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**A General Description of the Presbytery of Waterloo-Wellington**

**What is the “Presbytery” ?**

The Presbytery of Waterloo-Wellington “PWW” is an independent subunit of the Presbyterian Church in Canada “PCC”. The PPC is the national denomination, founded as the Presbyterian Church in Canada in 1875 and reincorporated by act of Parliament in 1936. The “PWW” stewards 27 congregations in Waterloo Region and the entirety of Wellington County. The word “Presbytery” can be used in different contexts, as it also applies to the governing body (officially referred to as the “court”) of the regional presbytery, as well as the members of the congregations within the “PWW”. Thus Presbytery is the group of congregations in the area known as Waterloo-Wellington, and the members of the congregations are also the Presbytery, and the name of the governing body of this area is also known as the Presbytery.

**What “guidelines” does it follow?**

There are two documents which guide the Presbytery’s operation and meeting procedures. One is the Book of Forms, especially sections 177-258 notated as Presbytery. The other are the standing orders (the “regulations”) specific to Presbytery of Waterloo Wellington. The standing orders can be accessed on the Presbytery’s website at the following address:

<http://www.presbyterywaterloowellington.ca/contact_us.html> and click on the standing orders tab (specifically the light blue print on the tab).

Sections 177-187 of the Book of Forms (Basic operation of the Presbytery) can be found in Appendix D at the end of this document.

**How does it work ?:**

Each of the 27 congregations form 24 pastoral charges (3 charges contain 2 congregations and are known as two-point charges). Each of the pastoral charges has one representative elder (an elder is one of several people who provide pastoral guidance and governance of a local congregation) who are “part” of the Presbytery. There are currently 20 representative elders. There is also one representative elder who is known as an equalizing elder, bringing the total to 21.

Each congregation’s minister(s) are also members of the Presbytery. Currently 19 of the 24 pastoral charges have a minister. There is also one congregation with an additional minister, a minister of a mission point (emerging congregation) and the director of the Crieff Hills Centre in Crieff Ontario for a total of 22 ministers in the Presbytery. The Presbytery currently has a total of 43 members although there would be as many as 52 members if each pastoral charge has a representative and a minister.

Presbytery meetings are run by the Moderator who is elected annually for one term, from September to September. The Moderator is usually a minister however a representative elder may also be a moderator. The moderator is not responsible for the financial activities of the Presbytery.

Preparation and general administration of the Presbytery is conducted by the Clerk of Presbytery. The Clerk is responsible for taking the minutes of a Presbytery meeting, helping set the agenda of each Presbytery meeting, handling correspondence, overseeing day to day administration requirements of the Presbytery including communication with other courts and PCC officials. The Clerk will include the financial statements for each month in the meeting package sent to each Presbytery member. The clerk is paid a monthly honorarium.

**What matters can come before the Presbytery ?**

Essentially any issue pertaining to the health: including financial, administrative, ministerial health and growth: or spiritual matters, including the future of a congregation, a particular stand on a social issue, etc. A rule of thumb is to look at the names and responsibilities of the Presbytery Committees for a more detailed understanding of what the Presbytery’s work and potential discussion at a meeting.

**What are the Committees of Presbytery?:**

There are five committees or “teams” within the Presbytery. They are the Business Committee which handles general business and sets the agenda for the Presbytery meeting. The business committee oversees all the funds to ensure that grants and loans are made according to the funds description and ensures appropriate financial processes are followed.

The Property and Finance Team who oversee the general financial situation of the presbytery, monitor funds vis a vis grants or loans, keeps a list of all outstanding loans to congregations, and ensures Presbytery approved financial disbursements are made. This committee makes recommendations for three of the four funds. This committee will be your main contact point.

The other teams are Congregational Response, Equipping Leadership, and the Renewal Team. The Renewal Team is the only other committee which has its “own” fund and may make recommendation for grants or loans to the Presbytery for approval. A complete description of each committee is in Appendix “C” of this document.

Each member of the Presbytery should be on one of the teams to assist and comment on the development of policy, approval of loans, renewal, congregational health, discussion of social issues, and so forth.

**What is the role of a Congregation?**

As mentioned earlier there are 32 pastoral charges within the greater Presbytery. Each of those are government by what is known as “the Session” with the help of a finance and property management team, usually referred to as the Board. Each Session has a person designated as the clerk. Any communication between the congregation and the Presbytery must be sent by the clerk of session and received by the clerk of Presbytery.

