

EVANGELICAL LUTHERAN CHURCH IN CANADA
CHURCH EXTENSION AND CAPITAL FUND
MANAGEMENT HANDBOOK

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First Approved by National Church Council, September 1997

Revised by NCC March 2011

CHURCH EXTENSION AND CAPITAL FUND

PREAMBLE

The Church Extension and Capital Fund was created from the previous Church Extension Capital Fund which was managed by the former Division for Canadian Mission, ELCIC. This change was a result of the renewal and restructuring process that the ELCIC was engaged in during the biennium 1995-1997. As of January 1, 1997 this fund was capped at \$14 million for capital purposes based on the assumption that this amount is sufficient to meet the foreseeable capital requirements of the fund. The balance in excess of this amount, plus the interest and investment income, will be allocated according the policies and procedures of this fund.

The National Church Council has appointed an Advisory Board, which includes the Treasurer of the ELCIC, to manage this fund. The Advisory Board will monitor investments, determine annual synodical allocation, update and maintain policy, develop criteria for grant allocations in the synods, and review annual synodical reports on the use of funds. The Advisory Board will also have the responsibility to assess the future capital needs of the Church and make adjustments to the fund.

The policies for this fund assume that each synod has a committee with responsibility for Canadian Mission and an identified Canada Mission Consultant.

This fund is the responsibility of the National Church Council and any changes to these policies and procedures would require their approval.

ADVISORY BOARD

Voting Members

Treasurer, ELCIC (appointed ex officio)
Assistant to the Bishop, ELCIC (national staff person)
Canadian Mission Consultant, Eastern Synod
Canadian Mission Consultant, Synod of Alberta & Territories
Canadian Mission Consultant, Manitoba/Northwestern Ontario Synod
Canadian Mission Consultant, Saskatchewan Synod
Canadian Mission Consultant, British Columbia Synod

Non-voting Members

Director of Finance and Administration, ELCIC (administration)
Real Estate Consultant

CHURCH EXTENSION AND CAPITAL FUND

A. ADMINISTRATION

1. The establishment of, and revision to Church Extension and Capital Fund policy is the responsibility of National Church Council according to constitutional provisions of the Evangelical Lutheran Church in Canada.
2. The administration of the Church Extension and Capital Fund is the responsibility of an Advisory Board appointed by the National Church Council. The Advisory Board is comprised of the Treasurer of the ELCIC, a national staff person appointed by the National Bishop, and five persons, one from each synod, nominated by the synod bishops and appointed by the National Church Council. Advisory Board members are appointed to terms of two years, renewable. Each year term, the Advisory Board shall elect a Chair of the Advisory Board, renewable. The Advisory Board is responsible to administer the Church Extension and Capital Fund according to the policies of this management handbook as established by the National Church Council.
3. The Advisory Board of the CECF shall approve expenditures from the CECF that are at an arms length relationship and from which individuals on the Advisory Board cannot be perceived to receive a personal benefit.
4. Under the direction of the Advisory Board, the Director of Finance and Administration of the ELCIC is responsible for the day to day financial management of the Church Extension and Capital Fund in accordance with the policy of the fund as outlined in the Management Handbook.
5. The Church Extension and Capital Fund assumes the formal establishment of a Canadian Mission Committee and a Canadian Mission consultant in each of the five synods. The Canadian Mission Committee and consultant in each synod assume the responsibility of managing the funds forwarded to each synod in accordance with Part C of the Management Handbook.
6. On an annual basis, it is estimated that the administrative costs of the Church Extension and Capital Fund will be approximately 10% of total gross revenue of the fund. The annual administrative costs of the fund include such items as national office staff time, bi-annual Advisory Board meetings, fund-related travel, legal fees, grandfathered incentive grants, and consultant fees.

