

Standing Orders of the Presbytery of Waterloo-Wellington

**Standing Orders of the Presbytery of Waterloo-Wellington As adopted and approved by
Presbytery on November 11, 2025**

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Introduction & Purpose

1.1. Purpose of Standing Orders

These Standing Orders govern the structure, function, and procedures of the Presbytery of Waterloo-Wellington, ensuring consistent, fair, and effective operations in accordance with the polity and principles of The Presbyterian Church in Canada (PCC).

1.2. Authority and Amendment

These orders supplement, but do not override the Book of Forms of the PCC. They may be amended by a two-thirds majority of Presbytery members present and voting, provided notice of motion has been given at the previous stated meeting.

1.3. Definitions

- *Presbytery Roll*: The court constituted of ministers and representative elders. • *Court*: The formal ecclesiastical body meeting for discernment and decision. • *Voting Member*: A minister on the constituent roll or a representative elder. • *Clerk*: The appointed recording and correspondence officer.
- *Moderator*: The elected convenor who presides over meetings.

1.4. Presbytery Why (*Appendix A*)

In response to Jesus Christ, people gather from local congregations and ministries as the Presbytery, seeking to nurture the ministry, mission and witness of God in Waterloo-Wellington.

We seek to do this by:

- Being attentive to and naming the ways God is already active and at work within the region (discernment)
- Focus on living into our calling as a 'sent people' who join God's mission in the world (missional)
- Moving beyond fear and engaging in risk-taking (discipleship)
- Learning and experimenting with renewal- new ways, models and practices of being the church (ecclesiology)
- We seek to build just and respectful relationship with all people, rooted in the love and justice of Christ (inclusion and reconciliation)

Teams and Appointments

2.1. Standing Teams

The Presbytery maintains the following standing teams:

1. Gather – meetings, worship, learning.
2. Leadership – health, renewal, support.
3. Resources – development, property, finances.

Each Team:

- Shall submit written reports to Presbytery at least 10 days prior to each stated meeting.
- Shall review their mandate annually May and June.

2.1.1. Gather

Purpose: To focus on growing relationships, learning together and preparing to be sent out to be the church in the world. To seek and be open to how God is showing up and how we are being sent. (*discernment, missional, inclusion and reconciliation*)

- Organizing training for presbyters, seeking to deepen the spiritual resources of leaders. • Support the establishment of location, format, agenda, worship and learning for all meetings, with a focus on relationships. (Current business committee remains in place until Easter 2026 to support transition.)
- Support practices and rituals that encourage naming how God is showing up and how we are being sent.
- Certification process of students who seek to be candidates for the Ministry of Word and Sacraments. To bring recommendations to Presbytery.
- Continuing Education promotion and approval for professional church workers. • Encourage the Presbytery to learn about the confessions and ongoing actions taken by the PCC with respect to Reconciliation and Healing.
- Help the Presbytery to identify suitable resources for events, workshops and other gatherings to help establish best practices to live out the church's promises to ensure that harm does not continue and to repent of harm done.

- Support the Presbytery in educating and implementing the Leading with Care Policy and other policies of the national church as needed.

2.1.2. Leadership

Purpose: To establish health and wholeness as the priority for representative elders and clergy, through professional support, to reduce isolation and establish healthy communities. To embrace curious and creative leadership within presbytery as a way of moving beyond problem/solution frameworks and a fear of failure that leave us stuck. To support congregations/ministries in learning and acting with the Spirit's help. To allocate people resources for new and emerging ministries that can articulate and demonstrate their why, how God is at work, and how they are being sent. (*missional, discipleship, ecclesiology*)

- Seeks to deepen the incarnational lives of congregations and specialized ministries. • Supports renewal and the establishment of new worshipping and witnessing communities. (Including the review of applications to Diane Boyd Campus Ministry Fund, Endowed Projects Fund, New Ministry Grant Fund and drafting recommendations in response to those applications for Presbytery approval.)
- Seeks to deepen the resilience and improve the health of congregational systems. • Supports congregations in transition (exit interviews, interim moderators, calls, reviews) • Support the transition of leadership (per PCC Policy) related to amalgamations and dissolutions of congregations, with Resource Team.

2.1.3. Resources

Purpose: To allocate resources for viable ministry and mission based on the Presbytery Why Statement. Effective stewardship of resources. To encourage the use of presbytery resources for growing mission and ministry, with a focus on: risk taking, learning, and experimentation. To provide resources for ministries that focus on outreach- living our calling as a sent people. To fund staff who support discernment and leadership. (*missional, ecclesiology*)

- The Resource Team provides oversight of the finances and property of the Presbytery. • Provide Financial updates in consultation with the Treasurer.
- Oversees the investments of the Presbytery
- Manages the use of the Emergency Fund as per the Funds and Policy of the Presbytery. • Manages the General Presbytery Fund as per the Funds and Policy of the Presbytery. • Distributes monies received by the Presbytery as per the Funds and Policy of the Presbytery.
- Informs other teams of the amount of money available for grant distribution in the funds of the Presbytery Requests for funding, grants and loans as per the Funds and Policy of the Presbytery.
- Review any improvements to property (greater than \$100,000) having previously been approved by the General Assembly Committee on Church Architecture.
- Review, and recommend for approval to the Presbytery, projects that represent more than 50% of a congregation's total revenue, as reported in the annual budget. Based on the concept in BofF 162.1 the Presbytery should review and approve these significant expenditures. Requests should be submitted with minutes from both session and congregational meetings.
- Acts as resource to congregational Treasurers and Finance Teams/Boards of Managers within the Presbytery.
- At the November meeting, the Resource Team will present an annual budget for the ensuing fiscal year, together with recommendations for the rate of assessment. It will also recommend auditors for the current year's financial statements.

- Support the transition of resources (per PCC Policy) related to amalgamations and dissolutions of congregations, with Leadership Team.
- Explore new ways to steward the land and buildings of the Presbytery

2.2. Sub Team / Ad Hoc Teams / Commissions

Presbytery may establish special sub-teams under standing teams or ad hoc team for specific tasks (e.g., visitation, study, mediation, complaints), with clearly defined mandates and time limits. The Sexual Abuse & Sexual Harassment Team; Intervention Team; Pastoral Care Team will be mandated sub-teams that can be deployed by the Moderator of Presbytery without waiting for a Presbytery meeting.

2.2.1. Sexual Abuse & Sexual Harassment Team (relates to Leadership Team)

- Is comprised of a minimum of 3 members of Presbytery, with a balance of clergy and non-clergy, as well as gender, and further persons from Presbyterian congregations whose skills and background are suitable for this responsibility
- The team will follow the Policy of the Presbyterian Church in Canada for Dealing with Sexual Abuse and Sexual Harassment.
- The team reports directly to Presbytery, and when active makes regular reports of its progress to the Presbytery.
- The Presbytery Clerk, or other suitable person named by Presbytery, will provide guidance and advice to the team on matters of church law and procedure, and may attend meetings at the team's invitation or the court's direction.