**What is the Annual Budget ?**: The “PPW” collects quarterly assessments (four quarters in the calendar year) from each of the congregations. The assessments are calculated using a basic formula. The data necessary to make the assessment will be provided by the Property and Finance Team. This revenue forms the revenue for the annual budget. The budget is created by the Property and Finance Committee and was formerly administered by the treasurer on the behalf of the Presbytery (“the court).

**What is included in a Budget?**

The annual budget of the Presbytery is compiled by the Property and Finance team with revenue from congregational assessments. The assessments will be calculated based on a formula and provided to the Property and Finance Team. The Property and Finance Team will solicit input as to planned budget expenditures and provide a final copy once approved by the Presbytery.

**Does the Presbytery provide loans to congregations?**

Presbytery, according to the criteria of the Funds of Presbytery, see Appendix “C”, may make loans to congregations in support of approved projects. These loans are 10 years in length and interest free. 10% of the loan is to be paid back to the Presbytery each year by the congregation.

**Does the Presbytery provide monthly Financial Statements?**

Monthly financial statements and other financially related documents should be prepared once monthly for the benefit of the Presbytery, by the last Friday of each month.

**What are the “Funds” of Presbytery?:**

The Presbytery also has four endowment funds (all administered within the Development Fund of the Presbytery), the interest of which is allocated to the various Presbytery or congregational projects by request to the Presbytery or Presbytery Committee and receiving the approval of Presbytery. A report, part of the monthly financial package, is generated showing the balance and liabilities of each fund.

**What are the Activities of the “Funds” ?:**

As an endowment the funds only provide grants and loans to the Presbytery’s congregations/partners to the limit of 10% of the principal and the interest received. The size of a grant can be no larger than 10% of the principal and the interest received in any given year.

**What happens when a congregation seeks to amalgamate with another congregation or close.**

The Presbytery is steward over the church buildings of the Presbytery. There are two possibilities which could happened when a congregation ceases to function: 1) amalgamate with another congregation or 2) close and the Presbytery sell the church. The first thing the Presbytery will be to appoint an interim moderator of Session (if one is not already in place) and establish a committee to oversee the amalgamation or closure. A dissolution or final service commemorating the life of the congregation is held. More information on policies and guidance on this matter may be found in the Policy for Dissolution or Amalgamation of Churches Guidebook which can be accessed from the national website with this link: <https://presbyterian.ca/church-building-resources/>.

**Other Resources:**

**Resources specific to the role of an elder or member of the board can be found at this address:** <https://presbyterian.ca/elders/>

**All Presbyterian Church in Canada resources are available at** [**https://presbyterian.ca/resources/**](https://presbyterian.ca/resources/) **or go to Presbyterian.ca and click on resources to access the list.**

*Appendix A: Example of the Monthly Balance Sheet*

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*An example of the monthly budget update or financial statement:*

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*An example of the monthly Presbytery notes receivables or outstanding loans*



**APPENDIX “B”**

**Distribution of Proceeds by Fund**

All monies received by the Presbytery of Waterloo-Wellington, unless otherwise designated, and including the proceeds of sales of all properties, shall be deposited into the development Fund of the Presbytery held in the Consolidated fund of the Presbyterian Church in Canada, and the residual shall be distributed across the three funds as:

**reDevelopment Fund 50%**

**renewal Fund 30%**

**reMergency Fund 20%**

**CAMPUS MINISTRY FUND: Receives 10% of the proceeds of sale of all Presbytery assets.**

**Terms of Reference for Each Presbytery Fund**

The Waterloo-Wellington Presbytery reDevelopment Assistance Fund

*Purpose*

The Waterloo-Wellington Presbytery reDevelopment Assistance Fund within the Development Fund makes loans available to congregations for capital projects including purchase or lease of land or real estate, building extension and/or improvement. This Terms of Reference document outlines the process for application, approval, and repayment of loans from the reDevelopment Assistance Fund. A grant or a partial grant could also be provided as deemed appropriate through Presbytery approval based on a recommendation from a Presbytery member.

*Source of Funds*

At the beginning of January 2022, the Development Fund was subdivided into four component Funds which includes the reDevelopment Assistance Fund. 50% of the Development Fund and 50% from the net proceeds from the sale of future Presbytery assets and will be transferred into the reDevelopment Assistance Fund as per Recommendations approved in the minutes of the Nov. 9, 2021, WW Presbytery Zoom Meeting.

