

The Mission Legacy Committee of Waterloo Presbytery

The Mission Legacy Committee decides about grants from congregational property legacies which have been transferred to the care of Waterloo Presbytery.

This will allow disbanded congregations to continue to share their gifts through God's ongoing mission in our area.

I. Property Legacies in Waterloo Presbytery

Waterloo Presbytery's *Property Legacy Handbook* (PLH) provides that when a congregation divests itself of church property, at least 80% of the net proceeds will form a "trust transfer." This trust transfer can go to another congregation, the Waterloo Presbytery Extension Council, or it can be put under the stewardship of Waterloo Presbytery. [PLH pp. 5-6]

The *Property Legacy Handbook* requires that a presbytery "Board of Trustees" be set up to administer the trusts that are in the care of the presbytery. [PLH p. 6]

The Presbytery Council has decided that the Board of Trustees' functions are best carried out by these two bodies:

1. The presbytery's Finance Committee, with responsibility for investing the trusts, following the the terms of its investment policy.
2. A Mission Legacy Committee to make grants according to the terms of each trust.

The Mission Legacy and Finance committees will together carry out the roles of the Board of Trustees as described in the *Property Legacy Handbook*.

A trust works like this:

During the first 5 years of a trust: [PLH p. 7]

1. The principal amount of a trust cannot be used for any purpose, unless explicit permission is given by the presbytery.
2. The church making the trust can determine the terms for distributing the income from the trust, for a period of 5 years.
3. Grants from trusts can only be made to United Church congregations and United Church-accountable organisations with charitable status. [PLH p. 8]
4. The terms of a trust can be changed with the unanimous consent of the Mission Legacy Committee and permission of the presbytery. [PLH p. 6]

After 5 years: [PLH p. 7]

5. A trust's principal shall be transferred into the Waterloo Presbytery Futures Fund. This Fund (principal and income) assists existing congregations in making necessary adaptive

changes for successful ministry in the 21st century. The Fund can assist congregations in purchasing new technology, hiring new staff, starting new ministries or making changes to building designs that were related to creating viable 21st century congregations. The Fund is not intended to assist congregation in ongoing maintenance issues related to congregational viability, nor is it meant to assist the presbytery in maintaining presbytery related administration.

6. Grants from the Fund can only be made to United Church congregations and ministries.[PLH pp. 7,8]
7. The presbytery retains the discretion to vary from time to time the terms of the Fund.

II. The Mission Legacy Committee is Responsible For . . .

- A. Having a thorough knowledge of the Property Legacy Handbook, the terms of each trust under its care, and any directions from the presbytery.
- B. Obtaining from the presbytery's Finance Committee the income amount available for granting from each trust, and the amount available in the Futures Fund
- C. Actively raising awareness within the presbytery of each trust and the Futures Fund, the opportunities they offer, their terms, and how applications can be made for them.
- D. Making Grants from Trusts and the Futures Fund:
 1. Developing criteria for grants from each trust, based on the terms of the trust set by the origination congregation and any subsequent revisions to those terms.
 2. Developing criteria for grants from the Futures Fund, based on the Fund's description in the *Property Legacy Handbook* and any other directions from the presbytery.
 3. Based on these criteria, preparing an application process for trusts and the Fund. Among other things, applications must clearly outline the goals and expected outcomes of the project.
 4. Receiving grant applications from interested parties.
 5. Evaluating applications and making grants from the trusts and Fund.
 6. The Committee may determine that there is merit in an application but that it needs further refinement. A member of the Committee will be assigned to the applicant to work with them on refining their application.
 7. The Committee will reach a consensus on any recommendation for funding. The absence of a consensus should be taken as a sign that the proposal either does not meet the criteria or that it requires further work.
 8. Decisions of the Committee are final and may not be appealed.
- E. Working with the presbytery's Mission Health and Vitality Committee (MHV) during the granting process. This is to ensure that grants are in keeping with the presbytery's mission priorities and consistent with any ongoing work the presbytery might be doing with the

applicant. Applicants shall consult with MHV before making their application, and the Committee may discuss the application with MHV.

- F. Receiving and evaluating reports from recipients of grants at least annually, and at the conclusion of the granting period, and more frequently if the Committee considers it advisable. The Committee will determine what needs to be included in the reports. Failure to report or to complete the project may result in a cancellation of the grant or a request that all or part of the money be refunded.
- G. Reporting annually to the presbytery and its members about: [PLH p. 8]
 - 1. The performance of the trusts and Fund investments, based on information provided by the Finance Committee.
 - 2. Grants made during the year, with descriptions of each grant.
 - 3. Ongoing grants.
 - 4. Any other information which will help the presbytery carry out its role of overseeing the trusts and Fund.
- H. Considering any suggested changes to the terms of a trust. Unanimous consent of the Committee is required to make a change, along with the permission of the presbytery. The intent is that any change would be a response to an overwhelming opportunity if the investment was required; changes would not be made for convenience. [PLH p. 8]

III. The Mission Legacy Committee Is Responsible To . . .

God: All resources under our care are gifts from God, given for us to use in God's mission. The Committee listens for God's leading through prayer and engagement with Scripture together. In all it does, it seeks to follow God's ways with love for God and others.

Terms of Trusts and Futures Fund: The terms as determined by congregations and the presbytery mandate how the funds will be used.

Waterloo Presbytery and its Council: Appoints the Mission Legacy Committee, oversees its work, approves any changes the terms of a trust, and makes changes to this policy. This work may be done by the entire presbytery or by the presbytery Council.

IV. Mission Legacy Committee Members

- A. The Committee shall have 7 members, including: [PLH p. 6]
 - 1. 3 who are appointed by the presbytery as representatives from congregations which have made trusts to the presbytery.
 - 2. 4 others who are appointed by the presbytery, at least 2 of whom shall be members of the presbytery.
 - 3. Of the 7 members, a majority must be full members of a United Church congregation.

4. The chairperson of the presbytery, or someone the chairperson designates, shall be a corresponding member of the Committee. This person shall receive all Committee communications, and may attend meetings, but shall not have a vote on the Committee.
- B. If a situation arises where there are fewer than 7 members, the Committee may continue to function. The presbytery shall act as soon as possible to fill any vacancies.
- C. Terms
 1. Members will serve for a term length set at the time of their appointment. No term will exceed 3 years.
 2. Members may be reappointed for subsequent terms at the discretion of the presbytery.
- D. Removal

Members are removed from the Committee by:

 1. The completion of their term;
 2. Resigning in writing to the presbytery's secretary and a decision of the presbytery to accept their resignation;
 3. A decision of the presbytery if it decides it is in the best interest of the functioning of the Committee, or for any other reason decided by the presbytery.

V. Mission Legacy Committee Leadership

- A. From among the members of the Committee, the presbytery shall appoint one to serve as the committee's chairperson.
- B. The Committee shall select from among its members a secretary to keep minutes of the committee's meetings and decisions, and to tend to the sending and receiving of committee correspondence.
- C. The Committee shall assign other duties to its members as it deems advisable.

VI. Mission Legacy Committee Meetings

- A. The Committee shall meet at least semi-annually, and more often as needed.
- B. Meetings may be called by the chair, or by a majority of Committee members, or by the chairperson of the presbytery.
- C. A quorum for a meeting is 50% +1 of the Committee's members. If there is a full slate of 7 members, then the quorum shall be 4 members.

VII. Changing to This Policy

- A. This policy may be changed by a decision of the presbytery.
- B. Any changes to the presbytery's *Property Legacy Policy* shall be reflected in this policy, where applicable.