2.2.2. Intervention Team (relates to Leadership Team)

- Is comprised of a minimum of 3 members of Presbytery, with attention to the make-up of clergy and non-clergy, as well as gender, focusing on individuals whose skills and background are suitable for this responsibility.
- The Team will intervene in situations that require the expedited gathering of information and report directly to the Presbytery; at the time of report, the Intervention Team, concludes its work, and it now belongs to a standing team, ad hoc team or commission.
- 2.2.3. Pastoral Care Team (relates to Gather Team)
- Is comprised of a minimum of 2 members of Presbytery focusing on individuals whose skills and background are suitable for this responsibility.
- The Team will provide pastoral care to members of the Presbytery who need support, accompaniment or care. The team is encouraged to provide short-term support as required, and make referrals to professional counsellors, coaches or resources. • The team will have access to the Church Leaders Well-being Fund to provide support.

2.3. Terms and Appointments

- Team members serve one-year terms, which begin in September annually; and after three years on the same team, you must submit an annual written request to remain on the team.
- The Gathering Team brings recommendations annually to the September meetings regarding the make up the standing teams, which includes members on the appendix to the roll.
- The Moderator or the Presbytery names Ad Hoc Teams, Commissions and terms of reference.

Officers

3.1. Officers

- The Moderator, Clerk, Treasurer and General Presbyter are appointed by the Presbytery to support the ministry and mission of the Presbytery.
- The Past Moderator serves in a supporting role and is called upon if the Moderator is unable to fulfill their duties.
- The Officers of the Presbytery meet prior to each standing meeting of the court to prepare, organize and support the ministry and mission of the court. (They are not an executive, nor a business committee, and hold no group authority, outside of their individuals' roles and responsibilities.)

3.2. Moderator

- The Moderator's term of office is for one year and shall commence after their installation at the September meeting.
- The process for electing the Moderator of Presbytery shall be:
- In April the Clerk will circulate nominating papers to those on the Roll of Presbytery. Each member may submit one name in nomination for Moderator. For a name to be placed on the ballot, it must receive two nominations.
- Nominee names will appear on the ballot for Moderator in May, and members will vote by ranking the names presented, according to preference.
- The Clerk will name the Moderator-elect at the June meeting of Presbytery.
- It being understood that persons can serve more than one term as Moderator of Presbytery; no one may be elected Moderator of Presbytery more than twice within a six-year period.
- The Moderator is an ex-officio member of all Presbytery standing teams.

3.3. Clerk

- The Clerk shall be appointed by the Presbytery to a three-year term and be eligible for a second three-year term. No Clerk shall serve longer than six years.
- The Clerk shall be given an honorarium of \$15,120 for services rendered. This will be included annually in the budget and reflect COLA increases as set by the General Assembly.
- The Clerk will maintain the rotation for commissioners to the General Assembly and Synod and present the names and congregations annually at the September Meeting. • The Clerk shall be responsible to receive and document current police records checks for all Ministers and members of the order of Diaconal Ministers within the bounds of The Presbytery of Waterloo-Wellington. The Clerk shall note the following information: 1. Certifying police agency 2. Date of certification 3. Date received by the Clerk 4. Expiry date (5 years) 5. Results 6 Comments. The Clerk shall store this information in a secure manner. The Clerk will also notify members when their PRC needs to be renewed.
- The Clerk is an ex-officio member of all Presbytery standing teams.
- *A position portfolio for the Clerk is found in Appendix B.*

3.4. Treasurer

- The Treasurer shall be appointed by the Presbytery for a three-year term. A Treasurer is eligible for a second three-year term. No Treasurer shall serve longer than six years. • The Treasurer shall be given an honorarium of \$12,000 for services rendered. This will be included annually in the budget and reflect COLA increases as set by the General Assembly.
- The Treasurer shall draft proposed budget for the next calendar year, with the support of the Resource Team and present it at the November meeting of Presbytery. • The Treasurer is a member of the Resource Team; and is an ex-officio member of all other Presbytery standing teams.
- *A position portfolio for the Treasurer is found in Appendix C.*

3.5. General Presbyter

- The General Presbyter shall be appointed by the Presbytery for the term set forth in the contract.
- The General Presbyter is an ex-officio member of all Presbytery standing teams. • *A position portfolio for the General Presbyter is found in Appendix D.*

Gathering: Meetings & Worship

4.1. Regular Meetings

- The Presbytery shall meet beginning at 7pm., unless otherwise specified, on the second Tuesday of the months of September, November, January, March, May and on the third Tuesday of the month of June.
- Regular meetings are in-person, except for the online January meeting, unless the Moderator indicates otherwise.
- A schedule of meetings for the upcoming year shall be approved each June. • At the June meeting, written reports of the Commissioners to General Assembly will be received.

4.2. Special Meetings

- Special meetings may be called by the Moderator and are designated online or in-person. • Notice must be given at least seven days in advance, stating the specific purpose. • Special meetings called for ordinations, inductions, designations, recognitions, etc. with details of the services left in the hands of the Interim-Moderator, Moderator and Clerk.

4.3. Worship

- Each regular meeting shall include worship.
- The Gathering Team will identify worship leadership for each meeting, including liturgists, preachers, musicians, etc.

Leadership: Ministry Support

5.1. Transitions

- When a pastoral transition occurs the Leadership Team will support the pastor and ministry by holding an 'exit interview' process with the parties directly connected to the transition and report to the Presbytery its findings (this process will be unique in different congregations and may include a meeting with the session or congregation.)
- The Exit Interview Team, as part of its report to the Presbytery, will make a recommendation about the category of Interim Moderator required and the recommendation for an individual.
- The General Presbyter and Leadership Team Lead shall be included on all exit interview teams, from a pastoral and listening perspective, and will participate as able.
- The retirement of a minister from a congregation is a unique event and requires intentional pastoral care and support by the Presbytery. Therefore, all retiring clergy and congregations are required to enter into a Retirement Agreement, which states expectations, boundaries and care for all parties. (*A Clergy & Congregation Retirement Agreement is found in Appendix E*)
- The minimum responsibility of a pastoral charge toward the partner of the minister who dies in office will be two-fold:
- The provision and continuation of the full stipend to the end of the month in which the minister dies and full stipend less car allowance for the balance of a ninety-day period from the date of death of the minister.

- The continuing use of the Manse (or if mutually agreeable, equivalent accommodation) for a period of ninety days beginning at the date of the minister's death.

5.2. Interim Moderators

It is the responsibility of the Presbytery to appoint Interim Moderators for congregations in transition. The Presbytery understands that different congregations have unique needs and therefore has three categories of Interim Moderators.

- All Interim Moderators are expected to report to the Presbytery, through the Leadership Team, at minimum three times per annum.
- Each June the Leadership Team reviews all Interim Moderator appointments and identifies categories- I, II, III, which are approved by the Presbytery, and any changes take effect in September.

5.2.1. Interim Moderators I- Calling

- Congregations who are proceeding to call or appoint their next minister and do not have Presbytery identified transitional tasks is the first category.
- The Presbytery directs that the congregation(s) give remuneration to the Interim Moderator Category I as follows: a minimum of 10% of the Presbytery Minimum Stipend at the 8th Increment or 10% of the Previous Minister's Stipend, whichever is greater, plus expenses such as milage, phone, and administrative.
- Congregations can reasonably expect an Interim Moderator in this category to serve an average of 4 hours a week.