B. CAPITAL FUND

CHURCH EXTENSION AND CAPITAL FUND

I. OPERATING PRINCIPLES

1. The Advisory Board shall manage the Capital Fund under procedures approved by the National Church Council.
2. The Capital Fund shall be used for capital expenditures only (i.e. the purchase of church property, parsonages, church facility loans, and equipment purchases) as authorized by the Advisory Board.
3. The Capital Fund shall be a revolving fund. Loan policies shall enable maximum use of this fund for development of the church in its continuing mission in Canada. It is the goal to revolve this fund on a ten-year cycle.
4. Funds to support the financing requirements of the Capital Fund will be set at \$14 million effective January 1, 1997. The Advisory Board is responsible to assess the future capital needs of the church and make adjustments to the fund.
5. Financing shall be appropriate to local conditions and resources and the ability of the local group to repay the loan.
6. Local mission leadership shall participate in planning and resource development.
7. Joint ownership and/or joint development of capital projects may be considered only under exceptional circumstances upon the approval of the Advisory Board.
8. Sound business practices and policies as determined by the Treasurer and Director of Finance and Administration shall be used to manage and secure the resources of the Capital Fund.
9. The Director of Finance and Administration shall receive and disburse the Capital Fund.
10. The Treasurer shall engage qualified consultants as required for individual projects.
11. Signing authority involving legal claim, mortgages, discharges, contracts, credit obligations, land transfers, etc., shall be held by the officers of the ELCIC. The Treasurer shall be authorized to initiate transactions according to Capital Fund policy.
12. The Advisory Board shall approve borrowing and credit line limits.

CHURCH EXTENSION AND CAPITAL FUND

B. CAPITAL FUND

II. OPERATING POLICIES

A. General Statements

1. The Capital Fund may be used to provide facilities for developing new missions through new construction, purchase of existing facilities or renovation of existing facilities.
2. The Capital Fund may be used for the purchase of equipment essential to the functioning of developing missions.
3. The Capital Fund shall not be used for loans or mortgages to individuals.
4. Loans to congregations shall be granted only upon formal application.
5. All requests for purchase of property, church building programs, loans and mortgages shall be recommended by authorized personnel as determined by each synod and endorsed by the committee responsible for Canadian Mission in each synod.
6. Requests for services and resources from the Capital Fund shall be made through the authorized person in each synod.
7. The approval of loans by the Advisory Board will be based on a simple majority of the voting members, that is, 4 out of 7 votes.
8. Through an incentive program, congregations are encouraged to repay the principal on loan amounts.
9. The Director of Finance and Administration shall suggest alternate sources of credit to congregations to assist congregations to refinance.
10. The Lutheran Investment Fund and Endowments (LIFE), which is an interest-bearing investment program, is to be promoted to provide financing for mission property development.

B. Criteria for Loan Limits

1. The document on criteria for loan limits (Appendix 1) shall provide the guideline for financing church building projects. Programs in excess of this guideline shall require the approval of the Advisory Board.
2. Limits to church building loans shall be determined by the projected ability of the developing congregation to finance.

C. Purchase or Sale of Church Site Property

CHURCH EXTENSION AND CAPITAL FUND

1. The Capital Fund shall be used for purchases of property for use as church sites.
2. The minimum size of a church site shall normally be one acre. If local conditions require, a larger site shall be purchased to satisfy the minimum zoning requirements. The size of the site shall be determined by the developing congregation/synodical missions committee in consultation with the CECF Real Estate consultant.
3. Land in excess of the amount needed for facility development shall be so described and held "for sale" in the name of the ELCIC or its assignee.
4. Title for land held by the ELCIC for development of church facilities shall be transferred at the time the legal purchaser secures a registered mortgage or provides acceptable securities.

When a loan is secured using the Capital Fund, no sale or partial sale of said property may occur without the written permission of the Treasurer.

5. Proceeds from the sale of any congregational property shall be used to reduce indebtedness to the Capital Fund.
6. Property held by the ELCIC as part of its Capital Fund may be sold as follows:
 - i) to Canadian Mission congregations at the original cost, which shall include legal fees, taxes, insurance, utility services, improvements and maintenance.
 - ii) to other congregations, institutions or non-ELCIC related purchasers; with the selling price reflecting the current market value. Any profit realized on the sale of such property is to the credit of the Capital Fund.
 - iii) in the event that a Canadian Mission congregation participated financially in the purchase of property which was deemed to be larger than the required church site, the congregation shall be entitled to receive an amount of the (excess property) sale's net profit which shall be equal to their proportional financial percentage investment in that property.
7. If the property purchased for a specific Canadian Mission Congregation has not been developed within four years of the date when first purchased, the Synod Mission Consultant shall send a letter to the Canadian Mission congregation to advise them of the policy for property development as outline in Clause B.II.8. below. A copy of this letter to the congregation shall also be forwarded to the Director, Finance and Administration at the ELCIC National Office.
8. Property held by the ELCIC as part of its Capital Fund, and held for a specific Canadian Mission congregation, shall be declared surplus by the Advisory Board:

