Kent Presbytery Handbook - Policies, Procedures & Guidelines

Passed at Kent Presbytery Meeting of
October 2nd, 2007

- Printed by Division of Communication

Policy Section:

Christian Development

(No noted policies)

Communications

(No noted policies)

Finance & Administration

1. For the purpose of section 335 (a) of The Manual, the major personal property limit will be set at $35,000.00.

2. For the purpose of section 335 (a) of The Manual, major renovation and repair limits will be $35,000.00.

3. Funds from the sale of manses to be used as follows:

Such funds shall normally be invested by the Trustees and the interest used to offset the cost of housing for ministry personnel employed by the Pastoral Charge, and, under unusual circumstances and only with Presbytery approval, both principal and interest from such funds may be used by the Pastoral Charge to pay the cost of housing for ministry personnel employed by the Pastoral Charge, or for such purposes as the Presbytery may from time to time approve. Such approval would require that a detailed proposal, including a financial plan, be submitted with the request.

4. That any two of, The Chair of Presbytery, Secretary of Presbytery, Treasurer of Presbytery, and the Chair of Finance and Administration shall act as a Commission, with power to act on the final Offer to Purchase of a Manse or other Real Property.

5. All records kept by Pastoral Charges and individual Congregations within the bounds of Presbytery shall be inspected by the Archive Committee on a three year cycle.

6. All Pastoral Charge and/or Congregational Constitutions must be submitted to the Division of Finance and Administration for recommendation of Presbytery approval.

7. The Secretary of Presbytery shall be given the authority by a duly moved and seconded motion to Presbytery and carried by said court to submit the names of all those attending the Annual Conference Meeting to the Conference Office.

Other Policies and Definitions

All other policies and definitions will be according to any pertinent and corresponding sections of The Manual.

Ministry, Personnel & Education

EDUCATION & STUDENTS
The Manual, Section 382

PASTORAL OVERSIGHT
The Manual, Section 332

PASTORAL RELATIONS
The Manual, Section 389

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It is the policy of the Division of Ministry, Personnel & Education to host yearly workshops in order to educate and train committees and personnel in the areas of:

- Pastoral Relations, with regard to Joint Needs Assessment and Joint Search Committees
- Ministry and Personnel Committees, within pastoral charges
- Ministry and Personnel, for Order of Ministry and Designated Lay Ministers
- Ministry and Personnel, for lay staff
- Pastoral Charge Oversight

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It is the policy of Kent Presbytery that each pastoral charge shall submit two copies of its annual report. One copy of each report shall be retained in the files of the:

- Division of Finance and Administration
- Pastoral Charge Oversight Committee

Pastoral Relations

It is the policy to invite retired ministry personnel and their partners to special Presbytery events at Presbytery expense.

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It is policy that any ministry personnel receiving disability benefits not be allowed to preach in Kent Presbytery without permission of the Kent Presbytery Executive.

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It is policy that Kent Presbytery establish, support and encourage the ministry of a Chaplain for the Clergy of Kent Presbytery.

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It is policy that, before a new pastoral relationship begins, the pastoral charge must have a functioning Ministry and Personnel Committee, as per The Manual (Section 244 (b)).

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It is the policy that all files relating to ministry personnel who are no longer members of Kent Presbytery, and for whom there are no pending actions, be destroyed, in keeping with United Church practice.

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It is policy that, whenever possible and wherever appropriate, Kent Presbytery will make appointments for Ordained Supply and Lay Pastoral Ministers three-year appointments, with the approval of the London Conference Settlement Committee.

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It is policy that avenues of discussion be established between Joint Needs Assessment Committees and the Division of Finance & Administration through "creative ministries" discussions, when vacancies occur in areas where boundary changes may be possible.

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It is policy that all ministry personnel who are not settled, called, or appointed to a pastoral charge within the bounds of Kent Presbytery, for a period of eighteen (18) months, shall relinquish their license to marry.

Stewardship

(No noted policies)

World Outreach and Church in Society

(No noted policies)

Procedures Section:

Christian Development

Youth Ministry Fund:

The Youth Ministry Fund is a fund, held in trust by Kent Presbytery, established to promote youth ministry and youth leadership development in the Presbytery. Any donations designated for "youth ministry" in the Presbytery are placed in this fund unless they are designated to the Presbytery Youth Council in which case they are forwarded directly the Council.