5.2.2. Interim Moderators II – Liaison (Presbytery Representative)

- Congregations who have a sitting minister, are calling an additional minister, or who are concluding a transitional ministry are the second category.
- This category includes Missions and Preaching Points within the bounds of Presbytery and they are called “Presbytery Representatives.”
- The Presbytery directs that the congregation(s) give remuneration to the Interim Moderator Category II as follows: a minimum of 7% of the Presbytery Minimum Stipend at the 8th Increment or 7% of the Previous Minister's Stipend, whichever is greater, plus expenses such as milage, phone, and administrative.
- Congregations can reasonably expect an Interim Moderator in this category to serve an average of 2 hours a week.

5.2.3. Interim Moderators III – Transition

- Congregations who are managing significant transition, for whom Presbytery has identified transitional tasks, who are re-imagining their future, or who are unable to call or appoint a ministry leader are category three.
- In these congregations a direct conversation about an Interim/Transitional Minister is encouraged and may be required during the exit interview stage. Individuals with training, gifts and experience are encouraged in these contexts.
- The Presbytery directs that the congregation(s) give remuneration to the Interim Moderator Category III as follows: a minimum of 15% of the Presbytery Minimum Stipend at the 8th Increment or 15% of the Previous Minister's Stipend, whichever is greater, plus expenses such as milage, phone, and administrative.

- Congregations can reasonably expect an Interim Moderator in this category to serve an average of 6 hours a week.

5.2.4 Interim Moderators Serving as Interim Ministers and/or Stated Supply

- Those serving as Interim Ministers and/or Stated Supply may serve as Interim Moderators in the congregation they have been appointed to.
- No additional compensation shall be provided for service as Interim Moderator, as this should be accounted for in the agreement (contract) for Interim Ministry or Stated Supply. • In the event an agreement renewal is discussed, another minister (General Presbyter available) should moderate the session meeting when a motion is presented and discussed, to avoid a perceived conflict of interest.

5.3. Terms of Call / Appointments / Stated Supply

- The Presbytery follows the standard terms of call, appointments, interim ministry and stated supply agreements recommended by the General Assembly.
- All calls to professional church workers (employed under categories I, II, and III as defined in the Acts and Proceedings of the General Assembly) include the following under the Guarantee of Stipend and Benefits: “To strongly encourage that after five years of service in the denomination, the professional church worker will take an inter-mission and to expect the same after every five years of service are completed.”
- All calls shall “undertake annually a review of the minister's stipend and allowances and increase by at minimum any increase in the cost of living.”
- The Presbytery in its on-going responsibility as the employer of all inducted or recognized professional church workers will add the following questions as part of the process leading to the sustaining of a call or presbytery appointment. (*Financial Information to Accompany a Call may be found in Appendix F*)
- Based on the experience of Presbyterian congregations across the country a general rule of thumb is:
- Congregations/pastoral charges cannot afford the cost of a minister once the total cost of the minister surpasses 70% of the total income received by the congregation/pastoral charge.
- Total cost of a minister includes stipend, housing, utilities, Health and Dental Premiums, EI, CPP, Congregational Pension contribution, Study Leave, other expenses directly related to the minister (additional travel allowance, book allowance, etc.).
- Stated supply agreements are required to be as detailed as possible about expectations for both the minister and the congregation. The reality of co-vocation and bi-vocational ministry mandates the need for clear written expectations and self-care. Special care should be taken in stated supply agreement for thirty percent time or less.

5.4. Presbytery Visitations

The immediate care and oversight of both ministers and congregations is the responsibility of the Presbytery. Visitation is the primary tool for the exercise of that responsibility with respect to congregations.

- The visitation process is conducted under the oversight of the Visitation Coordinator who is a member of the Leadership Team
- Visitations will be conducted in every pastoral charge under the care of Presbytery on a five-year rotational basis.

- Visitations shall normally take place from January to May, September to November. • Visitations will consist of three persons, either one minister and two elders; or one minister, one elder and one diaconal minister. The minister serves as convener, unless otherwise stated by the Visitation Coordinator.
- The teams will be made up of elders – both ruling elders and teaching elders will be on any given team.
- A Visitation Roster of 10-12 visitors will be invited to an annual alignment gathering. From this roster 3 persons will be selected to make a given visit.
- The Visitors will use some standardized questions to begin their conversations. However, since those questions are likely to evolve over time they are not being written into the standing orders.
- Visitation teams will visit a congregation on a Sunday – attending worship, and then doing interviews with congregation, session, Board, other groups, minister(s). • Teams will be provided with some basic information before arriving – 2 weeks bulletins, most recent annual report, and there would be a check off sheet created to cover basic elements. This material is to be in the hands of the Visitation team 2 weeks before the visit.
- Reports will be written in timely manner, will be succinct and suggest action paths for the Presbytery beyond “we commend the minister and congregation.”
- The Presbytery budget will carry a Visitation line item to pay for supply for the minister who is away from their pulpit, for travel costs, and food.
- When action is required beyond the mandate of a visitation team, a special committee or commission ought to be appointed by presbytery, with clear terms of reference given.

5.5. Conflict of Interest

- Persons filling the following roles as named by Presbytery: Interim Moderator, Interim Minister, and Stated Supply; are not eligible to be candidates to be the called minister.
- When a member of the Presbytery has a real or perceived conflict of interest, they are required to declare that conflict and it must be noted in the minutes. The member declaring a conflict is bound to follow the ruling of the moderator (court) regarding their presence or participation. It may be appropriate for the member declaring a conflict to participate in the debate in the court and to vote; or it may be appropriate for the member to withdraw from the meeting.

Resources: Finances & Funds

6.1. Finances

- Presbytery's fiscal year is the calendar year.
- The General Fund, from which the operating expenses and the Synod assessment are to be paid, shall be raised by an annual assessment upon the congregations.
- Offerings taken at special meetings of Presbytery shall be for the work of the Presbytery and deposited in the General Fund.

6.2 Congregational Allocations

- Payment of the Presbytery assessment may be made in one of the following ways:

a) in a lump sum prior to March 31st.

b) by four post-dated cheques, dated January 15, April 15, July 15, and October 15th. By January 15th congregational treasurers shall inform the Treasurer of Presbytery of the chosen method of payment.

6.3 Meeting Expenses

- The expenses of those on the roll or appendix to the roll attending Presbytery or Team meetings, including the Moderator, Clerk, Treasurer and General Presbyter shall be paid from the General Fund. Travel mileage expenses not covered by the congregations and submitted to the Clerk with the return kilometer travel distance from the home location to the meeting location. Payable at the current Canada Revenue Agency, Ontario Kilometric rate for the reimbursement calculation.

