

Guidelines for Mission Assistance for 2009

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

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

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

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

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

Only applications that are received on time—postmarked by March 31, 2008—will be considered.

Application requirements are as follows:

- 1) Accepted your 2008 Diocesan Asking in full and pay it in a timely fashion.
- 2) Fill out all financial information accurately and fully.
- 3) Attach the financial page of the parochial report from last year.
- 4) Attach a year to date treasurer's report.

- 5) Have no more than \$5000 in undesignated funds remaining from last year.
- 6) Your mission audit for 2007 must be on file in the diocesan office.
- 7) The vicar's salary must be no less than the diocesan minimum. The current annual minimum is \$52,528 for a priest living in his/her own housing.
- 8) Have completed a Mutual Ministry Review for 2007 and sent your report of its completion to the bishop.
- 9) Write a typed statement (no more than one page) documenting how your congregation is implementing the MAP.
- 10) Write a typed statement (no more than one page) demonstrating your church's commitment to stewardship. Be sure to include what diocesan or other resources have been helpful.

11) Notify the MRST should your financial report change in a significant way during the year.

*The Mission Action Pland can be found on the diocesan website and/or from your convocation leadership.

If you have any questions, please contact the MRST chair, the Rev. Wayne Hougland, at stlrector@covad.net

**Mission Church Grant
Application for 2009**

Name of Mission _____

Address _____

Contact person _____

Telephone and/or email _____

1. Your General Operating Fund Balance March 1, 2008 _____

2. Anticipated operating fund surplus 12/31/08
available for 2009 _____

3. Savings account balance 3/1/08 _____

4. Anticipated savings account balance 12/31/08 _____

5. Undesignated funds held by the congregation _____

Total lines 1-5

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

6. Special Fund Balances
a. ECW _____

b. Building Fund _____

c. Memorial Fund _____

d. Trusts/Endowment _____

e. Other special funds _____

7. Portion of any of the above available for 2009 expenses. _____

8. Total money on hand or anticipated in any account
that will be available for 2009 (Lines 2,4, 5, 7). _____

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

Mission Grant Application: Income

Mission Church Name and City _____

Mission Income	Column B 2007 Budget	Column C 2007 Actual	Column D 2008 Budget	Column D Projected 2009
Plate				
Pledges				
# Pledges 06				
# Pledges 07				
# Pledges 08				
Investment Income				
Endowment Trust Income				
Rental Income				
Interest Income				
Fundraising				
MRST Grant				
Other income				
a.				
b.				
c.				
Total Income Line 8, page 1				
MRST 2009 Request				
TOTALS				

Mission Church Grant: Expenses

Mission Name and City _____

Mission Expenses	Column B 2007 Budget	Column C 2007 Actual	Column D 2008 Budget	Column E Projected 2009
9. Diocesan Asking				
10. Outreach				
11. Christian Education				
12. Clergy Salary				
13. Supply clergy				
14. Clergy benefits				
15. Lay Employee(s)				
16. Lay Emp tax/benefits				
17. Church Utilities				
18. Church telephone				
19. Repairs/Maintenance				
20. Church insurance				
21. Office supplies/ postage				
22. Printing				
23. Music				
24. Altar Supplies				
25. Bookkeeping/Audit				
26. Debt reduction				
27. Convention				
28. Other (specify)				
TOTALS				

Application for Mission Grant, 2009

Name of Mission _____ City/Town _____

Statement of Mission Debt

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

Loan A

Date of loan	_____
Lender	_____
Original loan amount	_____
Current debt	_____
Payment schedule	_____
Date of last payment	_____
Purpose of loan	_____

Loan B

Date of loan	_____
Lender	_____
Original loan amount	_____
Current debt	_____
Payment schedule	_____
Date of last payment	_____
Purpose of loan	_____

Submitted by
Financial officer _____

Day phone with area code _____ Evening phone _____

Email _____

Clergy _____ Email _____

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

Add this form to your application packet and return to
Mr. Bill Wrenn, MRST liaison
Episcopal Diocese of North Carolina
200 W. Morgan St. Suite 300
Raleigh, NC 27601