The Christian Development Committee of Presbytery is to approve requests for the use of the funds. Such requests may come from the Presbytery Youth Coordinator, the Youth Council or some other group within the Presbytery. It is understood that projects or programs funded should be of a Presbytery-wide nature rather than limited to individual congregations. Some projects which might be considered would be Mission/Outreach trips or a Presbytery youth retreat. Also considered would be requests related to Youth Leadership Development opportunities.

Communications

(No noted procedures)

Finance & Administration

Purpose:

To manage and oversee the financial, real and personal assets of Kent Presbytery, and to oversee the administrative functions of the Presbytery as a whole through the actions and recommendations of the following committees which make up the division.

Committees:

The Finance Committee:

The Finance Committee will consist of the Treasurer of Presbytery and two others. This committee will be responsible for:

- Setting the annual budget
- The per resident member assessments
- The annual financial report
- Annual audits
- Payments of honoraria

- Payment of Presbytery's share of salary and benefits to Director of Camping and Youth Ministry.
- All other matters which may pertain to the financial well being of the Presbytery.

The Property Committee:

The property committee will consist of the Chair of the division and two others. This committee will:

- Oversee the sale, purchase, rental; building, or rebuilding of all real and personal properties held in trust for the United Church of Canada, and ensure all procedures followed are in accordance with pertinent sections of The Manual, as well as the Trusts of Model Deed.
- Consider all applications for personal property as well as repairs and renovations which exceed the prescribed dollar amounts as per Kent Presbytery Policy. (See definitions)
- Consider all applications from Trustees who wish to apply to lending institutions for funds for whatever reason on behalf of the Pastoral Charge they represent.
- Consider request from Trustees to use funds from the sale of a manse for a particular purpose within the bounds, and on behalf of the Pastoral Charge they represent, as per Kent Presbytery policy. (as per Finance and Administration Policy – Item 3 – page 2)
- Work in conjunction with the Pastoral Relations Committee regarding Pastoral Charge boundaries, realignments and amalgamations.

The Archives Committee:

The Archives Committee will consist of a convener and three others. This committee will be responsible for:

- Encouraging the keeping of full and accurate records by the boards, councils, trustees and all other pertinent committees and organizations of the Pastoral Charges.
- Encourage the safe maintenance of all historical documents pertaining to Congregations.
- Review all records of Pastoral Charges as well as individual Congregations from time to time with adequate notice given.

The Manse Inspection Committee:

The Manse Inspection Committee will consist of a convenor and one other. This committee will be responsible for:

- All necessary manse inspections as requested by the Division of Ministry, Personnel and Education.
- Recommending all necessary changes, repairs and updates as required by The Manual.

Nominating Committee:

The Nominating Committee will consist of the Chair of the Division, the Chair of Presbytery and the Secretary of Presbytery. This committee will:

- Accept or recommend names of persons willing to serve on the various divisions.

- Nominate the Chair Elect for Presbytery for election by the Court.
- Make and propose for election by the Court any necessary nominations as needed throughout the Church year, including Presbytery Members at Large.

Ministry, Personnel & Education

(No noted procedures)

Stewardship

Duties

The Division of Stewardship duties include: raising awareness of the Mission & Service Fund and its importance within the United Church of Canada and its mission.

"How do we raise awareness?"

1. By using the resources from the National United Church Office Info Pac.
2. London Conference highlights the initiatives offered in The Observer.
3. Download from the Stewardship Network "MAST" off the web site.
4. Use Minutes For Mission.
5. Use Stewardship Seconds
6. Read "Giving Magazine".
7. Use United Church produced bulletins – send photographs for covers.

The M & S Objective Forms are to be delivered to each Pastoral Charge in November and three (3) copies are returned by March 1st to the Presbytery Stewardship Convener.

- One copy is kept by Kent Presbytery Stewardship.
- One copy is mailed to London Conference.
- One copy is mailed to National Office.

