

**The Mission and Community Relations Committee  
of First and Calvary Presbyterian Church  
Guidelines for Allocation of Funds**

(Revised March 13, 2007)

The Mission and Community Relations Committee is entrusted by Session with a portion of the annual budget of First and Calvary Presbyterian Church. The Committee is charged with the allocation of these funds so that it is the responsibility of members of the committee to be good stewards of the funds. As these gifts were given to our Lord, it is His work that need be furthered with each dollar spent. The Committee seeks to make decisions that are in accordance with the Presbyterian Church (USA) policies on mission programming and will at all times adhere to The Book of Order G-10200 - The Great Ends of the Church

*The Great Ends of the Church are the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of truth; the promotion of righteousness; and the exhibition of the Kingdom of Heaven to the world.*

- I. Requests made by the Presbyterian Church (USA) and the Presbyterian Church (USA) Validated Mission Support Groups shall be brought to the full Committee for consideration and voted upon before all others.
- II. All requests for funds of \$250.00 or more shall require a completed Mission and Community Relations Application for Funds. The Presbyterian Church (USA) and the Presbyterian Church (USA) Validated Mission Support Groups shall be exempt from this application process. The dollar amount requiring application shall be periodically reviewed.
- III. The completed Mission and Community Relations Application for Funds shall be reviewed by a Regional, National, or International Subcommittee based upon the locale of the community to benefit from the funds. The Committee shall be mindful of the division of support between regional, national and global missions. The children of God as referred to in The Great Ends of the Church are found both near and far. While balance of support is ideal, the validity of the request and the demonstration of need are more important.
- IV. Qualified applicants are those who have a purpose that is in accordance with the policies of the Presbyterian Church (USA) and have a clearly defined plan to genuinely seek one or more of the goals listed in The Book of Order G-10200 - The Great Ends of the Church. Proposals must demonstrate a lawful and responsible approach to achieving its goals, explain how progress will be measured, and be willing to report where donated funds are spent.
- V. The Subcommittees shall bring to the full Committee all qualified applications for an initial reading and discussion. After a second reading the following month and after prayerful consideration, a vote shall be taken by the full Committee. In the event of a request for immediate funding, The Mission and Community Relations Application for Funds may be fast tracked to a vote at the discretion of the Chair (Co-Chairs) of the Mission and Community Relations Committee. In unusual cases of extreme urgency when waiting for the next scheduled meeting would be ineffective, the Chair (Co-Chairs) may consult with the Church Staff Member who serves as Committee liaison to conduct a telephone vote of the Committee.
- VI. The Committee has the responsibility to review the intentions, progress and fiscal responsibility of individuals and organizations that repeatedly receive \$5,000.00 or more annually and any individual or organization who is allocated as a line item. The Committee shall require a presentation or detailed documentation by an authorized representative of the recipient. This process shall be repeated a minimum of every three years. The Presbyterian Church (USA) and the Presbyterian Church (USA) Validated Mission Support Groups shall be exempt from this review process. If the Committee deems it of value, the organization could be invited to appear before the entire congregation, utilizing the Minute for Mission during Sunday worship service, speaking to Church School classes, or at other Church-wide activities.
- VII. The Committee has the discretion to put to a vote the exemption from the formal application procedure any individual or organization who has an established history of receiving funds from First and Calvary Presbyterian Church prior to the adoption of this document. Since the Committee can only vote upon funds in the current budget, exemptions must be voted upon each year by the current Mission and Community Relations Committee and past exemptions can serve as recommendations to future Committees.