Existing loans to congregations within the Presbytery which were outstanding prior to January 2022 will become part of the new reDevelopment Fund. Money received from the repayment of these loans and any new loans will be credited to the reDevelopment Fund.

*Administration*

The supervision of the Fund rests in the hands of the Business Committee of Presbytery, which will recommend to the Presbytery any use of an expense from the Fund. The loan application process will be administered by the Property and Finance Team, with oversight by the Business Committee, of the Waterloo-Wellington Presbytery. The Team can then review and assess loan applications and recommend action to Business Committee. All loan requests must have the support of the congregation’s Session. Capital projects must be for properties owned by the Presbytery.

The Presbytery has the right to grant or refuse requests based on:

1)terms of the Fund 2) priorities of the Presbytery of Waterloo-Wellington 3) availability of funds 4) discernment of the Property and Finance Team and Business Committee

*Conditions of Disbursement*

Loans will be interest free and repayable in bi-annual payments of 10% and a fixed repayable date no earlier than 5 years and no later than 10 years for the date of Presbytery approval. No loan shall be granted that exceeds the total assets of the congregation. Team suggests rewording to the following based on Presbytery meeting of March 8th…Loans will be interest free and repayable in annual or bi-annual payments of 10% on a fixed date, normally over a 5-year term, but no longer than 10 years. Payment schedule will be outlined in the loan contract. Negotiations between the congregation, the Property and Finance Team and the Congregational Response Team will be required for the designation of a term greater than 5 years. During these negotiations, information including the amount of the loan, financial documents and the development of a repayment plan will be the basis for the decision on the terms' end date. Should the loan not be paid in full by the designated end date of the term, the Property and Finance Team and the Congregational Response Team will meet with the congregation to update the repayment plan with the goal of full payment of the loan. Any loan request exceeding 50% of total church assets (which excludes the church property) will require dialogue with the Property and Finance Team prior to submitting the formal loan request.

The loan application must contain the documents listed in section A and will be reviewed based on the evaluation criteria listed in section B. A checklist for the application documents can be found in Appendix A. This information is based on the Finance and Property Committee Procedures document dated November 10, 2020.

*A. Loan Application Guidelines*

In Requesting a loan from Presbytery of Waterloo-Wellington, each congregation must include the following documents:

1) A loan request letter including total project costs and amount requested. This includes extract of Session minutes and (if appropriate) congregation meeting minutes approving the project.

2) Financial Statements for the past two years: This includes an Income Statement and Statement of Financial Position, including all accounts identifying restricted or reserve funds. Team suggests rewording to…Income and Expense Statement, along with Balance Sheet for latest fiscal year end, with highlights noted for restricted or reserve funds.

3) Current year’s YTD to the month end before the application date, financial statements, including Income, Expenses and Current financial position (Assets and Liabilities) Team suggests the following wording….Current year data to the month end before the application date, including Income and Expense Statement along with Balance Sheet.

4) Projection of Current and Long-Range Financial needs at least through the payback period of the loan.

5) A written report, outlining projected Goals and Vision of the congregation, and showing how the purpose of the request relates to the goal(s).

6) Building related applications will include drawings or sketches with an explanation of changes.

7) Have any other grant or loans been received or applied for or being planned to apply for?

8) Specific standing committees may request additional information from a congregation, including a financial viability review and analysis.

*B. Review Evaluation Criteria*

1) Does the current need seem realistic in terms of current goals and visions Team recommends the following wording … Does the current request seem realistic in terms of current goals and forecasted income…. since forecasted income can be evaluated more readily by the Team.

2) Do the Long-range needs seem realistic in terms of the overall financial reality of past years Team recommends the following wording…Do the Long-range needs seem realistic versus reality of past years.

3) Do the projected goals and vision of the congregation warrant an investment of any magnitude Team suggests the following based on Presbytery meeting of March 8th…Do the projected goals and vision of the congregation warrant an investment of the amount requested? In what ways is the congregation pointing to and bearing witness to the reign of God revealed in Jesus Christ? Are people who had little or no background in church attendance meeting Jesus through the life of this congregation? The Property and Finance Team will work with the Congregational Response Team to assess this criteria.