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- i) if the property is not being developed by that Canadian Mission congregation as a church site within eight years of the date when first purchased,
- ii) if however, a request for an extension of time is received from the Synod, which has responsibility for that Canadian Mission congregation, the matter of declaring the property surplus shall be reviewed by the Advisory Board every 12 month after the initial eight year period has expired, with only a maximum of two such reviews possible.
- iii) The church site property shall not be held as part of the Church Capital Extension Fund for a period longer than ten years.
- iv) If it is deemed advisable to appeal the Advisory Board's decision to declare the property surplus, representation shall be made by all interested parties to the National Church Council of the ELCIC for a final ruling; such ruling shall have a finite time line.

D. Purchase of Parsonage

1. The purchase of a parsonage shall be considered only where local conditions make it advisable. In the purchase of a parsonage, a minimum investment shall be made from the Capital Fund with the balance to be financed through conventional sources. If a parsonage is purchased for a mission congregation, the synod shall pay the mortgage payments as part of the pay package of the pastor.
2. If a parsonage is purchased using the Capital Fund, interest rates shall be at the TD Commercial Banking prime commercial rate, with a five-year term, amortized over twenty-five years.
3. Under unusual circumstances and at the discretion of the Advisory Board, the parsonage may be financed through the Capital Fund under the same terms as church buildings.
4. Upon incorporation and organization of the congregation as a member of the ELCIC, the congregation shall be provided with the opportunity to purchase the parsonage property, if owned by the ELCIC, upon securing a registered loan and mortgage. Such purchase shall be facilitated through commercial financing and/or the Capital Fund.

E. Loan Security

1. Loans up to \$50,000 for periods of up to three years may be secured by a promissory note. All other loans shall be secured by a registered mortgage.

F. Borrowing

1. Adequate borrowing to assure cash flow requirements shall be arranged; maximum

CHURCH EXTENSION AND CAPITAL FUND

borrowing shall not exceed 10% of the assets of the Capital Fund.

G. Financing

1. Mortgage loans from the Capital Fund shall be for terms not to exceed ten years; at maturity, refinancing through commercial or private loans shall be required.

H. Administration of the Capital Fund

1. The Treasurer shall be the custodian of the Capital Fund and provide timely accounting and reports to the National Church Council.
2. Personnel authorized by the Treasurer shall provide instruction with respect to the timely receipt and disbursement of funds relating to Capital Fund accounts.
3. The Director of Finance and Administration shall receive loan repayments to the Capital Fund in the form of postdated cheques held on file for each fiscal period, by pre-authorized chequing or direct transfer. All cheques are to be deposited on monthly due date or next legal banking day.
4. The Director of Finance and Administration shall prepare monthly reports for each loan account indicating payments received, loan maturity dates and status of fire insurance.
5. The Director of Finance and Administration shall provide storage security for all mortgages, deeds, titles, notes, extension agreements, fire insurance policies and any other security documents on each loan account.
6. The Director of Finance and Administration shall prepare quarterly a balance sheet of the Capital Fund.
7. The Director of Finance and Administration shall process all loan and extension applications for financing ensuring that congregations provide abstracts or legal certificates of securities, that insurance is in place and assigned, and that the congregation is advised of the loan amount, interest rate, repayment schedules and renewal dates prior to the loan being extended.
8. The Director of Finance and Administration shall prepare annually a catalogue of existing loan and mortgage agreements, which shall be used to prepare an annual determination of cash flow resources and requirements.
9. The Director of Finance and Administration shall prepare and catalogue an inventory of surplus property for annual review.
10. The Director of Finance and Administration shall annually review the loan repayment schedules of each loan account whereby informing congregations of the payment schedule covering the period of the next twelve months, and identifying any change in

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interest rate. This is to be done at least forty-five days prior to the effective date.

