 1999)

- 12.01.01 That the Grants Committee be made up of:
- The Canada Ministries Advisory Committee
 - The Synod Mission Committee conveners, or their representative
 - The National Native Ministries Committee convener, or their representative.^{cxxxiii}
- (Added March 1999)
- 12.01.02 Purpose
- To Advise the Associate Secretary on recommendations regarding grants to be presented to the Live and Mission Agency.
- 12.01.03 Functions
1. To receive and review grant applications
 2. To evaluate any changes to circumstances which might affect grant applications
 3. To clarify any grant adjustments
 4. To come to agreement on recommendations to the Associate Secretary regarding the grant applications.
 5. To provide feedback to the Associate Secretary about ministries happening in the committee members' respective areas.
- 12.01.04 Committee Meetings and Membership
1. The committee meets once a year in conjunction with the October Canada Ministries' Advisory Committee meeting. (see March 1995 Life and Mission Agency Committee minutes re. the location of the Advisory committee)
 2. The committee is composed of synod mission conveners or their representatives, the Canada Ministries Advisory Committee, the Associate Secretary and the Convener of the National Native Ministries Committee.
- 12.01.05 The above clarifies the role of the Canada Ministries Grants Committee. Although the committee was never intended to represent the Church geographically, it does represent the diversity of mission activity of the Church. (See point 2 under Committee Meetings and Membership)
- 12.01.06 The Life and Mission Agency Committee believes that the role of the committee in advising on recommendations, as described in the above terms of reference is appropriate. The Special Committee on Restructuring (A&P 1991, p. 406) notes that, concerning advisory committees, the "role is simply to advise that staff person as to how best to accomplish his/her task. It has no authority over the staff person nor is it related in any way with the Life and Agency Committee."
- 12.01.07 The Life and Mission Agency has vested responsibility for the administration and enactment of grant requests in the Associate Secretary for Canada Ministries through the General Secretary of the Life and Mission Agency.^{cxxxiv}
(added June 2000)

APPENDIX A
A MEASURING TOOL FOR MINISTRIES RECEIVING OR APPLYING FOR GRANTS FROM CANADA
MINISTRIES
LONG FORM

(To be used by Ministries which

- 1. Are applying for the first time, or*
- 2. Are ministries which are receiving a grant but have not previously used this form, or*
- 3. Have completed a three year cycle using this and the Short Form)*

MISSION STATEMENT OF THE PRESBYTERIAN CHURCH IN CANADA

Who are we?

Disciples of Christ
Empowered by the Spirit
Glorifying God
and
Rejoicing in Service!

What do we do?

Relying on the power of the Holy Spirit, we proclaim the love and good news of Jesus Christ through our words and actions.

As a reformed church, we rely on the truth and inspiration of Scriptures for God guidance into the future – a future that we approach with wonder and anticipation, knowing God is with us.

As worshipping communities joyfully celebrating the sacraments, we are supported, strengthened and equipped to share the love of God revealed in Jesus Christ.

How do we do this?

- ◇ Our mission, in a world where many do not know the gospel, is to tell the Biblical story in ever new and creative ways.
- ◇ Our mission, in a world wounded by sin unto death, is to point to the redemptive work of Christ and the life changing presence of the Spirit.
- ◇ Our mission, in a world burdened with anxiety and apprehension, is to provide a place of sanctuary, tranquility and renewal in the name of the One who said, “I will give you rest.”
- ◇ Our mission, in a world where many are oppressed, excluded or ignored, is to call for personal righteousness, justice and reconciliation in the Church and in the world and to hear, respect and cherish all God’s children.
- ◇ Our mission, in a world of limited resources, is to use God’s gifts wisely and fairly for the good of all.
- ◇ Our mission, in a world of many nations, peoples, denominations and faiths, is to learn from one another and work together for the healing of the nations.