6.4 Funds

The Vision for the Presbytery Funds

- The goal is to get the Presbytery out of being primarily a lending agency and turn the Presbytery into a granting agency. That the Presbytery turn away from lending money to fix or build buildings and that the Presbytery turn towards giving grants to ministry projects and initiatives. That the Presbytery no longer prioritizes buildings and that the Presbytery prioritize using money to connect with people in the name of Jesus Christ.
- The Presbytery shall maintain a Reserve Fund, a Church Leaders Wellbeing Fund (Previously Trust Fund), General Presbyter Fund, Endowed Project Fund, Diane Boyd Campus Fund (Endowed), New Ministry Grant Fund, and Knox's Galt Fund.

6.4.1 The Reserve Fund

- The Reserve Fund is the Emergency Fund of the Presbytery. Backstopping the Current Account if there is a cash flow challenge, providing bridge loans to congregations with emergent needs. These loans would be limited to \$50,000 maximum and would need to be paid back in 5 years. In order to qualify for the loan, the congregation would need to match the loan from Presbytery dollar for dollar.
- The Reserve Fund will begin (Jan. 1, 2026 \$175,000). \$225,000 of loan repayment funds will be placed in the Reserve Fund. The make fund goal \$400,000. The Reserve Fund would not be allowed to grow above \$450,000 in cash or loans.
- This Fund will be managed by the Resources Team (see Appendix G.1 for application process.) All loans must be approved by Presbytery.

6.4.2 The Church Leaders Wellbeing Fund (Previously Trust Fund)

- The Church Leaders Wellbeing Fund will provide resources to church leaders (both ordained and lay) who would benefit from time away, counselling support, etc. It will also do what the Trust Fund did in offering grants to clergy (both active and retired) needing financial support due to crises or transitions in life.
- Church Leaders Wellbeing Fund (Previously Trust Fund) will begin at \$100,000. If the Church Leaders Wellbeing Fund drops below \$50,000 additional funds will be moved into the fund with the Presbytery's approval. This fund will not be allowed to grow above \$150,000.
- This Fund will be managed by the Pastoral Care Ad Hoc Team, applications for funds can be sent to either the Clerk of Presbytery or the Pastoral Care Ad Hoc Team (See Appendix G.2)

6.4.3 The General Presbyter Fund

- The General Presbyter Fund will cover the cost of the General Presbyter for two years (2026 and 2027).
- The General Presbyter Fund will begin at \$300,000 on Jan. 1, 2026. If the General Presbyter Fund drops below \$100,000 additional funds will be moved into the fund with the Presbytery's approval. This fund will not be allowed to grow above \$300,000.

- This Fund will be managed by the Resources Team, which will report to Presbytery twice a year (May and November) about the fund.

6.4.4 The Endowed Projects Fund

- The Endowed Project Fund makes grants available to congregations and congregational leaders within The Presbytery of Waterloo Wellington to support initiatives which will help to revitalize and renew congregations to continue the ministry of Christ.
- This endowed fund will provide grants of up to \$5,000 with the requesting body contributing at least 25% of the total cost of the project. These projects are to be missional: that is, related to outreach, including partnerships in the community. A Session must endorse the project.
- Normally a requesting body (eg. congregation) will be allowed only one grant per year (Jan-Dec). However, at the discretion of the Leadership Team, an opportunity for second round of grants can be opened in the summer for possible approval in September. Congregations seeking a first grant in the year would take precedence over congregations seeking a second grant. The goal is to see the full 10% granted annually to projects.
- The Endowed Project Fund will begin at \$450,000 on Jan. 1, 2026 (up to 10% can be spent annually). If the principle in the Endowed Project Fund drops below \$350,000 additional funds will be moved into the fund with the Presbytery's approval. This fund will not be allowed to grow above \$500,000.
- The Fund will be managed by the Leadership Team (See appendix G.3 for application process). All grants will be approved by Presbytery.

6.4.5 Diane Boyd Campus Fund (Endowed)

- The Diane Boyd Campus Fund as an endowed fund will support work on university and college campuses and with university and college students. Congregations applying for grants need to demonstrate that they will be contributing 25% of the total cost of the campus work. Chaplaincies and other groups applying must provide a motion of support from the ministry's board and demonstrate that the grant request is not more than 75% of the total cost of the ministry.
- Diane Boyd Campus Fund (Endowed) will begin at \$300,000 on Jan. 1, 2026 (up to 10% can be spent annually). If the principle in the Diane Boyd Campus Fund drops below \$250,000 additional funds will be moved into the fund with the Presbytery's approval. This fund will not be allowed to grow above \$350,000.
- Grants requests must be submitted by May 15 of a given year.
- The Fund will be managed by the Leadership Team (See appendix G 4 for application process). All grants will be approved by Presbytery.

6.4.6 New Ministry Grant Fund

- The New Ministry Grant Fund is a grant fund where the whole amount is available for grants in support of new ministries. They may be based in one congregation, they may be the work of a number of congregations, they may be the work of a collection of persons from congregations working together outside the congregational system. In whatever way the new ministry may be structured, a court of the PCC (that is, Session(s), the Presbytery, or the Synod) must endorse the project – this is central to our understanding of accountability.
- Grant requests for the first round of grants from the New Ministry Grant Fund must be submitted to the Clerk of Presbytery by Sept. 1, 2026. No funds will be granted ahead of that date. Applicants must demonstrate financial, in-kind, and spiritual support from one or more courts of The Presbyterian Church in Canada.

- If there are funds remaining after the first round of grants, those will be distributed as applications are made until the fund is depleted.
- The New Ministries Grant Fund will begin with \$400,000 on Jan. 1, 2026. As new funds flow to the Presbytery – from the dissolution of congregations and other sources – those funds will be first deployed to the New Ministry Grant Fund. When that fund reaches \$500,000 any additional available funds will be divided equally between the Endowed Grants Fund and New Ministry Grants Fund.
- The Fund will be managed by the Leadership Team. All grants will be approved by Presbytery. (See Appendix G.5 for the Application process.)

6.4.7 Knox's Galt Fund

- The Knox's Galt Fund is a left-over matter from the closure of Knox's Church, Galt. \$120,000 will be set aside for outreach projects in Cambridge. The fund is to be expended over 10 years. Annually up to \$15,000 will be made available for grants to Presbyterian ministries in Cambridge to fund outreach and community partnerships.
- If in September of a given year not all \$15,000 has been expended, non-Presbyterian related ministries will be invited to apply. The goal is to see the full \$15,000 granted annually to projects.
- Outreach and partnership projects will be supported up to 75% of the costs of the project with the requesting body contributing at least 25% of the total cost of the project. These projects are to be related to outreach, including partnerships in the community. A Session or equivalent must endorse the project by motion.
- Presbyterian congregations in Cambridge with outreach and community partnership projects they wish to have funded must apply first to the Knox's Galt Fund before they apply to the Endowed Projects Fund. Presbyterian congregations in Cambridge are permitted to apply to the Endowed Projects Fund but their requests will be considered after eligible grants from non-Cambridge congregations have been considered.
- The Fund will be managed by the Leadership Team (See appendix G 6 for application process). All grants will be approved by Presbytery.

