

APPENDIX 2.6

LAY LEADERSHIP DEVELOPMENT FUND POLICY

October 31, 2006

Origin and Purpose

The Lay Leadership Development Fund was established in 2006 to honour the memory of Wilma Kern and her commitment to the ministries of Grace United Church. It provides funds to encourage and nurture the development of adult lay leadership in the congregation.

Monies from the Fund may be used for activities such as assisting a person or persons in attending a conference or development event that will strengthen their ability to provide lay leadership for the ministries of Grace United Church, or to assist in financing a lay leadership development event at Grace United Church.

Parameters of the Fund

- The Fund is intended to be a financial vehicle for the purpose of receiving on-going donations.
- The Fund will be held as a segregated account within the financial records of Grace United Church. All donations to the Fund should be made to Grace United Church and clearly marked "Lay Leadership Development Fund".
- The Fund will pay no administrative fees to Grace United Church.
- The Fund will continue to exist until at least December 31, 2021 (i.e. for at least 15 years).
- The Fund may be closed at anytime after December 31, 2021 and the total remaining proceeds transferred to the Memorial Fund of Grace United Church subject to the following conditions:
 - The total proceeds remaining in the Fund are less than \$500.00 and
 - The Council of Grace United Church grants approval.

Provisions of the Fund

The Finance Committee of Grace United Church is responsible for the accounting and investment activities associated with the Fund.

The Christian Development Committee of Grace United Church (CD Committee) is responsible for the activities associated with disbursing monies from the Fund. The intention is that the CD Committee incorporates the Lay Leadership Development Fund into their annual planning and budgeting cycle so as to make best use of the monies and to simplify the administration process.

The Christian Development Committee will establish a Selection Committee comprised of two persons from the CD Committee and one other person selected from the Congregation at large. No one member will remain on the Selection Committee for longer than 3 years. The Committee has the power to add members as appropriate.

The Selection Committee will:

- Prepare an application form to be made available to interested persons and/or groups in the congregation. The application form may require the applicant(s) to provide a letter indicating what lay leadership development activity interests them, the relevant details, and the hoped-for impact personally and/or in the congregation. The application form will be reviewed annually to assure it reflects current priorities of the mission of Grace United Church.
- Consult with the Finance Committee regarding the amount of funds available.

- Before November 30 of each year, determine the amount of monies that will be made available in the following year. Decide how much of the Fund principal and accrued interest will be used in the following year.
- Identify priorities for adult lay leadership development in the following 1-3 years. This process should consider:
 - The current priorities and lay leadership development needs of the congregation.
 - Input from the various committees of Grace Council regarding the ministries of the Church and lay leadership development needs.
 - Consultation with the Ministerial staff to obtain their views and insights on the ministries of the Church and lay leadership development needs.
 - Review of upcoming lay leadership development events that may be worthy of support or participation.
- Advertise the opportunity for members of the Congregation to receive support, indicating priorities for adult lay leadership development that will be receiving priority in the following 1-3 years.
- Receive and review applications semi-annually.
- Meet, at the call of the Chair in special circumstances, to consider applications for support for events that happen within a shorter timeline than six months advance notice.
- Select proposed recipients and identify the level of support to be provided. Obtain final approval from the CD Committee. Inform Council of the results.
- Conduct all communications with the applicants.
- Receive a report after the event from the recipient(s) regarding the helpfulness of the event and its impact on future lay leadership activities in the congregation's ministry.
- Present a report of activities to the CD Committee at least twice per year.
- Present a report to the Annual Meeting that outlines where the funds have been spent and the impact on the recipient(s).

Historical Background

Wilma Kern is remembered for her many contributions to the congregations of Grace United, Sarnia and Sturgeon Creek, Man. She was instrumental in transitioning the governance structure at both Churches to the Council system. She was one of the first Council Chairpersons at Sturgeon Creek and, at Grace, served as the second Chair of Council with the wonderful theme "Setting Our Sails". Wilma played a lead role in starting the prayer shawl ministry at Grace and provided wonderful leadership in the small group ministry. She worked on the Newcomers Group for several years encouraging many new members through her visits, warm welcomes and new member study groups. Wilma was an eager contributor to the Helen McKay Unit of the UCW and assisted in settling the Vietnamese refugee families. At Sturgeon Creek, Wilma was involved with the Kerygma Bible Study and Worship Committees. What was common to all those involvements was Wilma's commitment to give her leadership and her passion to develop leadership among the lay people in a congregation.

The Lay leadership Development Fund is intended to help continue the ministry that Wilma had among us. The initial funding was a gift from Wilma's husband, Jim, and their family in loving memory. As the fund grows and the proceeds are distributed, it will be a gift that will help Wilma's life bear fruit even into the future. We give thanks to God for the life of Wilma Kern.