World Outreach and Church in Society

(No noted procedures)

<u>*Guidelines Section:*</u>

<u>*"The SEED Fund"*</u>

Use of Terms:

"The SEED Fund" - refers to the sum of money that is held by Kent Presbytery for use by Pastoral Charges or Presbytery Committees for "seed" funding of "visionary outreach" projects.
"SEED Committee" - refers to the committee appointed by Presbytery *"to receive, review, and recommend to the full Presbytery applications (to the SEED Fund)*. One representative from each Presbytery Division is appointed to The SEED Committee.
"Fund" - refers to The SEED Fund as a whole.
"Request" - refers to the request for Funds from the applicant.
"Grants" - refers to money granted from The SEED Fund - only can be applied for in extraordinary circumstances.
"Loans" - refers to the amount borrowed from The SEED Fund.

<u>*SEED Fund Guidelines*</u>

Request Guidelines:

- Applications may be obtained from the Secretary of the SEED Committee. The completed application is returned to the Secretary of the SEED Committee.
- Requests may be for loans and/or for grants.
- Requests will be made by filling out an application (supplied by the SEED Committee) and providing the SEED Committee with the required information as listed on the application (a financial Statement of the proposed project and a copy of the latest Annual Report, which includes all Financial Statements).
- Requests may be from any organization or individual, but must come through a Kent Presbytery Pastoral Charge or a Kent Presbytery Division. The application must have the support of the Charge or Division that is proposing the application (by a recorded motion).
- Loans will be matching 1 to 1, to a maximum of $5,000 per project.
- Loan timeline will be a maximum of up to 5 years.
- Loan Interest Rate will be fixed at 1/2 of "Bank Prime" at the time of loan approval. (Example: If prime is 4% - the loan rate will be 2%).

Request Restrictions:

- The SEED Fund should not be used for projects that other church, municipal or government funding is readily available (Example: Technology Grants).
- The SEED Fund should not be used for normal operating expenses of a Pastoral Charge or a Division.

Fund Restrictions:

- Loans and grants may be approved to a maximum of $20,000 per calendar year.
- Only the full court of Kent Presbytery can approve any draw on the SEED Fund monies.

Presentation of Application to Kent Presbytery Court:

- It is the responsibility of the SEED Committee, to obtain from the applicant, all the necessary information, before the application is presented to the full Court.
- The SEED Committee will make the presentations of all SEED Fund requests, to the full court on behalf of the applicants. A representative of the applicant should be available to answer questions.
- The SEED Committee will recommend (with a motion) to the full Court, the action the SEED Committee feels is appropriate, and any background information.
- The SEED Committee will recommend a "notice of motion" for any application that is complex or the SEED Committee feels requires prayerful consideration.

Investment Guidelines:

- The investment (approximately $110,000) will be invested in revolving Guaranteed Investment Certificates that allow a minimum of $20,000 to be available each calendar year.

Accountability Guidelines:

- Recipients of a grant from The SEED Fund are to report to Presbytery on the progress of the project and how the grant was used.

The following must be received by the SEED Committee:

1. A completed copy of the Information Application
2. A completed copy of the Financial Plan Application (attach a budget, if detailed)
3. Pastoral Charges: the most recent Annual Report with Financial Statements.
   Presbytery Divisions: the current Kent Presbytery financial budget.

Information Application

Name of Pastoral Charge or Division: ____

Name of Congregation or Committee: ____

Name of your Project (if appropriate): ____

1. Have you received any grants from any source in the last two (2) years? Yes ___ No ___
If so, please list:

2. Detailed Description of project (attach extra pages, if required).

3. Mission Strategy: How will this project support your mission?

Financial Plan Application

Financial Plan:
Total Cost $____________
Cash on hand $____________
SEED $ Requested$____________ Loan ____ Grant _____
Expected start date of project: _________________________________

Board or Division "Action of Approval":
It was moved by _________________________ and seconded by ____________________
and carried, that _____________________________ be authorized to make an application to
the SEED Fund for funding of $___________ for ___________________________ (project)
Signed by: ________________________ Position: ________________________________
Name of Board or Division: ____________________ Date of Meeting: _______________

Contact Person:
Name: ______________________________________ Position: _____________________
Phone Number _______________________ Fax Number_________________________
Email Address: ____________________ Submitted by: Email ___ Fax ___ Mail ___ Person ____
Date application submitted: _________________ Signature of contact: __________________