APPENDICIES

APPENDIX "A" Presbytery Why Statement

Context:

The Presbytery Why is a vision and focus which will guide our ministry in the years ahead. This vision birthed from the gospel narratives of John 20 and 21 and affirmed by the Spirit, imagines a church willing to risk, rooted in resurrection hope and committed to mission. *Jesus Shows Up & Jesus Send Us.*

Why Statement:

In response to Jesus Christ, people gather from local congregations and ministries as the Presbytery, seeking to nurture the ministry, mission and witness of God in Waterloo-Wellington.

We seek to do this by:

- Being attentive to and naming the ways God is already active and at work within the region (discernment)
- Focus on living into our calling as a 'sent people' who join God's mission in the world (missional)
- Moving beyond fear and engaging in risk-taking (discipleship)

- Learning and experimenting with renewal- new ways, models and practices of being the church (ecclesiology)
- We seek to build just and respectful relationship with all people, rooted in the love and justice of Christ (Inclusion and reconciliation)

To focus on the above principles, we are called to...

Gather:

- To have three teams: Gathering, Leading and Resourcing
- To gather as a Presbytery, alternating between a whole presbytery meeting and one for teams
- To meet focusing on growing relationships, learning together and preparing to be sent out to be the church in the world
- To seek and be open to how God is showing up and how we are being sent

Leadership:

- To establish health and wholeness as the priority for all elders and clergy, through professional support, to reduce isolation and establish healthy communities • To embrace curious and creative leadership within presbytery as a way of moving beyond problem/solution frameworks and a fear of failure that leave us stuck
- To support congregations/ministries in learning and acting with the Spirit's help • To allocate people resources for ministries that can articulate and demonstrate their why, how God is at work, and how they are being sent

Resources:

- To allocate resources for viable ministry and mission based on the above Why Statement • Effective stewardship of resources asset management (people, buildings, property, money, investments)
- To encourage the use of presbytery resources for growing mission and ministry, with a focus on: risk taking, learning, and experimentation (aligned with the proposed Funds document)
- To provide resources for ministries that focus on outreach- living our calling as a sent people
- To fund staff who support discernment and leadership

APPENDIX "B" Clerk's Position Portfolio

The Clerk will,

- Keep the record of proceedings of the Presbytery, as per the Book of Forms, and will transmit a bound copy, printed on acid free paper, annually to the Synod for review and place in the archives of the Presbyterian Church in Canada.
- Keep an accurate roll of the members of Presbytery and those on the appendix to the roll. • Preserve all papers belonging to the Court.
- Will give certified extracts from the minutes, when instructed and applied for or when necessary.
- Be responsible for compiling and maintaining summaries of the steps required to carry out the various functions of the Presbytery, e.g. licensing, ordination, induction etc. • Keep all relevant documents and letters.
- Be responsible for the orientation of new representative elders.
- Be computer literate and prepare all minutes, correspondence and citations via computer and store all such material on hard drive with backup.
- Be expected to participate fully as a member of the court.

- Review all Calls and present to the Presbytery for consideration.
- The Clerk be given power to issue in attesting Session Records.

APPENDIX "C" Treasurer's Position Portfolio

The Treasurer will:

- Manage the Presbytery Funds and Bank Accounts
- Track congregational assessment submissions and regularly inform the Presbytery • Prepare monthly reports for the Presbytery and/or Resource Team. • Prepare a Draft Budget
- Oversee the work of the auditors.

APPENDIX "D" General Presbyter Position Portfolio

Focus Areas of Ministry

- 1) People- Clergy and Elders: relationship builder, support, coach and care for the leadership of our ministries.
- 2) Congregations: connect, resource and support discernment and leadership development in local congregations. A focus on naming the 'what is' current state of reality has often been the focus of this work.
- 3) The Presbytery: Creator of intentional processes to support the Presbytery in discernment and action.

Outcomes in Focus Areas

The General Presbyter will engage in ministry in the following ways:

1) People

- meeting one-on-one with clergy in the Presbytery for pastoral support, coaching and encouragement
- attend regional/local conversations with clergy and elders about current ministry and exploration of future models and pathways
- respond to inquiries from clergy and elders about current challenges and opportunities o coaching clergy as they navigate the daily tasks of ministry and leadership o provide leadership at educational events and gatherings
- provide pastoral support for clergy and elders as urgent needs arise and refer when needed

2) Congregations

- attend session meetings as a guest/facilitator
- lead congregational workshops/learning opportunities
- facilitate discernment conversations between congregations and in regions o first responder to congregations and Interim Moderators as emergent needs arise o provided guidance, in consultation with the Clerk of Presbytery, and Clerks of Assembly, on policies, procedures and polity of the church
- serve as Interim Moderator in no more than one congregation
- occasionally be available for pulpit supply at normal General Assembly rates

3) Presbytery

- facilitate Presbytery workshops, provided leadership and facilitation at Presbytery meetings

- active ex-officio member of the Business Committee and Congregational Response Team Leadership Team
- connect the Presbytery with future oriented conversations about being the church o create and update presbytery resources and/or connect with theological college or national church agencies to resource ministry

Accountability

- Report to and coordinate work with the Congregational Response Team Leadership Team
- Engage in regular direct communication with a team of 3 designated members of the CRT/Presbytery
- Review and report on measurable goals every 4-6 months (fall, winter, spring) o Report to Presbytery at each regular meeting and give a full annual report

Principals that Guide the Ministry

- The future will require a commitment to do ministry and carry out our mission in ways we do not know how to do currently
- We cannot manage our way out of this moment; leadership is required o We must discern as a Presbytery; we are not congregationalists (together we are responsible as the pastoral bishop for the witness, mission and ministry of all churches within our region)
- All churches, like all things in God’s design, have a life cycle – things are born, grow, live, decline, die and are resurrected
- We are better together, naming our interconnectedness, discerning the way forward in Christ (building trust will be necessary)
- Transformational change will require cultural change for all our ministries and for each of us individually

APPENDIX “E” Clergy & Congregation Retirement Agreement

We believe that God called us together as Pastor, Congregation, and Presbytery when the Presbytery of Waterloo-Wellington installed The Reverend _____ as Teaching Elder of _____ (Church). We believe that God calls to new ministries, including those in retirement, that require the dissolution of pastoral relationships. Thus, it is appropriate that the Congregation of _____ dissolves the relationship between itself and The Reverend _____ on _____

We believe that it is God's will that this church, and its new pastoral leadership need to be free to move forward in Christ's ministry, able to establish new bonds and experience new ministry and styles. We believe that the reign of God among us is diminished if the parties above were to give

any time to making or listening to uncomplimentary or critical comments or comparisons of pastoral leadership.

Therefore: In order to honor God's call, will and reign, we establish this Agreement to assist each other in observing the following commitments and agreements:

A. Prior to leaving; the retiring pastor, together with the session, will send a letter to the congregation, and have it published in the church newsletter, stating that they will be retiring and thus will no longer be the congregation's pastor. The letter will request that the congregation not ask the retiring pastor to officiate at any services after the date of effective dissolution. B. After the dissolution of the relationship, The Reverend _

_____ will not be asked nor will s/he accept (for a period of no less than three years) the invitation to officiate at any Baptism, Wedding or Funeral of a member of the church family. And, following such a three-year period of separation, they will only accept such invitations as may be extended by the Moderator after direct discussion between the retired pastor and Moderator of the Session. C. The session and members of the congregation agree that during the final month of the pastor's ministry that the officers and members of the church will carry as much of the administrative responsibility as possible to enable the pastor to prepare her/himself for leaving (ie: saying good bye, removing personal files, books, effects from the church buildings).