In all times and seasons, we give glory to the God of all creation, to Jesus Christ, the Son, and to the Holy Spirit by whose presence all are blessed

Preamble

Support for all ministries will be measured against the Vision Statement adopted by the 115th General Assembly in 1989 (attached) and the Mission Statement adopted in 1995 (above). Congregations will have to demonstrate not only personal growth in relationship to Jesus Christ but also that the community is our mission. Mission statements of new (and existing) congregations will need to show a healthy integration of evangelism, social action and justice ministries. The focus will be on the support and development of healthy communities of faith that embrace the fullness of the good news of the gospel of Jesus Christ. Congregations asking for grants will have to demonstrate that their ministry is viable in terms of these statements.

This tool or a similar one approved by the Presbytery and Canada Ministries should be filled in and returned through your Presbytery to Canada Ministries.

Charge: _____ **Presbytery:** _____

Date: _____ **Approved by Presbytery:** _____

1. Your Mission Statement:

A statement which tells succinctly why your mission exists and what it is about. This mission statement need only be a few sentences in length. It should reflect a healthy integration of evangelism, social action and justice ministry.

2. The History of Your Ministry:

A brief history of the congregation giving highlights of its ministry and mission. What is the essence of the congregation's identity?

3. A Profile of the Ministry:

This profile should include membership, number of adherents, reception of members, removal of members, attendance at worship, baptisms and other relevant details.

4. A Profile of the Community:

The faith community has a life that is related to the local community. What is the make up of the local community, population, type of housing, ethnic mix, presence of other faith communities, both Christian and non-Christian.

5. Goals and Objectives:

The community of faith should supply short term (1 year) and mid term (3-5 years) and long-term (to self-support) goals. These goals should include growth projections of:

- If the community of faith is vital and alive, there will be evidence of personal growth in those participating in the life of the community. This growth may be reflected in participation in study groups, fellowship groups, particular interest groups. These should be identified and the numbers involved and specific objectives should be visible.
- The growth of the congregations as it functions in the community. To be involved in ministry, the congregations will need to have a viable structure to reflect the mission.
- The living of the gospel in the world beyond the community.
- Congregations will be expected to grow in numbers. This would include membership, attendance at worship, households, church school..

Loving, Inclusive Family

A definition of inclusive is taking everyone into account

What changes and/or initiatives have you created/endured for the sake of including, welcoming, inviting others into your faith community?

Please list: -

What barriers to inclusion have you identified? How have you been able to take down or remove any over the past few years?

7.3 Growth in the Christian Faith

List all the ways that your congregation/mission promotes growth in the Christian Faith.

Have you done anything specifically in the areas of:

Stewardship? (Please describe)

Evangelism? (Please describe)

Social Action? (Please describe)

Justice Ministry? (Please describe)

Lives God Word

List all the ways your congregation has served/reached out/evangelized in your local community, in Canada and in the world.

List specific ways in which individuals in your congregation/ministry have lived God's Word in your local community in the last year.

8. General:

8.1 What have been the areas of greatest growth and becoming for your congregation/mission during the past year?

8.2 What have been the areas of greatest struggle and defeat for your congregation/mission during the past year?

8.3 What are the growing edges of your ministry with one another?

8.4 What are the growing edges of your ministry beyond yourself?

9. Other pertinent Facts Regarding Your Particular Mission

10. How do you see this ministry as a part of the total life of The Presbyterian Church in Canada?

A Measuring Tool For Ministries Receiving or Applying for Grants from Canada Ministries

Short Form

(To be used by Ministries which have used the Long Form in one of the past two years.)