4) Do the current assets of the Presbytery allow for the requested amounts in the big picture and in view of requests from other congregations. Only those requests that the committee is aware of can be considered. Team recommends using the following wording…Does the present financial position of Presbytery allow for approval of the pending loan requests.

5) Do amounts requested fall under specific budgets set by Presbytery. The Standing Orders for specific funds do not for the most part restrict application amounts but use of the fund will be restricted to the stated uses. Any loans not used for the specific use applied for, must be repaid within twelve months of being issued. Team suggests deleting the bolded section.

6) Does the congregation have unused funds of its own. The Finance and Property Committee will only consider approving loans to congregations to cover Cash Flow issues when they have used their funds, or borrowed from them or against them if possible. Team suggests using the following wording. Does the congregation have unused funds of its own? The Property and Finance Team will only consider approving loans when congregations have used their own undesignated funds.

7) Specific standing committees may use additional evaluation criteria, specific to the Funds Terms of Reference and eligibility criteria.

*Distribution of Funds*

Once approved, the Property and Finance Team will communicate with the congregation that applied for the loan. The Presbytery Treasurer will forward the funds requested by the congregation.

Expectations after Receiving a Loan

At the conclusion of the project (construction or other), the congregation will provide a report to the Property and Finance Team indicating the project has been completed.

Evaluation of the reDevelopment Fund

The Presbytery of Waterloo-Wellington will conduct a review of the Fund and its terms of reference on the third anniversary of the Fund or as needed. Since the Fund began in 2022, the review will take place in (same month) of 2025.

**The Waterloo-Wellington Presbytery reEmergency Financing and Repair Fund**

*Purpose*

The Waterloo-Wellington Presbytery reEmergency Financing and Repair Fund within the Development Fund makes loans available to congregations for emergency equipment replacement or building repairs and revenue shortfalls. A grant or a partial grant could also be provided as deemed appropriate through Presbytery approval based on a recommendation from a Presbytery member. A maximum of $50,000 will be allocated to each reEmergency loan.

*Source of Funds*

At the beginning of January 2022, the Development Fund was subdivided into four component Funds which includes the reEmergency Financing and Repair Fund. 20% of the Development Fund and 20% from the net proceeds from the sale of future Presbytery assets will be transferred into the reEmergency Financing and Repair Fund as per Recommendations approved in the minutes of the Nov. 9, 2021, WW Presbytery Zoom Meeting.

Money from the repayment of new reEmergency short term loans will be credited to the reEmergency Fund.

*Administration*

The supervision of the Fund rests in the hands of the Business Committee of the Presbytery, which will recommend to the Presbytery any use of an expense from the Fund. The loan application process will be administered by the Property and Finance Team, with oversight by the Business Committee of the Waterloo-Wellington Presbytery. The Property and Finance Team will review and assess loan applications and recommend action to Business Committee. All loan requests must have the support of the congregation’s Session. Funds must be for properties owned by the Presbytery.

The Presbytery has the right to grant or refuse requests based on:

1)terms of the Fund 2) priorities of the Presbytery of Waterloo-Wellington 3) availability of funds 4) discernment of the Property and Finance Team and Business Committee

*Conditions of Disbursement*

Essential Emergency Repairs are those which are considered to impact the health or safety of those using the building, place the building or property at risk, violations of building code, or requiring quick attention in order to avoid the occurrence of additional damages. Team suggests the following wording…Essential Emergency Repairs are those which are considered to impact the health, and or safety requirements of those using the building, place the building or property at risk, or violates building codes, and therefore requires immediate attention in order to avoid additional damages and or costs.

Congregational emergency funding is restricted to essential, non-deferrable expenses including, if appropriate:

-wages and other employment expenses for the minister and other essential staff … Team suggests the following wording…staff wages and other employment expenses. (Rationale-The Minister’s stipend must be paid as a priority and staff wages follow afterwards. Assistance could be applied for paying staff other than the Minister. ) -rent or lease payments for real estate and essential equipment -payments of insurance and other business purposes, e.g. telephone and utilities -payments for regularly scheduled debt payments; except Presbytery loans Team suggests the following wording…Payments for regularly scheduled obligations -payments under agreements necessary to maintain the property, licenses, or permissions necessary to operate

Loans will cover repairs partially or not covered by insurance. -Team suggests the following statement…to perhaps cover repairs such as those not covered by insurance

The repayment of loans will be for a period of 3-5 years Team suggests changing this to “within 5 years” since some congregations will be able to repay the loan quicker than in 3 years time. Repayment of emergency financial assistance will take place within one year, with a plan to reduce the expense or with the help of the Congregational Response Team, develop a plan for the restructuring of the congregation. Team suggests the following wording…Repayment of emergency financial assistance will commence within one year, with a plan to reduce the loan with the assistance of the Congregational Response Team, develop a plan for the restructuring of the congregation. Emergency funding for essential congregational expenses will be provided, where the congregation does not have access to a line of credit or have the necessary amount available in other church funds.