D. The Pastor agrees that by the dissolution date above, all funds, keys, papers and property belonging to the church will be transferred to the proper officers or staff.

Retiring Pastor Clerk of Session

APPENDIX "F" Financial Questions & Information to Accompany a Call

- Please answer the following questions:
- In the call the congregation stated a figure as its annual income. What is that figure? Please explain how that figure was arrived at.
- What is the average cost of buying a 3-bedroom house in the neighbourhood of the church? Using the figure of a 20% down payment, what would the annual cost (principle plus interest) be for a 30-year mortgage for such a house? What would the average utility bill be for a year on such a house? Does the amount being provided for House Allowance reflect these calculations? If not, why not?
- What was the total income received by the congregation/pastoral charge in each of the last three calendar years?
- In each of the last three calendar years, what payments, if any, did the congregation make to manage debt (that includes but not limited to mortgages, lines of credit, loans)? • In each of the last three calendar years, what funds, if any, were taken from savings/reserves to pay for operational costs or staff remuneration?
- In each of the last three calendar years, what income was received from outside groups – rentals, donations in lieu of rent, payment by a third party to the congregation for minister's time, etc.?
- What will be the total cost to the congregation of having the minister – please include stipend, housing, utilities, Health and Dental Premiums, EI, CPP, Congregational Pension contribution, Study Leave, other expenses directly related to the minister (additional travel allowance, book allowance, etc.).

APPENDIX "G" Funds

APPENDIX G.1 – Reserve Fund

Approved March 8, 2022., p.6351

Purpose

The Waterloo-Wellington Presbytery Reserve Fund makes loans available to congregations for emergency equipment replacement or building repairs and revenue shortfalls. A grant or a partial grant could also be provided as deemed appropriate through Presbytery approval based on a recommendation from a Presbytery member. A maximum of \$50,000 will be allocated to each reEmergency loan.

Source of Funds

At the beginning of January 2022, the Development Fund was subdivided into four component Funds which includes the reEmergency Financing and Repair Fund. 20% of the Development Fund and 20% from the net proceeds from the sale of future Presbytery assets will be transferred into the reEmergency Financing and Repair Fund as per Recommendations approved in the minutes of the Nov. 9, 2021 WW Presbytery Zoom Meeting. Money from the repayment of new reEmergency short term loans will be credited to the reEmergency Fund.

Administration

The loan application process will be administered by the Resources Team, with oversight by the Business Committee of the Waterloo-Wellington Presbytery. The Resources Team will review and assess loan applications and recommend action to Business Committee. All loan requests must have the support of the congregation's Session. Funds must be for properties owned by the Presbytery.

The Presbytery has the right to grant or refuse requests based on:

- 1) terms of the Fund
- 2) priorities of the Presbytery of Waterloo-Wellington
- 3) availability of funds

Conditions of Disbursement

Essential Emergency Repairs are those which are considered to impact the health, and or safety requirements of those using the building, place the building or property at risk, or violates building codes, and therefore requires immediate attention in order to avoid additional damages and or costs.

Congregational emergency funding is restricted to essential, non-deferrable expenses including, if appropriate:

- Staff wages and other employment expenses.
- Payments for regularly scheduled obligations, including payments under agreements necessary to maintain the property, licenses, or permissions necessary to operate.
- Loans will cover repairs such as those not covered by insurance.

The repayment of loans will be made in full within 5 years. Repayment of emergency financial assistance will commence within one year, with a plan to reduce the loan with the assistance of the Congregational Response Team, develop a plan for the restructuring of the congregation. Emergency funding for essential congregational expenses will be provided, where the congregation does not have access to a line of credit or have the necessary amount available in other church funds.

Fifty per cent of all loans for repairs or equipment replacement costs will be funded by the congregation.

The loan application must contain the documents listed in section A and will be reviewed based on the evaluation criteria listed in section B. A checklist for the application documents can be found in Appendix A. This information is based on the Finance and Property Committee Procedures document dated November 10, 2020.

A. Loan Application Guidelines

In Requesting a loan from Presbytery of Waterloo-Wellington, each congregation must include the following documents and information:

- 1) A loan request letter including total project costs and amount requested. This includes extract of Session minutes and (if appropriate) congregation meeting minutes approving the project.
- 2) Income and Expense Statement, along with Balance Sheet for latest fiscal year end, with highlights noted for restricted or reserve funds.
- 3) Projection of Current and Long-Range Financial needs at least through the payback period of the loan.
- 4) Building related applications will include drawings or sketches with an explanation of changes, if applicable.
- 5) Have any other grant or loans been received or applied for or being planned to apply for?
- 6) Specific standing committees may use additional information from a congregation, including a financial viability review and analysis.

B. Evaluation Criteria

- 1) Does the current request seem realistic in terms of current goals and forecasted income 2) Do the Long-range needs seem realistic versus reality of past years
- 3) Do the projected goals and vision of the congregation warrant an investment of the amount requested? The Property and Finance Team will work with the Congregational Response Team to assess this criteria.
- 4) Does the present financial position of Presbytery allow for approval of the pending loan requests.
- 5) Do amounts requested fall under specific budgets set by Presbytery.
- 6) Does the congregation have unused funds of its own. The Property and Finance Team will only consider approving loans when congregations have used their own undesignated funds.
- 7) Specific standing committees may use additional evaluation criteria.

Restricted funds must be used for the purposes specified. Documentation for this restriction must be maintained in the congregation's records.

Distribution of Funds

Once approved, the Property and Finance Team will communicate with the congregation that applied for the loan. The Presbytery Treasurer will forward the funds requested by the congregation.

Expectations after Receiving a Loan

At the conclusion of the issue requiring funds, the congregation will provide a report to the Property and Finance Team indicating the issue has been resolved.

Evaluation of the Reserve Fund

The Presbytery of Waterloo-Wellington will conduct a review of the Fund and its terms of reference on the third anniversary of the Fund, or as needed. Since the Fund began in January, 2022, the next review will take place in (same month) 2025.

Waterloo Wellington Presbytery Reserve Fund Loan Application Check List Congregation name

Application Date _____

1 ___ A loan request letter, including:

___ Total project costs and amount requested.

___ Extract of Session minutes and (if appropriate) congregation meeting minutes approving the project.

2 ___ Fiscal Year End Financial Statement for the past two years

___ Income and Expense Statement

___ Balance Sheet

___ Details of all accounts identifying restricted or reserve funds.

3 ___ Current year's YTD to the month end before the application date ___ financial statements

- including Income, Expenses and Current financial position (Assets and Liabilities)

4 ___ Projection of Current and Long-Range Financial needs at least through the payback period of the loan.

5 ___ A written report, outlining projected Goals and Vision of the congregation. ___ Include how the purpose of the request relates to the goal(s).