Charge: _____ **Presbytery:** _____

Date: _____ **Approved by Presbytery:** _____

1. Your Mission Statement

(If a new or revised mission statement has been adapted by the Ministry)

**2. Review of Last Year's Short Term (12 month) Goals.
List the goals and state how they have been accomplished.**

Goal 1 _____
1 **2** **3** **4** **5** **6** **7** **8** **9** **10**
Not Attempted **Not Met** **Met** **Exceeded**

Goal 2 _____
1 **2** **3** **4** **5** **6** **7** **8** **9** **10**
Not attempted **Not Met** **Met** **Exceeded**

Goal 3 _____
1 **2** **3** **4** **5** **6** **7** **8** **9** **10**
Not attempted **Not Met** **Met** **Exceeded**

Goal 4 _____
1 **2** **3** **4** **5** **6** **7** **8** **9** **10**
Not Attempted **Not Met** **Met** **Exceeded**

Goal 5 _____
1 **2** **3** **4** **5** **6** **7** **8** **9** **10**
Not Attempted **Not Met** **Met** **Exceeded**

3. List previously set or recently revised Mid Term (3 Year) Goals

4. List previously set or recently revised Long Term (5 Years) Goals

APPENDIX B

CANADA MINISTRIES LENDING FUNDS
TERMS AND CONDITIONS

Canada Ministries administers lending funds (McBain, Barker, Chisholm,) that are not included in The Presbyterian Church in Canada (PCIC)Lending Funds.

CONDITIONS:

1. Loans are available for small aid-receiving (excluding New Church Development congregations) and self supporting congregations for the renovation or the repair of churches, manses or other properties.
2. The application for a loan must be approved by the congregation and by the Presbytery in which the congregation is located.
3. Each application is considered by Canada Ministries on it own merits.
4. Under certain circumstances Canada Ministries may consider making a portion of the loan a grant.

TERMS:

1. The maximum amount of the loan is \$25,000 (twenty-five thousand) for a period of not more that 10 years. The interest rate is the same as that being charged by the PCIC Lending Fund.
2. A congregation must raise an amount equal to the amount of the loan. (e.g. if the project is going to cost \$40,000 the congregation must raise \$20,000 and may borrow up to \$20,000).
3. Interest begins on the day the loan is granted. The first payment of principal and accrued interest is due on April 1st following the date on which the loan is granted. Payments are then made in equal installments plus interest on October 1st and April 1st until loan is paid in full.
4. Loan schedule, receipt and promissory note are to be attached for each loan. The promissory note is to be returned signed by the trustees of the congregation.
5. Loans are subject to availability of funds to Canada Ministries.

Application forms are available from CANADA MINISTRIES, 50 Wynford Drive, Toronto ON M3C 1J7

CANADA MINISTRIES

PRINCIPAL AND INTEREST LOANS

TERMS AND CONDITIONS

MCBETH BAKER FUND

Canada Ministries may make a loan (**Principal and Interest Loan**) from this fund to an aid-receiving New Church Development congregation which has a bank loan approved by The Presbyterian Church Building Corporation or the Presbyterian Extension Fund (B.C.) Ltd., or has arranged other financing acceptable to Canada Ministries.

CONDITIONS

1. The purpose of the loan is solely to assist the congregation in paying the principal and interest on its bank debt incurred for construction of church facilities. (Principal and Interest Loan).
2. The congregation shall provide an extract minute of a congregational meeting authorizing its trustees to borrow under this plan.
3. The maximum amount of the loan shall be \$50,000 (fifty thousand) or such other amount as determined from time to time by Canada Ministries. The congregation shall obtain the permission of its Presbytery to borrow under this plan, and an extract minute of Presbytery must be provided to Canada Ministries.
4. An application for a loan normally will be considered only at the time the congregation is arranging bank financing for its building project.
5. Until the loan is repaid in full, the congregation must undertake not to borrow additional capital funds without the written permission of the Presbytery and Canada Ministries

TERMS

1. The payment of the loan to the congregation shall be made in installments, either once or twice a year according to a schedule approved by Canada Ministries, over a period of up to six years.
2. To receive each advance, the congregation shall provide evidence to Canada Ministries that the minimum annual principal repayment required on the bank loan has been met, or will be met from the loan proceeds, and, that the congregation is not in arrears on any loan obtained through the PCIC Lending Funds Committee.
3. The loan will be interest free for 15 years from the date of the first advance payment to the congregation from Canada Ministries after which it becomes due and payable. Terms for repayment will be negotiated at this time with financing at prime lending rate.
4. The congregation agrees to give back to Canada Ministries a promissory note for each advance.
5. While loans under this plan will be subject to the availability of funds to Canada Ministries, and may be for lesser amounts than \$50,000, Canada Ministries undertakes to pay the full amount of each approved loan, provided the congregation meets all the terms and conditions above.