11. An annual Capital Fund budget of income and expenses shall be prepared by the Director of Finance and Administration.
12. The Director of Finance and Administration shall prepare budgetary projections of the Capital Fund in cooperation with synods.
13. The annual Capital Fund budget and budgetary projections shall be reviewed and approved by the Advisory Board.
14. Congregations holding CECF mortgages are to provide on an annual basis in February of each year, two copies of their annual financial statements to the synod mission consultant who will forward one of these copies to the National Office.
15. That the congregation is responsible for costs incurred relative to securing adequate insurance coverage. The property is to be insured for replacement value. Proof of coverage is required on an annual basis from the insurance company indicating a mortgage clause with loss payable to the ELCIC and a minimum 30-day notice of cancellation.

I. Interest Rates

1. Interest rates for an initial Capital Fund loan shall be established by the Board on an annual basis, calculated semi-monthly not in advance for years one (1) to five (5) respectively for a five-year term amortized over twenty-five years. The percentage increase will be one percent over the previous year for the first five years of the initial mortgage.
2. Mortgage draws for the purpose of construction payments shall be charged interest calculated on a per diem basis from the time of the draw. Accumulated interest in excess of authorized mortgage amount shall be repaid prior to commencement of first scheduled repayment date.
3. When a loan has matured, the interest rate on any new term approved shall bear interest at a rate not to exceed one percent above the TD Commercial Banking prime commercial lending rate on that date.
4. In the event of financial crisis in a Canadian Mission-related congregation holding a Capital Fund loan, the Treasurer on recommendation of the synod Canadian Mission consultant, may authorize the suspension of Capital Fund interest for up to one year to allow the payment of the principal only. This no-interest payment period is contingent upon the successful completion of a Ministry Review by the synod personnel and the development of a financial plan to repay the loan.

J. Capital Reduction Incentive Program

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1. A mortgage interest rebate to congregations will be based on mortgage interest revenue received in a calendar year and allocated by March 31st of the following year provided that all mortgage repayments have been made in full by the congregation and have been received on time by the ELCIC as per the schedule set out in the mortgage documents. An acknowledgment certificate will be sent by the ELCIC national office to the synod office outlining the amount of the mortgage rebate approved by the Advisory Board. The synod will forward these certificates to the respective congregations. An entry will be made to the congregations mortgage account by March 30th to record the amount of the rebate for the purpose of reducing the principal.

For the first five years from the date of the original mortgage, every congregation with a mortgage shall receive a rebate of 90% of the mortgage interest paid by that congregation in the previous calendar year.

Congregations with mortgages held for more than five years shall receive a rebate each year as follows: year 6 at 75%; year 7 at 60%; year 8 at 45%; year 9 at 30%; and year 10 at 15%. After year 10, congregations will receive no mortgage interest rebate.

A transition period will start January 1, 2004 whereby every congregation holding a mortgage for more than 5 years will be treated as a 6 year mortgage congregation in 2004 and follow the reduction policy for four subsequent years.

K. Extension of Mature Capital Fund Loans

1. If a congregation is unable to transfer to commercial financing from an existing Capital Fund loan, the following steps shall be taken:
 - a. The request for renewed and extended Capital Fund financing shall be presented to the Treasurer in advance of the existing Capital Fund loan maturity date.
 - b. The request for renewed and extended Capital Fund financing shall provide evidence of adequate fund raising programs within the congregation.
 - c. Capital Fund financing shall be renewed and extended on an annual basis or until alternate approved financing has been secured. Extensions up to a term of three years may be considered where an authorized directed funding campaign covers the term of the extension.
 - d. Extended Capital Fund agreements shall continue to have an incremented annual interest rate (with the intent of approaching market rates), but in no case will exceeding one percent above the TD Commercial Banking prime commercial lending rate on the date of extension.
 - e. Financial arrangements outside of the Capital Fund are the responsibility of the local congregation.

CHURCH EXTENSION AND CAPITAL FUND

- f. Capital Fund loans shall have first position in the repayment of indebtedness unless otherwise agreed to by the Treasurer.

L. Directed Fund Raising

1. Each building program to be funded shall be preceded by a capital fund raising program approved by the Synod missions committee.
2. Where a Capital Fund loan has been extended through a subsidized directed funding appeal, all funds received through the appeal which are in excess of the required mortgage payments for the first year, shall be paid, as a lump sum payment for the reduction of the principal.