 Fifty per cent of all loans for repairs or equipment replacement costs will be funded by the congregation.

Team suggests adding the following statement…In the case of small congregations, the Property and Finance Team will consider reviewing loan requests where the congregation pays 50% of the first $5,000, 25% of the next $10,000 and 10% of the residue of funds required.

The loan application must contain the documents listed in section A and will be reviewed based on the evaluation criteria listed in section B. A checklist for the application documents can be found in Appendix A. This information is based on the Finance and Property Committee Procedures document dated November 10, 2020.

*A. Loan Application Guidelines*

In Requesting a loan from Presbytery of Waterloo-Wellington, each congregation must include the following documents:

1) A loan request letter including total project costs and amount requested. This includes extract of Session minutes and (if appropriate) congregation meeting minutes approving the project.

2) Current year’s YTD to the month end before the application date, financial statements, including Income, Expenses and Current financial position (Assets and Liabilities) Team suggests using the following wording…Income and Expense Statement, along with Balance Sheet for latest fiscal year end, with highlights noted for restricted or reserve funds.

3) Projection of Current and Long-Range Financial needs at least through the payback period of the loan.

4) Building related applications will include drawings or sketches with an explanation of changes, if applicable.

5) Have any other grant or loans been received or applied for or being planned to apply for?

6) Specific standing committees may use additional information from a congregation, including a financial viability review and analysis.

*B. Review Evaluation Criteria to be considered*

1) Does the current need seem realistic in terms of current goals and vision Team recommends new wording to …Does the current request seem realistic in terms of current goals and forecasted income

2) Do the Long-range needs seem realistic in terms of the overall financial reality of past years Team suggests the following wording…Do the Long-range needs seem realistic versus reality of past years

3) Do the projected goals and vision of the congregation warrant an investment of any magnitude Team suggests the following based on Presbytery meeting of March 8th…Do the projected goals and vision of the congregation warrant an investment of the amount requested? In what ways is the congregation pointing to and bearing witness to the reign of God revealed in Jesus Christ? Are people who had little or no background in church attendance meeting Jesus through the life of this congregation? The Property and Finance Team will work with the Congregational Response Team to assess this criteria.

4) Do the current assets of the Presbytery allow for the requested amounts in the big picture and in view of requests from other congregations. Only those requests that the committee is aware of can be considered. Team suggests the following wording. Does the present financial position of Presbytery allow for approval of the pending loan requests.

5) Do amounts requested fall under specific budgets set by Presbytery. The Standing Orders for specific funds do not for the most part restrict application amounts but use of the fund will be restricted to the stated uses. Any loans not used for the specific use applied for, must be repaid within twelve months of being issued. Team suggests deleting the bolded section.

6) Does the congregation have unused funds of its own. The Finance and Property Committee will only consider approving loans to congregations to cover Cash Flow issues when they have used their funds, or borrowed from them or against them if possible. Teams suggests the following wording…Does the congregation have unused funds of its own. The Property and Finance Team will only consider approving loans when congregations have used their own undesignated funds.

7) Specific standing committees may use additional evaluation criteria, specific to the funds Terms of Reference and eligibility criteria Team suggests deleting the bolded section

*Distribution of Funds*

Once approved, the Property and Finance Team will communicate with the congregation that applied for the loan. The Presbytery Treasurer will forward the funds requested by the congregation.

Expectations after Receiving a Loan

At the conclusion of the issue requiring funds, the congregation will provide a report to the Property and Finance Team indicating the issue has been resolved.

Evaluation of the reEmergency Fund

The Presbytery of Waterloo-Wellington will conduct a review of the Fund and its terms of reference on the third anniversary of the Fund, or as needed. Since the Fund began in \_\_\_\_\_2022, the next review will take place in (same month) 2025.