CANADA MINISTRIES LENDING FUNDS

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

1. The applying Congregation should complete the Application Form in every detail. The answers to the questions and the financial data should be typed or printed for clarity.

2. Three copies of this Application Form are required:
 - One retained by the congregation
 - One retained by the Presbytery
 - One sent to Canada Ministries, 50 Wynford Drive, Toronto, Ontario M3C 1J7

3. It should be noted that before final approval can be given to a loan by Canada Ministries
 - a. the Congregation must approve the loan application, and
 - b. the Presbytery must approve the loan application.

CANADA MINISTRIES LENDING FUNDS

LOAN APPLICATION FORM

CONGREGATIONAL INFORMATION

Name of congregation _____ Date _____

Address _____

Tel# Fax# _____

Correspondence to congregation should be addressed to:-

Name _____

Address _____

Position/Committee _____

Presbytery _____

PROJECT INFORMATION

Amount of loan requested \$ _____

Brief description of project for which funding is requested

Estimated cost of project \$ _____

*Congregation must secure **TWO** estimates from **TWO** different contractors and attach copies of these estimates to this application*

Congregation's contribution to this project:

Estimated amount \$ _____

C. FINANCIAL INFORMATION

	Last Year	This Year	Next Year
Congregational Budget	Actual	Budget	Estimate
	_____	20__	20__
Receipts:			
For Current Expenses	_____	_____	_____
Envelopes	_____	_____	_____
Other	_____	_____	_____
For <i>Presbyterians Sharing...</i>	_____	_____	_____
For Building Fund	_____	_____	_____
Other	_____	_____	_____
TOTAL	_____	_____	_____
Expenses:			
Ministry (stipend, housing, etc)	_____	_____	_____
Church building (incl. maintenance., utilities)	_____	_____	_____
Manse expenses (incl. taxes, utilities)	_____	_____	_____
Presbytery and Synod	_____	_____	_____
Presbyterians Sharing...	_____	_____	_____
Organist and choir	_____	_____	_____
Caretaker	_____	_____	_____
Church School	_____	_____	_____
General expenses	_____	_____	_____
Congregational mission and outreach	_____	_____	_____
Principal and interest:			
Manse	_____	_____	_____
Bank Loans (incl. PCBC)	_____	_____	_____
Lending Fund Loan	_____	_____	_____
Other loans	_____	_____	_____
TOTAL	_____	_____	_____
Over or Under expenditure	_____	_____	_____
Canada Ministries grant (if any)	_____	_____	_____
Other grants (if any)	_____	_____	_____
Operating gain or loss	_____	_____	_____

D. RESOLUTIONS REQUIRED BY CANADA MINISTRIES FOR LENDING FUNDS

1. RESOLUTION OF THE CONGREGATION TO BORROW

At a regularly called and constituted meeting of the congregation of _____

Presbyterian Church of _____ held on _____

it was resolved that the congregation of _____ Presbyterian Church:

- Request the Presbytery of _____ for its permission to make application to Canada Ministries Lending Funds of the Presbyterian Church in Canada to borrow \$_____ for _____ project.
- Empower the Trustees of the said congregation to sign a promissory note for the loan requested.
- Agree to the Terms and Conditions as determined by Canada Ministries (See “Terms & Conditions” attached)
- Covenant that, if at any time further borrowing is contemplated before the loan is repaid in full, to obtain written permission from Canada Ministries.