6 ___ Building expansion related applications will include:

___ drawing or sketches, details of Contractor, Engineering Firm, Project Manager ___ an explanation of proposed changes

7 ___ A List all other all other loans / grants or funding applied for or proposed sources for other funds.

8 ___ Additional items as requested.

APPENDIX G.2 Church Leaders Wellbeing Fund

- The Team will be comprised of a minimum of 2 members of Presbytery focusing on individuals whose skills and background are suitable for this responsibility.

- The Team will provide pastoral care to members of the Presbytery who need support, accompaniment or care. The team is encouraged to provide short-term support as required, and make referrals to professional counsellors, coaches or resources.

1. The Church Leaders Wellbeing Fund will provide resources to church leaders (both ordained and lay) who would benefit from time away, counselling support, etc.

2. The *Church Leaders Wellbeing Fund* will also assist in meeting compassionate and benevolent needs in the event of disability, illness or the necessity of pastoral care among the Presbytery's teaching elders (both active and retired) and lay pastors.

3. Individual teaching elders and lay pastors can apply directly to the fund, Clerks of Session can also submit names of persons who would benefit from support from the fund.

4. The Team's discussions are confidential. The Team will simply report to the Business Committee the name of the person to receive support together with the amount being granted. The Business Comm. will authorize the expenditure.

APPENDIX G.3 Endowed Projects Fund

Approved March 8, 2022

Purpose

The Waterloo Wellington Projects Endowment Fund makes grants available to congregations and congregational leaders within The Presbytery of Waterloo Wellington to support initiatives which will help to revitalize and renew congregations to continue the ministry of Christ.

Preamble

The Latin phrase *semper reformanda* - usually translated "always reforming" - is the widely known slogan of the Reformed tradition.

We believe that reformation/renewal/revitalization in our lives and congregational life is driven by God's agenda as revealed in Scripture, not ours.

As a reformed church, we rely on the truth and inspiration of Scripture for God's guidance into the future - a future that we approach with wonder and anticipation, knowing God is with us.

Embarking on revitalization/renewal of congregational life, we don't believe that we can:

- *Manage or*

- *Organize or*

- *Manipulate* the congregation towards change

Revitalization/renewal is a ministry where we find rest in God who revitalizes/renews and builds the congregation and involves us in it. This premise relieves us of the tension created within us when we try to revitalize/renew and build the congregation and believe God only lends a hand. Renewal leads believers to see what God sees.

Questions asked when we embark on the renewal and revitalization journey:

- Who are we?
- Who is our neighbour?
- What breaks your heart?
- Why are we here in ... (name your location – town or city)?
- What is God calling us to be and do?
- What time are we in?
- Who do we say Jesus is?

"Where there is no vision, the people perish." (Proverbs 29:18)

Vision must start with someone, and that someone is often the minister.

Though ministers often take the initiative, the vision is refined and improved by others who come to share in the vision, expanding and developing it in ways impossible for ministers to achieve on their own.

What is the passion behind the project/renewal?

While it is true that without vision the people perish - it is also true that without passion vision becomes a management tool, a way to organize. Passion fuels the fire of renewal. We can teach skills; we can facilitate vision; we can't teach passion.

Source of Funds

An initial capital investment of \$450,000 will be set aside inside the Development Fund of the Presbytery with 10% of the capital being available for grants each calendar year.

The treasurer will submit to the Leadership Team the value of the Fund on Sept. 30 of each year.

Should a portion of the 10% not be disbursed to congregations, it will be re-invested as further capital to maintain or increase future income.

Conditions of Disbursement

1. Congregational initiatives should try to be in line with the sentiments expressed in the preamble - *Questions asked when we embark on the renewal and revitalization journey.*
2. Congregations can also connect with facilitators of their choice to assist in the renewal/ revitalization initiative.
3. It is understood that projects funded by the Projects Endowment Fund will contribute to the Presbytery's and the Denomination's understanding and experience of ministry and/or mission.
4. Initiatives must be linked to the life of a worshipping community
5. Initiatives should not come from an individual, but there should be a team in place to support and implement the project.
6. Applications for renewal projects ready to be implemented will be received throughout the year.
7. Disbursement will be on a first come first serve basis, depending on the availability of funds, the recommendations of the Leadership Team, and, ultimately, the approval of Presbytery. Grants to each congregation will not normally exceed \$5000 per year.
8. Implementation dates need to be available before the first grant will be available to the applicant congregation.
9. Costs associated with renewal projects will be considered for funding by the Leadership Team. The congregation will be expected to provide at least 25% of the costs of the proposed program/activity.
10. Grants will not normally be approved for more than five years for ongoing activities/programs.
11. A grant can be terminated because of failure to implement the project specified in the application. In such a case, the funds are to be returned to the Re-Generation fund.

Distribution of Funds

Once approved by Presbytery, the grant amount will be disbursed upon notice from the applicant that the project is ready to begin.

Expectations after Receiving a Grant

A report including a summary of the project and key insights that could be helpful to other congregations will be submitted to the Leadership Team within two months after the project has been completed. This enables congregations' stories to be shared.

Administration

The grant application process will be administered by the Leadership Team on behalf of the Presbytery of Waterloo Wellington.

All grant requests must have been approved by the Session of a congregation in the Presbytery. The Presbytery has the right to grant or refuse requests based on:

1. Terms of the fund
2. Priorities of the Presbytery of Waterloo Wellington
3. Viability of the congregation
4. Availability of funds

APPENDIX G.4 The Rev. Diane Boyd Memorial Campus Fund

Approved September 14, 2021, pp. 6277-6278, Renamed May 14, 2024 p. 4671 Preamble:

The Rev. Diane Boyd Memorial Campus Student Ministry Fund provides grants to Campus Ministries within the bounds of the Presbytery of Waterloo-Wellington (including but not limited to University and College Chaplaincies, Christian ministries working with students on University and College campuses, and congregations doing intentional ministry with University and College students.)

Grants to the Ecumenical Guelph Chaplaincy and the Post-Secondary Student grants program will be included in the Rev. Diane Boyd Memorial Campus Student Ministry Fund.

Terms of Reference:

The Presbytery will announce at the March meeting of the Presbytery each year how much grant money will be available for distribution. Applications are to be received by May 15 of a given year. The Leadership Team will bring recommendations to the Presbytery for approval of grants at the June meeting.

Up to 10% of the fund can be spent in a 12-month period of July 1 to June 30.

Congregations wishing to access the fund to do their own intentional ministry with University and College students must contribute at least 25% of the project's budget.

Applications will include:

1. A two-sentence statement of the purpose of the ministry.
2. A 250-word description of the activities the ministry undertakes to live out that purpose.
3. Two stories of the impact the ministry has had in the community gathered around the ministry or in the lives of individual students.
4. A budget for the ministry, along with the amount being asked for.

5. All applications, including those from Chaplaincies and other non-congregational Campus ministries, require a letter of endorsement from a Session within the Presbytery.

If the Presbytery determines the Rev. Diane Boyd Memorial Campus Ministry Fund is no longer effective the remaining funds will be placed in the Ministry Initiative Fund.

