



United Church of Canada/L'Église Unie du Canada

The United Church of Canada L'Église Unie du Canada

Financial Assistance Committee, Ministry and Employment Unit
3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

Fund for Visiting Ministry Personnel during a Sabbatical

Purpose of the Fund

To provide funding to assist pastoral charges that would be subject to undue financial difficulty in funding supply ministry during a sabbatical leave of ministry personnel, and to encourage the vitality of ministry personnel who refrain from taking a sabbatical leave because of the financial difficulty of the pastoral charge.

Criteria

- Pastoral charges on Mission Support may receive a grant to a maximum of 13 times the minimum daily rate for visiting ministry personnel while their ministry personnel is on sabbatical.
- All other pastoral charges with income up to \$150,000 (Yearbook line 32D) and unrestricted reserves of less than \$37,500 may receive a grant to a maximum of 6.5 times the minimum daily rate for visiting ministry personnel while their ministry personnel is on sabbatical.

Terms of Assistance

- The financial assistance from this fund is intended to help cover up to one day of supply work for each week of the sabbatical leave. This could be worship leadership and preaching on a Sunday, or a day of pastoral care and visitation.
- Pastoral charges must prove their charitable status. No funds will be granted to ministries that have had their status revoked.
- Applications must be accompanied by certification by the presbytery Pastoral Relations Committee and/or the presbytery secretary.
- Applications must be received by the Ministry and Employment Unit at least three months prior to the commencement of the sabbatical.

Terms of the Fund

- The maximum annual spending limit from the fund is \$12,000.

Timelines

- The deadlines for receipt of applications by the Ministry and Employment Unit are **May 15** and **October 15**.
- Staff will review applications twice per year.

Sabbaticals are often scheduled to happen in the less busy times of year, and lay leaders can be invited to take on many of the routine tasks of ministry. Further, pastoral charges are encouraged to set aside monies in each annual budget so a fund is available to pay for services that cannot be undertaken by volunteers.

Pastoral Charge Information

Name of Pastoral Charge _____

Address _____
Street Address

City/Town

Province

Postal Code

Contact Person _____

Name

Position

Phone

Name of Ministry Personnel Taking Sabbatical _____

Dates of Sabbatical _____

Does this pastoral charge receive Mission Support? Yes No

Amount Requested: \$ _____

I certify that the information in this application is true, and the attached financial statement is correct.

Signature

Name

Date

Role in pastoral charge

Presbytery Approval

Name of Presbytery _____

Presbytery Chair of Pastoral Relations _____
Name Phone*I certify that the ministry personnel in the above-named pastoral charge will be on sabbatical on the dates shown. On recommendation from our Presbytery Pastoral Relations Committee, this presbytery and/or its executive concurs that this pastoral charge would be subject to undue financial difficulty in funding visiting ministry personnel during the sabbatical time.***Secretary of Presbytery** _____
Signature Name Date**Instructions**

1. This application and accompanying financial statement must be completed by the pastoral charge and forwarded to the Presbytery Pastoral Relations Committee.
2. Attach a copy of a recent financial statement (see simplified form below).
3. Upon presbytery approval, forward the application to:

Angie Musonza

Ministry and Employment Unit, The United Church of Canada

3250 Bloor St. West, Suite 300

Toronto, ON M8X 2Y4

The use, retention, and disclosure of personal information collected from this form is done in compliance with privacy legislation and adheres to the principles of the *Personal Information Protection and Electronic Documents Act (S.C. 2000, c.5)*.

Simplified Financial Statement

For January 1, 20____ to December 31, 20____
Start of year End of year

<p>Income</p> <p>Local givings</p> <p>Rental income</p> <p>Fundraising projects</p> <p>Other (list)</p>	<p>Expenses</p> <p>Ministry personnel salaries and benefits</p> <p>Other salaries and benefits</p> <p>Property maintenance</p> <p>Property – capital improvements</p> <p>Mortgage and debt servicing</p> <p>Program and administration costs</p> <p>Other (list)</p>
<p>Total Income</p>	<p>Total Expenses</p>
<p>Operating Surplus (Deficit)</p> <p style="padding-left: 20px;">Total Income less Total Expenses:</p>	
<p>Assets</p> <p>Property (list)</p> <p>Funds in trust (list)</p>	<p>Liabilities</p> <p>Debts (list)</p>
<p>Total Assets</p>	<p>Total Liabilities</p>

Note: For trust funds that include restrictions on how the monies may be disbursed, please include a list of the terms and restrictions. Attach separate pages as necessary.

Please attach proof of charitable status.