M. Congregations Transferring to Other Church Bodies

1. When a congregation chooses to transfer from the ELCIC to another church body, the indebtedness of the congregation becomes due and payable prior to the transfer.

N. Bequests and Special Income

1. Funds received from estates designated for Canadian Mission shall be placed in the Capital Fund unless they are specifically designated for program development.

O. Canada Board of American Missions

1. The assets in the name of the Canada Board of American Missions, held in the Church Extension and Capital Fund and managed according to the policies of the Church Extension and Capital Fund, shall be transferred to ELCIC Holdings Inc. as soon as it is feasible and practical.

P. Guaranteed Loans

1. Prior to the ELCIC providing a loan guarantee to a Canadian Mission related congregation, the ELCIC shall enter into an agreement with the subject congregation with respect to the terms and conditions that such a guaranteed loan will be repaid and adequate securities be provided.
2. Loans guaranteed by the ELCIC shall be secured by a note and resolution by the congregation. Adequate insurance coverage shall be in place. In case of default on interest and where the ELCIC has covered the default, interest shall be charged at prime rate. At that time, a plan and consultation relative to the management of the debt shall

CHURCH EXTENSION AND CAPITAL FUND

take place between the congregation and the Treasurer or Director of Finance and Administration.

Q. Exceptions

1. Circumstances requiring a mortgage review by the Advisory Board, such as in the case of mortgage default, will be determined on an individual basis.
2. When sale of property to a congregation is not feasible, short-term leasing may be negotiated. The leasing rate should reflect the interest rate established for the Capital Fund.

CHURCH EXTENSION AND CAPITAL FUND

B. CAPITAL FUND

APPENDIX 1. CRITERIA FOR LOAN LIMITS - CAPITAL FUND

The following criteria shall be the basis upon which the maximum loan limits are determined:

1. Congregations shall have a minimum twenty-five percent (25%) equity in the project (land and building) at the time of beginning the building project and be able to demonstrate the required growth potential to meet the fiscal responsibility at the end of the Capital Fund loan period.
2. Financing limits shall be determined by the capability of the congregation to support the financing repayment schedule outlined in the initial five-year term of the loan. The level of giving to current and benevolence shall be at a minimum three percent (3%) of average household effective buying income (EBI). Furthermore, the capital funding appeal shall increase giving by an additional one point five percent (1.5%) of average household effective buying income for the purpose of debt reduction during the term of the loan.
3. Annual debt reduction shall not exceed thirty-five percent (35%) of total congregational giving.
4. Limits to the amount of the loan may be extended in amount of advance equity in excess of the initial twenty-five percent (25%) available at effective date of the loan.
5. A minimum of five percent (5%) of congregational giving shall be designated to church wide benevolence.

CHURCH EXTENSION AND CAPITAL FUND

C. CHURCH EXTENSION FUND

I. OPERATING PRINCIPLES

1. The Advisory Board shall manage the Church Extension Fund under procedures approved by the National Church Council.
2. The Church Extension Fund consists of net investment income earned on the Church Extension and Capital Fund cash balances that are invested according to the investment policy of the ELCIC. The net investment income earned will vary from year to year depending upon the amount of the cash balance.
3. The Advisory Board shall allocate approximately 90% of the earned interest by April 30th of the following year to the synods through committees with responsibility for Canadian Mission.
4. The formula for allocation shall be based on the baptized membership of synods using the most recent statistical year-end report.
5. These funds which are allocated to each synod shall be restricted for “Canadian Mission” initiatives at the synodical level.
6. Synodical committees shall be required to account for the expenditure of these funds by means of an annual report to the Advisory Board. The purpose of this report is to insure that funds allocated to the synods are being used in a manner consistent with criteria established nationally and contained in these policies.
7. Annual reports shall provide information to the Advisory Board in order to assist the Advisory Board in revising and updating criteria and policies.
8. The Advisory Board shall also serve as a communication link with synods, sharing ideas and initiatives across the church.

II. OPERATING POLICIES

A. Criteria

1. Funds are to be used for Canadian Mission initiatives in the synod or in cooperation with other synods.
2. Funds are to be used primarily for seed money or assistance and not to support long-term commitments.
3. Canadian Mission initiatives are projects and programs that support mission and outreach through existing congregations, new congregations, and outreach ministries.