**The Waterloo-Wellington Presbytery reGeneration Fund**

**Purpose**

The Waterloo Wellington Re-Generation Fund within the Development Fund makes grants available to congregations and congregational leaders within The Presbytery of Waterloo Wellington to support initiatives which will help to revitalize and renew congregations to continue the ministry of Christ.

The fund will also support New Church Plants.

**Preamble**

The Latin phrase *semper reformanda* - usually translated "always reforming" - is the widely known slogan of the Reformed tradition.

We believe that reformation/renewal/revitalization in our lives and congregational life is driven by God’s agenda as revealed in Scripture, not ours.

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

Embarking on revitalization/renewal of congregational life, we don’t believe that we can:

·       *Manage or*

·       *Organize or*

·       *Manipulate* the congregation towards change

Revitalization/renewal is a ministry where we find rest in God who revitalizes/renews and builds the congregation and involves us in it. This premise relieves us of the tension created within us when we try to revitalize/renew and build the congregation and believe God only lends a hand. Renewal leads believers to see what God sees.

Questions asked when we embark on the renewal and revitalization journey:

* Who are we?
* Who is our neighbour?
* What breaks your heart?
* Why are we here in … (name your location – town or city)?
* What is God calling us to be and do?
* What time are we in? (How does 2022 differ for example from 1972 or any other time in the past)
* Who do we say Jesus is?

*“Where there is no vision, the people perish.”* (Proverbs 29:18)

Vision must start with someone, and that someone is often the minister.

Though ministers often take the initiative, the vision is refined and improved by others who come to share in the vision, expanding and developing it in ways impossible for ministers to achieve on their own.

What is the passion behind the project/renewal?

While it is true that without vision the people perish - it is also true that without passion vision becomes a management tool, a way to organize. Passion fuels the fire of renewal. We can teach skills; we can facilitate vision; we can't teach passion.

**Source of Funds**

An initial capital investment of $630,000 will be set aside inside the Development Fund of the Presbytery with the interest on the investment to be used to provide grants.

30% of all future transfers to the Development Fund will be allocated to the Re-Generation Fund as additional income producing capital.

To ensure the availability of funds in the future, the fund will be based on an endowment model. An endowment fund invests the capital, and it remains invested, with the interest income earned distributed in the form of grants as per its terms of reference.

The treasurer will submit the available amount of interest for disbursement to the Renewal Team on a quarterly basis.

Should a portion of the interest income not be disbursed to congregations, it will be re-invested as further capital to maintain or increase future income.

**Conditions of Disbursement**

1. Congregational initiatives should try to be in line with the sentiments expressed in the preamble - *Questions asked when we embark on the renewal and revitalization journey*.
2. Congregations are encouraged to consult with Canadian Ministries and explore their New Beginnings programs (<https://presbyterian.ca/canadian-ministries/new-beginnings/>) and also to connect with Cyclical PCC <https://presbyterian.ca/cyclicalpcc/> . Congregations that are considering doing something new through the PCC might be well served by a coach or mentor to support them in the process.
3. Congregations can also connect with facilitators of their choice to assist in the renewal/ revitalization initiative.
4. It is understood that projects funded by the Re-Generation Fund will contribute to the Presbytery’s and the Denomination’s understanding and experience of ministry and/or mission.
5. Initiatives must be linked to the life of a worshipping community
6. Initiatives should not come from an individual, but there should be a team in place to support and implement the project.
7. Applications for renewal projects ready to be implemented must be received annually by September 1.
8. Disbursement will be on a first come first serve basis, depending on the availability of funds, the recommendations of the Renewal Team, and, ultimately, the approval of Presbytery.
9. Implementation dates need to be available before the first grant will be available to the applicant congregation.
10. Costs associated with renewal projects will be considered for funding by the Renewal Team.
11. Applications retroactive to January 1, 2022, will also be considered up to November 1, 2022.
12. A grant can be terminated because of failure to implement the project specified in the application. In such a case, the funds are to be returned to the Re-Generation fund.
13. New Church plant applications can be submitted at any point during the year. The discernment process for a new church plant will take up much more time than a renewal or revitalization application of a local congregation.

**Distribution of Funds**

Once approved, 80% of the grant amount will be disbursed upon notice from the applicant that the project is ready to begin.

The remaining 20% of the grant amount will be disbursed upon receipt of a final report.

