

Diocese of Algoma

REQUEST FORM

Property Matters Without Loans

Among the chief responsibilities of diocesan leadership and congregational officials alike is the stewardship of our assets and resources. It is their responsibility to ensure that decisions about property and facilities are directed toward enriching or expanding mission and ministry. Included in this charge is the need to administer, protect, or enhance assets for the sake of supporting or resourcing future initiatives consistent with the vision and vocation we share as a diocese.

For projects in which:

- a) there will be no structural changes for which the Ontario Building Code requires the consultation of a structural engineer and/or architect;
- b) the total cost is not in excess of \$25,000; and
- c) funds are on hand,

the authorization of the Archdeacon, Regional Dean, and Lay Stewards will suffice. Details of the project shall be reported to the Executive Committee.

For projects which do not meet all of the criteria above but for which no application to the Archbishop Wright Building Fund is required, this form is to be completed for approval prior to the project being undertaken.

One copy of your request is to be forwarded to the Synod Office.

Please send copies of this form to the Archdeacon, Regional Dean, and Lay Stewards of your deanery to ensure speedy reply.

To Help You In Completing Your Request Form

Depending on the nature of the proposed project, the Executive Committee may ask any or all of these or similar questions as it considers your request:

Is this project mission-oriented?

The Executive Committee will consider how your project is or may be consistent with any or all of the following: the Diocesan Mission, Vision, and Governing Values; Algoma's Benchmarks for Healthy Congregations; the Baptismal Covenant (BAS p. 158f.); the Marks of Mission of the Anglican Church of Canada. (These are linked on the home page of the Diocesan website: dioceseofalgoma.com)

Is the parish/congregation ready for this undertaking?

The Executive Committee will weigh your preparedness and capacity to engage the project. Considerations such as your vision and plan for ministry, leadership, administrative capacity, trends in worship participation and finances, and overall congregational vitality and health may factor into this. Executive will look to see if the project enjoys widespread support within the congregation, and if it is likely that parishioners will be able to see through the project to its completion.

How does the project serve/connect with the immediate context of the parish/congregation?

In many instances, matters related to your local context will play a role in the Executive Committee's discernment. Does the parish/congregation demonstrate informed insight into its city, town, village, neighbourhood, local context? Is the congregation responsive to the current makeup, needs, opportunities and transitions in the area around its building or the wider community? Is there an awareness of the implications of these factors for the building itself, or for the congregation's sustainability or strategic importance in general? What are the long-term implications of this project for the witness and work of the church there? Is this project necessary because of the strategic role of this congregation in its locale? Would another option be more faithful because of changes in the community, the existence of other Anglican congregations in the area, or promising possibilities of partnership with congregations of another denomination?

Does the parish/congregation demonstrate a commitment to, and capacity for sound financial management and stewardship?

In addition to trends and projections concerning expenses and income, Executive may be curious about the degree to which your parish/congregation fosters and exhibits a culture of generosity and joyful giving. It may want to know about your efforts in stewardship development. It is certain to ensure that the fiscal plan for the project is sound.

Will the project contribute to, or distract from, fostering congregational vitality?

Congregational vitality is not an end in itself; it is important because vital churches are where people's lives are shaped and transformed so they can live as disciples and together serve as a sign and witness to the reality and promise of God's Kingdom. Therefore, the Executive Committee will be concerned that the proposed project is one likely to contribute to, rather than work against, your vitality as a congregation.

What is the long-term capital plan or prognosis beyond this project/funding period?

You should determine if other building needs will be affected by, or arise from this project, especially matters that might warrant attention before embarking on this proposal (ex. building codes; Accessibility for Ontarians with Disabilities Act; municipal by-law issues; further maintenance work triggered by the project). Executive will want to ensure the initiative reflects a realistic assessment of the condition of your facilities and that, as far as possible, all contingencies have been taken into account.

Is the project necessary or advisable to protect or enhance our assets?

One of the chief responsibilities of diocesan leadership is the stewardship of our assets and resources. Therefore, Executive Committee will take into account whether a project protects or enhances our assets.

Section 1 – Applicant Information

Name of Parish/Congregation:

Location:

Telephone Number:

Contact Person:

Contact's Phone Number:

Contact's Email Address:

Section 2 – Mission and Ministry Context

Please describe your parish or congregation, and the community and people you serve. (You may find the *Deanery Officials Visitation to Parishes Information and Guidelines* helpful to you in responding to this question.)

What has been the average Sunday worship attendance of your congregation for each of the past five years? (You can ascertain this information from your annual *Statistical Information Return* form.)

Section 3 – Description of Project

Please describe your project with as much detail as possible.

- Attach a description of what the project entails.
- Outline the outcomes you anticipate.
- Provide the budget for the proposed project.
- Include or attach a copy of plans, appraisals, photos, architectural drawings, tenders or contracts, other relevant data or material, if available.
- Provide information about insurance, bonded workers involved, compliance with building codes, and other related items.
- You are encouraged to address any of the questions you think the Executive Committee will weigh in its consideration of this application.

How much will the project cost? \$ _____

How much is on hand? \$ _____

How much is or will be available from other sources? \$ _____

Amount of Prov. Sales Tax Rebate (please estimate where applicable):

\$ _____

Please indicate details of any special fundraising activities that are planned.

How much of the work will be done by paid workers? Please provide details about the hours and responsibilities of any volunteer labourers.

Section 4 – Support Documentation

Please provide the following supporting documents:

- Year-end financial statements of your congregation for the last four years.
- This year's budget for your parish/congregation.

Please complete the following:

Projected income by source

Income	Budget for current year	1yr from now	2yrs from now	3yrs from now
	(indicate year)	(indicate year)	(indicate year)	(indicate year)
Congregational giving: - regular giving - Outreach (flow-through funds)				
Rental/Facilities based income				
Investments/endowments				
Fundraising				
Other				
Internal organizations/groups (i.e. ACW, Men's Groups etc.)				
Total Income				

Projected expenses

Expenses	Budget for current year (indicate year)	1yr from now (indicate year)	2yrs from now (indicate year)	3yrs from now (indicate year)
Payroll				
Facility upkeep				
Worship and Formation				
Service and Hospitality				
Apportionment				
Other				
Total Expenses				

Note: For planning purposes, the Diocesan Business Administrator suggests a general increase of 2.5% for clergy salaries. Apportionment is 26% of open and identifiable givings.

What percentage of congregational giving comes from the top 10% of identifiable givers?

Please provide a general estimate of the age distribution of your congregation's membership (numbers or percentage).

17 or below:

50-64:

18-29:

65-79:

30-49:

80+:

Section 6 – Authorization

Relative to this request, we advise that the following motion(s) was/were passed at a meeting of the Vestry held on _____ (month/day/year).

Members present: _____

Members in favour: _____

Members opposed: _____

Incumbent's signature: _____

Warden's signature: _____

Warden's signature: _____

Section 7 – Comments and Advice

It is recommended that the Archdeacon, Regional Dean, and Lay Stewards add their comments below where indicated or by separate communication. Such comments should indicate their approval or recommendations as applicable.

Date: _____ Signature of Archdeacon: _____

Comment(s):

Date: _____ Signature of Regional Dean: _____

Comment(s):

Date: _____ Signature of Lay Steward: _____

Comment(s):

Date: _____ Signature of Lay Steward: _____

Comment(s):