CHURCH EXTENSION AND CAPITAL FUND

C. CHURCH EXTENSION FUND

II. OPERATING POLICIES

A. CRITERIA (continued)

4. Canadian Mission initiatives include such programs and projects as:

- a. providing additional partnership support.
- b. incentive grants to congregations with new mortgages from the Church Extension and Capital Fund as of January 1, 1998.
- c. matching grants to congregations with mortgages from the Church Extension and Capital Fund.
- d. assisting with promotional materials.
- e. development funds for new mission opportunities.
- f. providing internship placement in a mission congregation.
- g. providing funds for the training and equipping of pastors and laity for mission.
- h. supporting pastors in mission congregations.
- i. assisting in providing short-term funds for additional staff to facilitate outreach ministry.
- j. providing funds for synodical participation in national initiatives organized by this church.
- k. supporting ethnic specific ministries.
- l. surveys for new mission opportunities.
- m. development and distribution of Canadian Mission resources.
- n. financial and stewardship planning.
- o. congregational re-development.
- p. capital campaigns.

CHURCH EXTENSION AND CAPITAL FUND

C. CHURCH EXTENSION FUND

II. OPERATING POLICIES

A. Criteria (continued)

- q. providing assistance for consulting fees.
- r. providing funds and resources for Canadian Mission initiatives in other synods.
- s. registration fees for the annual Canadian Mission Consultation.

B. Guidelines for Synod Committees

1. Funds received by synod committees shall be kept in a separate fund for accounting purposes and any interest accrued to be credited to that account for future development.
2. If a synod's allocation for any particular year is not completely used, it may be carried over.
3. The synod committee responsible for Canadian Mission shall insure that the Church Extension and Capital Fund Management Handbook is made available to and reviewed with each committee member.
4. The synod Canadian Mission consultant and a representative of the synod committee shall participate with the Advisory Board in an annual consultation for training, support, communication and joint planning. Synods shall be expected to cover the registration fee for each participant.
5. All requests for funds shall be submitted to the synod committee using the forms provided. (Appendix I)
6. Synod committees shall provide an annual report to the Advisory Board by February 15th, using the forms provided. (Appendix II)

CHURCH EXTENSION AND CAPITAL FUND

C. CHURCH EXTENSION FUND

APPENDIX I. APPLICATION FOR CHURCH EXTENSION FUNDS

Submitted to _____
(Synod)

1. Submitted by: _____

2. Project Title: _____

3. Description of Project:

4. Rationale for Project:

CHURCH EXTENSION AND CAPITAL FUND

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5. Project Criteria Addressed:

6. Objectives of Project:

7. Target Audience of Project:

8. Administrative Relationships:

a) Who is responsible to administer the project and complete reporting requirements?
Provide name, address, phone number, fax and e-mail.

b) Who will be involved in carrying out the project? (i.e. individuals, congregations, synod, committees, etc.)

CHURCH EXTENSION AND CAPITAL FUND

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9. Project Budget: \$ _____ (Attach budget detail)
Include other sources for funding in place or pending approval.
10. Timeline: (How long will this project take from start to finish? When will the project begin?
When will project funds be required?)
11. Evaluation:
- a) What are the criteria for evaluating this project?

 - b) Who will be responsible for submitting the project evaluation to the synod Canadian Mission Committee? Provide name, address, phone number, fax and e-mail.

CHURCH EXTENSION AND CAPITAL FUND

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12. Project Application Date: _____

13. Signature of Applicant: _____

Submitted by: (Please print)

Signature

CHURCH EXTENSION AND CAPITAL FUND

C. CHURCH EXTENSION FUND

APPENDIX II. SYNOD REPORT ON CHURCH EXTENSION FUNDS

Following the initial allocation of funds to the synods in the fall of 1997, all synods must provide an annual report to the Advisory Board by February 15 of each year. This report, completed on the form provided, is required by the due date. Any synod not providing an annual report will not be eligible for further allocation of funds until a report is received and approved by the Advisory Board.

