



LIFE & MISSION AGENCY  
Canadian Ministries

**Ministry Endorsements: Re-Application**  
**March 2015**

Through generous donations to *Presbyterians Sharing*, it is possible for The Presbyterian Church in Canada to partner with presbyteries, (synods, when applicable) and local ministries to support initiatives across the country. The courts of the Church are vested with significant powers and responsibilities and are to take great care in reviewing proposed grant applications before endorsing and submitting applications for consideration by Canadian Ministries.

The Denomination relies heavily upon the wisdom and insight of presbyteries (and synods, when applicable) to assess the needs of the local context and to forward requests to Canadian Ministries only after ensuring that there is strong appropriate leadership and support for new and renewing ministries and that they fit within the presbytery's vision of mission and ministry. Moreover, presbyteries (and synods, when applicable) are to request grants only after careful and prayerful consideration. An important feature of the vitality of a ministry is healthy financial, prayerful, and leadership support from the local court.

**New for 2016**

Ministries applying for grants will be required to attach to their application confirmation (i.e. a letter from the clerk of presbytery) indicating that the incumbent has a current police record check on file with the presbytery, as outlined in the Leading with Care policy.

**Grant Re-Application**

The following steps serve as a general guide for courts and ministries as they apply for grants.

Step 1 The ministry and presbytery consult to determine needs, clarify the focus of ministry, and ensure it fits within the presbytery's current and future vision of mission and ministry. A proposed **budget** and **narrative** that explains the focus of the ministry is produced.

Step 2 The ministry assembles the following **required documents** (samples available from [presbyterian.ca/grants](http://presbyterian.ca/grants)):

- **New for 2016:** Confirmation that current police record check is on file with the presbytery
- Story of Mission submission (no more than 600 words)
- most recent annual report
- financial statements (complete statement for last full calendar year, statement to date, budget for the forthcoming year)
- annual Leading with Care report to presbytery
- photos of the ministry (with photo release)
- Canadian Ministries 2016 anticipated grant (see below)

Step 3 The presbytery (or synod, when applicable) reviews the proposal and documents and decides to either **endorse** or not endorse a request. This must be done annually.

After review, the minutes are to reflect the decision of the court to request a grant to support a ministry. This **motion** should include the name of the ministry, the amount requested and justification for the requested amount, for example:

See over 

On motion of J. Calvin/J. Knox it was agreed that the Presbytery of Caledonia transmit a request for a grant of \$38,000 for 2016 to help fund the position of minister at St. Andrew's, O'Leary, PE and all required documents (*extract of presbytery minutes endorsing a request, police record check letter, Stories of Mission submission, annual report, financial statements [complete financial statement for last full calendar year, financial statement to date, budget for the forthcoming year]*) to Canadian Ministries for consideration.

Step 4 The clerk of presbytery provides a ministry with a **digital copy of the extract of minutes** endorsing a request.

Step 5 A ministry completes and submits an **online grant application** with required documents. While the online form can be saved; it is helpful to have all information ready prior to starting. The online grant application is available at [presbyterian.ca/grants/](http://presbyterian.ca/grants/) .

The individual listed as Clerk of Session/Ministry Board Chair will receive confirmation and a copy of information submitted for the ministry's records by email.

Subsequent correspondence regarding the ministry will be forwarded to the Clerk of Session/Ministry Board Chair (e.g. results of the Grants Committee meeting).