**Expectations after Receiving a Grant**

A report including a summary of the project and key insights that could be helpful to other congregations will be submitted to the Renewal Team within two months after the project has been completed.

This enables congregations’ stories to be shared.

**Administration**

The grant application process will be administered by the Renewal Team on behalf of the Presbytery of Waterloo Wellington.

All grant requests must have been approved by the Session of a congregation in the Presbytery.

The Presbytery has the right to grant or refuse requests based on:

1. Terms of the fund

2. Priorities of the Presbytery of Waterloo Wellington

3. Viability of the congregation

3. Availability of funds

4. Discernment of the committee

**Campus Ministry Fund**

**Preamble:**

The Campus Student Ministry Fund provides grants to Campus Ministries within the bounds of the Presbytery of Waterloo-Wellington (including but not limited to University and College Chaplaincies, Christian ministries working with students on University and College campuses, and congregations doing intentional ministry with University and College students.) Grants to the Ecumenical Guelph Chaplaincy and the Post-Secondary Student grants program will be included in the Campus Student Ministry Fund.

**Terms of Reference:**

The Presbytery will announce at the March meeting of the Presbytery each year how much grant money will be available for distribution. Applications are to be received by May 15 of a given year. The Renewal Team will bring recommendations to the Presbytery for approval of grants at the June meeting.

Up to 10% of the fund can be spent in a 12-month period of July 1 to June 30.

Congregations wishing to access the fund to do their own intentional ministry with University and College students must contribute at least 25% of the project’s budget.

**Applications will include:**

1. A two-sentence statement of the purpose of the ministry.

2. A 250-word description of the activities the ministry undertakes to live out that purpose.

3. Two stories of the impact the ministry has had in the community gathered around the ministry or in the lives of individual students.

4. A budget for the ministry, along with the amount being asked for.

5. All applications, including those from Chaplaincies and other non-congregational Campus ministries, require a letter of endorsement from a Session within the Presbytery.

**APPENDIX “C”**

**Committee Structure of Presbytery**

**7.4 Congregational Response Team (Shepherding and Prophetic Role)**

* Seeks to deepen the resilience and improve the health of congregational systems
* Supports congregations in ministry transitions
	+ Interim Moderators nominated and supported as per the Standing orders of the Presbytery
	+ Exit Interviews
* Supports congregations in conflict
* Manages questions of Boundaries
* Supports congregations exploring closure/amalgamation/dissolution as per PCC policy.
	+ Does this work in liaison with the Property and Finance Team
* Working group on Pastoral Care:
	+ each September the Team shall nominate a sub-committee (at least 3 ministers and 2 elders) to give pastoral support and/or counselling to professional Church Workers and Presbyters within the bounds.  This sub-committee is responsible to the Presbytery as a whole, through the Congregational Response Team.
* Sub-Committee on Sexual Abuse and/or Harassment

**7.5 Renewal Team (Apostolic and Evangelist Roles)**

* Seeks to deepen the incarnational lives of congregations
* Nurtures an atmosphere of hopeful renewal with the Presbytery
	+ Facilitating events, contexts and appropriate mentoring/coaching for congregations desiring renewal
* Development of New Worshipping Communities
	+ Including keeping track of areas of residential development within the Presbytery
	+ Nurturing leaders for New Worshipping Communities
	+ Building relationships with non-Euro-Canadian Christian communities within the geography of the Presbytery
* Specialized ministries including institutional ministries
* Chaplaincies

**7.6 Equipping Leadership Team (Teaching and Prophetic Roles)**

* Seeks to deepen the spiritual resources of leaders in the presbytery
* Supporting the development of leaders (lay and clergy) within the Presbytery
* Organizing training for clergy and lay leaders
* Orienting new Representative Elders and Ministers of Word and Sacrament to the Presbytery system and ethos
* Recruitment and Certification of students to the Colleges of the Presbyterian Church in Canada.
	+ Including the support of students
	+ Process for Certification – **see Appendix J.**
* Continuing Education, approval for professional Church Workers to attend continuing education events.
	+ Ensuring that those who have taken study leave provide a brief report of their leave.