Report from _____ Synod submitted by _____
(Canadian Mission Consultant)

A. Funding Allocation

1. For the calendar year: _____
2. Funds remaining for future project allocation carried over from previous year: \$ _____
3. Project funds received in calendar year: \$ _____
4. Value of projects approved in calendar year: \$ _____
5. Funds remaining for future project allocation: (2+3-4) \$ _____
6. Funds retained for National Initiatives (suggest 5% of allocation/year) \$ _____

CHURCH EXTENSION AND CAPITAL FUND

B. Projects Approved

1. For all approved projects which have been completed, please attach copies of project evaluations received as at the end of the calendar year.
2. Attach a listing of approved projects which have been completed, for which project evaluations are outstanding as at the end of the calendar year.
3. Attach a listing of approved projects which remain in progress as at the end of the calendar year.

Please submit this report with all required attachments by February 15 to:

Attention: Advisory Board
Church Extension and Capital Fund
302-393 Portage Avenue
Winnipeg, MB R3B 3H6

(revised September 2005)

CHURCH EXTENSION AND CAPITAL FUND

D. NATIONAL CANADIAN MISSION INITIATIVES

I. OPERATING PRINCIPLES

A. General Statements

1. The Advisory Board shall manage the National Initiatives portion of the Church Extension and Capital Fund.
2. This fund is comprised of approximately \$170,000 as of January 1, 1997 and is restricted within the Church Extension and Capital Fund to fund national Canadian Mission initiatives.
3. National Initiative projects may be jointly sponsored with participating synods, with other ministries of this church or with ecumenical partners.
4. This fund shall cover the costs in excess of the registration fee for each participant at the annual Canadian Mission consultation involving the synod Canadian Mission consultants and one representative from each synod committee with responsibility for Canadian Mission.
5. Project requests to access the National Initiatives portion shall be made to the Advisory Board for approval on the recommendation of the annual Canadian Mission Consultation.

CHURCH EXTENSION AND CAPITAL FUND

NATIONAL CANADIAN MISSION INITIATIVES

APPLICATION FOR CHURCH EXTENSION
NATIONAL CANADIAN MISSION INITIATIVES FUNDS

Managed by the Advisory Board of the Church Extension and Capital Fund, this fund is restricted for national Canadian Mission initiatives which are national in scope, or jointly sponsored with participating synods, or with other ministries of this church, or with ecumenical partners. Project requests shall be made to the Advisory Board for approval on the recommendation of the annual Canadian Mission Consultation. Requests from congregations or groups on the territory of a synod shall come with the recommendation of the synod committee for Canadian Mission.

PLEASE TYPE OR PRINT LEGIBLY

Submitted to _____ Synod

1. Submitted by: _____

2. Project Title: _____

3. Description of Project:

Please attach any publicity, registration or other material, if applicable.

4. Rationale for Project:

Project Benefit for the ELCIC national and the synods.

CHURCH EXTENSION AND CAPITAL FUND

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5. Project Criteria Addressed:

6. Objectives of Project:

7. Target Audience of Project:

8. Administrative Relationships:

a) Who is responsible to administer the project and complete reporting requirements?
Provide name, address, phone number, fax and e-mail.

b) Who will be involved in carrying out the project? (i.e. individuals, congregations, synod, committees, etc.)

CHURCH EXTENSION AND CAPITAL FUND

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9. Project Budget: \$_____ (Attach budget detail)

Include other sources for funding applied for, pending approval or in place.

10. Timeline: (How long will this project take from start to finish? When will the project begin? When will project funds be required?)

11. Evaluation:

a) What are the criteria for evaluating this project?

b) Who will be responsible for submitting the project evaluation to the CECF Advisory Board? Provide name, address, phone number, fax and e-mail.

CHURCH EXTENSION AND CAPITAL FUND

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12. Project Application Date: _____

13. Signature of Applicant: _____

Submitted by: (Please print)

Signature

Project applications must be submitted for review to the Canadian Mission Committee of the synod by the date(s) that the synod has established to review such applications. Project application will be reviewed and forwarded with a recommendation to the Canadian Mission Consultation which meets annually in February. The Canadian Mission Consultation will make a recommendation to the CECF Advisory Board which has final approval for funding of National Initiatives projects.

Application Received by: _____ (Canadian Mission Consultant) (Date)
Reviewed by Synod Committee: _____ (Date)
Approved: \$ _____ (Date)
Funds Forwarded \$ _____ (Date)
Evaluation Received: _____ (Date)
Evaluation forwarded to the Advisory Board: _____ (Date)