APPENDIX G.5 – New Ministries Grant Fund

Grant requests for the first round of grants from the New Ministry Grant Fund must be submitted to the Clerk of Presbytery by Sept. 1, 2026. No funds will be granted ahead of that date. Applicants must demonstrate financial, in-kind, and spiritual support from one or more courts of The Presbyterian Church in Canada. If there are funds remaining after the first round of grants, those will be distributed as applications are made until the fund is depleted.

The New Ministries Grant Fund will begin with \$400,000 on Jan. 1, 2026. As new funds flow to the Presbytery – from the dissolution of congregations and other sources – those funds will be first deployed to the New Ministry Grant Fund. When that fund reaches \$500,000 any additional available funds will be divided equally between the Endowed Grants Fund and New Ministry Grants Fund.

A Statement:

In John 20 and 21 the gist of the story can be told this way – the risen Jesus shows up and sends us out. Where in unexpected places and unexpected ways is the risen Jesus showing up? In what ways are we, the church, being sent to join Jesus in the places where he is showing up? These questions get us to the place of beginning to think about the new we may be being invited to.

A grant proposal will demonstrate that an engaged conversation with a group of committed persons has taken place about the questions in the previous paragraph and also around some of the following:

- Who are we?
- Who is our neighbour?
- What breaks your heart?
- Why are we here in ... (name your location – town or city)?
- Where is Jesus showing up where we are?
- Where is Jesus sending us? And how are we to go there?
- What is the passion behind the project/renewal?

While it is true that without vision the people perish - it is also true that without passion vision becomes a management tool, a way to organize. Passion fuels the fire of renewal. We can teach skills; we can facilitate vision; we can't teach passion.

Proposal evaluation tool:

Up to 15 points – the proposal demonstrates that an engaged conversation has taken place leading to this grant request. It also demonstrates that some practical exploration of the idea has taken place including connecting with the people the ministry hopes to reach (The Endowed projects fund is a great place to apply for an exploration work grant.) *(there are signs that Jesus has shown up)*

Up to 15 points – the proposal identifies leaders passionate about this ministry *(people who believe that Jesus has shown up for this ministry)*

Up to 15 points – the ministry reaches outside the walls of the church building doing ministry among the people of the community. (*The Church is sent out*)

Up to 15 points – the ministry invites people to connect with Jesus (*We are sent by Jesus, in Jesus' name*)

Up to 10 points – there is committed prayer support for the ministry from persons who will pray regularly for the ministry

Up to 10 points – the proposal has a built-in reflection about what is happening component including the leaders having a mentor/coach

Up to 10 points -- the proposal shows that an existing ministry will provide administrative support and financial support

Up to 10 points – the proposal breathes life and hope from the Holy Spirit

APPENDIX G.6 – Knox's Galt Fund

Purpose

The Knox's Galt fund makes grants available to congregations and congregational leaders located in Cambridge, Ontario. The first priority being ministries within The Presbytery of Waterloo Wellington to support initiatives which will help to revitalize and renew congregations to continue the ministry of Christ. When the funds have been depleted to nothing (which should take place on or about 2036) the fund will not be resupplied.

Preamble

The Latin phrase *semper reformanda* - usually translated "always reforming" - is the widely known slogan of the Reformed tradition.

We believe that reformation/renewal/revitalization in our lives and congregational life is driven by God's agenda as revealed in Scripture, not ours.

As a reformed church, we rely on the truth and inspiration of Scripture for God's guidance into the future - a future that we approach with wonder and anticipation, knowing God is with us.

Embarking on revitalization/renewal of congregational life, we don't believe that we can:

- *Manage or*
- *Organize or*
- *Manipulate* the congregation towards change

Revitalization/renewal is a ministry where we find rest in God who revitalizes/renews and builds the congregation and involves us in it. This premise relieves us of the tension created within us when we try to revitalize/renew and build the congregation and believe God only lends a hand. Renewal leads believers to see what God sees.

Questions asked when we embark on the renewal and revitalization journey:

- Who are we?
- Who is our neighbour?
- What breaks your heart?

- Why are we here in ... (name your location – town or city)?
- What is God calling us to be and do?
- What time are we in?
- Who do we say Jesus is?

“Where there is no vision, the people perish.” (Proverbs 29:18)

Vision must start with someone, and that someone is often the minister.

Though ministers often take the initiative, the vision is refined and improved by others who come to share in the vision, expanding and developing it in ways impossible for ministers to achieve on their own.

What is the passion behind the project/renewal?

While it is true that without vision the people perish - it is also true that without passion vision becomes a management tool, a way to organize. Passion fuels the fire of renewal. We can teach skills; we can facilitate vision; we can't teach passion.

Source of Funds

An initial capital investment of \$120,000 (Jan. 1, 2026) will be set aside inside the Development Fund of the Presbytery with \$15,000 being available for grants each calendar year. The goal is for the fund to be fully expended by 2036.

The fund is to be expended over 10 years. Annually up to \$15,000 will be made available for grants to Presbyterian ministries in Cambridge to fund outreach and community partnerships. If in Sept. of a given year not all \$15,000 has been expended, non-Presbyterian related ministries will be invited to apply. The goal is to see the full \$15,000 granted annually to projects.

Should \$15,000 not be disbursed to congregations in a given year, it will be re-invested as further capital to maintain or increase future income.

Conditions of Disbursement

1. Congregational initiatives should try to be in line with the sentiments expressed in the preamble - *Questions asked when we embark on the renewal and revitalization journey.*

2. Congregations can also connect with facilitators of their choice to assist in the renewal/ revitalization initiative.

3. It is understood that projects funded by the Knox' Galt Fund will contribute to the Presbytery's and the Denomination's understanding and experience of ministry and/or mission.

4. Initiatives must be linked to the life of a worshipping community

5. Initiatives should not come from an individual, but there should be a team in place to support and implement the project.

6. Applications for renewal projects ready to be implemented will be received throughout the year.

7. Disbursement will be on a first come first serve basis, depending on the availability of funds, the recommendations of the Renewal Team, and, ultimately, the approval of Presbytery. Grants to each congregation will not normally exceed \$12,000 per year.

8. Implementation dates need to be available before the first grant will be available to the applicant congregation.

9. Costs associated with renewal projects will be considered for funding by the Leadership Team. The congregation will be expected to provide at least 25% of the costs of the proposed program/activity.

10. Grants will not normally be approved for more than five years for ongoing activities/programs.

11. A grant can be terminated because of failure to implement the project specified in the application. In such a case, the funds are to be returned to the Knox's Galt Fund.

Distribution of Funds

Once approved by Presbytery, the grant amount will be disbursed upon notice from the applicant that the project is ready to begin.

Expectations after Receiving a Grant

A report including a summary of the project and key insights that could be helpful to other congregations will be submitted to the Renewal Team within two months after the project has been completed. This enables congregations' stories to be shared.

Administration

The grant application process will be administered by the Renewal Team on behalf of the Presbytery of Waterloo Wellington.

All grant requests must have been approved by the Session of a congregation in the Presbytery. The Presbytery has the right to grant or refuse requests based on:

1. Terms of the fund
2. Priorities of the Presbytery of Waterloo Wellington
3. Viability of the congregation
4. Availability of funds