Signed:

_____ Moderator _____ Secretary

2. RESOLUTION OF PRESBYTERY GRANTING PERMISSION TO BORROW

The Presbytery of _____ meeting at _____

on _____ agreed to grant permission to the congregation of

_____ to make application to the Canada Ministries Lending Funds

of the Presbyterian Church in Canada for a loan, on terms as arranged with Canada Ministries.

Signed:

_____ Moderator _____ Clerk

References:

- i Acts and Proceedings, 1977, p. 371
- ii Board of World Mission, 1975, p. 6
- iii Acts and Proceedings, 1962, p. 210, 68
- iv General Board of Mission, March 1959, p.37
- v General Board of Mission, March 1963, p.12
- vi Book of Forms, Section 200
- vii Acts and Proceedings, 1963, p.209,34
- viii General Board of Mission, March 1969, p. 14
- ix Acts and Proceedings, 1953
- x Acts and Proceedings, 1971, p. 475, 54
- xi Board of World Mission, 1975
- xii Board of World Mission, March 1987, p. 9
- xiii Acts and Proceedings, 1981, p. 423-425
- xiv Acts and Proceedings, 1977, p. 370
- xv Acts and Proceedings, 1952, p. 83
- xvi Acts and Proceedings, 1974, p. 203, 34; Acts and Proceedings, 1971, p. 307, 51; Amended, 1998
- xvii Board of World Mission, March 1976, p. 32
- xviii Acts and Proceedings, 1980, p. 413; Amended 1998
- xix Acts and Proceedings, 1978, p. 409
- xx Acts and Proceedings, 1969, p. 113, 612; Acts and Proceedings, 1964, p. 87
- xxi General Board of Mission, March 1966, p. 9
- xxii Acts and Proceedings, 1952, p. 83, 84
- xxiii Board of World Mission, March 1990
- xxiv Acts and Proceedings, 1971, p. 207, 29
- xxv Acts and Proceedings, 1991, p. 222; Acts and Proceedings, 1977, 332
- xxvi Acts and Proceedings, 1977, p. 333
- xxvii Board of World Mission, June 1973, p. 60; Amended 1988
- xxviii General Board of Mission, March 1964, p. 43
- xxix General Board of Mission, March 1963, p. 13
- xxx Board of World Mission, March 1973, p. 15
- xxxi Acts and Proceedings, 1956, p. 89; Acts and Proceedings, 1967, p. 248, 109; Acts and Proceedings, 1978, p. 405; Acts and Proceedings, 1989
- xxxii Acts and Proceedings, 1974
- xxxiii Acts and Proceedings, 1987, p. 24
- xxxiv Acts and Proceedings, 1972, p. 440
- xxxv Acts and Proceedings, 1988, p. 233
- xxxvi Acts and Proceedings, 1965, p. 103, 213
- xxxvii Acts and Proceedings, 1991, p. 223
- xxxviii Acts and Proceedings, 1980, p. 353
- xxxix General Board of Mission, 1954; General Board of Missions, 1961
- xl Acts and Proceedings, 1978, p. 408, 409
- xli Acts and Proceedings, 1962, p. 83
- xlii Acts and Proceedings, 1991, p. 486
- xliii Acts and Proceedings, 1991, p. 485
- xliv Amended 1998
- xlv Board of World Mission, 1983, p. 41; Amended 1998
- xlvi Acts and Proceedings, 1978, p. 411; Amended 1998
- xlvii General Board of Mission, 1964; Acts and Proceedings, 1974, p. 204
- xlviii Acts and Proceedings, 1978, p. 410
- xliv Acts and Proceedings, 1979, p. 411
- l Board of World Mission, 1983. p. 42
- li Acts and Proceedings, 1956, p. 243
- lii Acts and Proceedings, 1959, p. 208
- liii Acts and Proceedings, 1961, p. 78

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- liv Acts and Proceedings, 1984, p. 480, 47
 - lv Board of World Mission, June 1983, p. 44
 - lvi Acts and Proceedings, 1957, p. 62
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