**7.7 Property and Finance Team (Shepherding Role)**

* + Reflects on the metrics at play in the life of the Presbytery
	+ Acts as resource to congregational Treasurers and Finance Teams/Boards of Managers within the Presbytery
	+ The Property and Finance Committee provides oversight over the finances and property of the Presbytery (held in trust by the congregations), and make recommendations to Presbytery, as per the Terms of Reference:
* Establish the annual budget of Presbytery in consultation with the Treasurer
* Provide Financial Updates in consultation with the Treasurer
* Grants and Loans from the Development and Other Funds
* Requests for funding (in consultation with the specific committees of Presbytery)
* Recommend approval of Congregation loans (third party, including lines of Credit)
* Will liaise with Congregational Health Team and recommend emergency financing as per the Terms of Reference of the Development Fund.
* Will liaise with the Congregational Health Team on the Disposition of Property as per Section 200 of the Book of Forms, Standing Orders, and the Guidelines for
* Any improvement to Property (greater than $100,000 or 33% of a congregation’s annual revenue), having previously been approved by the Committee on Church Architecture.
* Use of Property (All Leases, and any rental greater than 1 year)
* Review of existing loans to Mission and Extension Charges

**APPENDIX D: ORGANIZATION AND PROCEDURE OF A PRESBYTERY**

177. It belongs to the General Assembly to erect a presbytery, determine its bounds, fix its name, appoint the time and place of its first meeting, and name its first moderator. After being constituted by the moderator thus appointed, the presbytery elects its own moderator.

177.1 The Assembly may erect presbyteries with certain wide geographic bounds and with secondary bounds of ethnicity, and language or culture. Such presbyteries will have the duties, powers and authority of a presbytery extending only to congregations, members and candidates for ministry of the prescribed secondary bounds, and excluding jurisdiction over any other congregations in the same geographic area.

177.2 A presbytery cannot lawfully be prevented from choosing its own moderator. (G.A. 1638)

178. The moderator is generally appointed for six or twelve months. (G.A. 1582)

179. The duty of the moderator is to constitute the court and preside, to open and close the meetings with prayer, to preserve order, to take the vote, to announce decisions, to pronounce censures, to sign the minutes when sustained, to instruct parties to judicial process, to call meetings for emergent business and generally to direct the business of the court (see sections 13–17).

180. In the absence of the moderator, their predecessor in office or any other constituent member chosen by the court may preside. Should the moderator appear at any stage of the proceedings, they must take the chair, and the fact is recorded. Also, when the moderator is a party concerned in any case before the court, the presbytery appoints another to take their place, who, for the time being, has all the rights and functions of moderator, but signs documents as “Acting Moderator”.

180.1 Should the moderator’s incumbency cease, by death or otherwise during their term of office, the moderator’s rights and duties immediately devolve on the previous moderator, or failing them, upon the clerk, until the next ordinary meeting.

181. The presbytery appoints a clerk whose duty is to keep the record of proceedings and to transmit the same annually to the synod for review; to keep an accurate roll of the members; to preserve all papers belonging to the court; and to give certified extracts from the minutes, when instructed or when they are applied for, or when the nature of the business requires that they be given (see sections 18–24).

182. The presbytery also appoints a treasurer to receive and disburse any moneys belonging to the court, subject to instruction given by it.

182.1 The presbytery has the power to appoint special collections for particular objects, or to call for subscriptions for its own expenses, to be made of all the congregations under its jurisdiction (see A&P 1985, p. 56).

183. Three members, the moderator (or acting moderator) and two others, one of whom is a minister, form a quorum.

184. After the presbytery has been constituted, the roll is marked, and any alterations that may be necessary are made in it. The names of representative elders are put on the roll, on presentation of extract minutes of their appointment. It is competent for the presbytery at any meeting, ordinary, special or emergent, to put the names of elders on the roll.

184.1 The name of an elected or appointed member of any court of the church shall not be removed from the roll of the court except by death, without the specific action of the court, duly moved, seconded, and carried by the majority vote of the court.

185. The presbytery should conduct its business according to the rules of order laid down for the supreme court, so far as these may be applicable (see sections 296–312). Such time should be set apart for devotions as circumstances call for or admit.

186. The presbytery meets at stated intervals, and at other times as frequently as its business demands. It is the duty of every member to attend the meetings, and absentees may be called to account. The time and place of next meeting are fixed and recorded before adjournment. No meeting of presbytery can be held while the General Assembly is in session except by order of the Assembly.

187. At a stated or ordinary meeting, it is competent for a presbytery to transact any business that may be brought before it; and it is the duty of the moderator to see that every member has opportunity to bring to the attention of the presbytery any matter for which the member may claim that privilege.