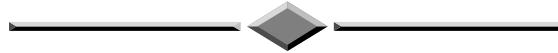


Diocese of Nova Scotia  **Prince Edward Island**

GROWTH FOR MINISTRY FUND



GOVERNING REGULATIONS AND BY-LAWS

*Responding Faithfully to God's Call to
Minister to a Wide Field of Mission.*

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GOVERNING REGULATIONS

ARTICLE ONE – PURPOSE

- 1.01 The purpose of the Diocesan Growth for Ministry Fund is to enable the Diocese of Nova Scotia and Prince Edward Island to respond faithfully to God’s call to minister to a wide field of mission:
- a) by providing monies to expand ministry within the Diocese and, without limiting the generality of the foregoing:
 - 1) to provide for development and /or expansion in new growth areas;
 - 2) to provide seed monies for experimental and/or new forms of ministry;
 - 3) to make possible response on short notice to unexpected situation in the community calling for concerned Christian action;
 - 4) generally to provide the financial means to pursue initiatives within the Diocese which might not otherwise be pursued;
 - b) by providing a permanent established fund to which persons may contribute;
 - c) by providing enough flexibility to ensure that funds designated to special areas of ministry today can continue to be used constructively in the mission of the Church as the needs of the Church today change to the needs of the Church tomorrow.
- 1.02 It is understood that this Fund will not be used in any way for the expenditure of “bricks and mortar”.

ARTICLE TWO – ADMINISTRATORS

- 2.01 The Fund shall have five (5) administrators who will be responsible for the management of the Fund.
- 2.02 The Bishop shall be one of the administrators with four (4) appointed by the Diocesan Council from the Diocese at large, including one (1) appointee who is a member of the Administration and Finance Committee.
- 2.03 The administrators shall examine all proposed budgetary allocations of income and capital to ensure that they are in accordance with the By-Laws of the Fund and that special instructions of donors are respected.

- 2.04 The administrators shall report to Synod on the ministries approved by the Fund with financial statements audited by the Diocesan auditors.
- 2.05 The administrators shall perform such other duties as may be required by the By-Laws governing the Fund.
- 2.06 The administrators will determine the merits of each proposed use of funds to ensure that it complies with the purpose of the Fund.

ARTICLE THREE – MANAGEMENT OF THE FUND AND ITS ASSETS

- 3.01 All undesignated gifts to the Diocese shall be received by the Fund and shall be invested in the present Diocesan Consolidated Trust Fund.
- 3.02 No income shall be expended without the consent of a majority of administrators.
- 3.03 No capital or property may be expended or disposed of except for the purposes of investment, but in any event, up to twelve percent (12%) of the total value of the Fund as of December 31st of the previous year may be expended in the following calendar year.
- 3.04 In the case of responding on short-term notice to unexpected situations in the community calling for concerned Christian action, an extraordinary expense beyond the twelve percent (12%) may be approved by an emergency joint meeting of advisors and administrators at the call of the bishop.
- 3.05 The administrators may leave any or all of the income in the Fund until they designate the same for a specific purpose.

ARTICLE FOUR – REQUEST FOR FUNDING

- 4.01 All requests for funding will be referred to the Advisory Committee, which shall consist of the following five (5) members:
 - a) The Suffragan Bishop, Coadjutor Bishop or Assistant Bishop;
 - b) Two members appointed by the Chairs of the Standing Committees of the Diocese;
 - c) Two additional members appointed by the Bishop.
- 4.02 In the event there is no person filling a position under Article 4.01(a), the Bishop shall appoint an additional member to the Committee.
- 4.03 Standing Committees, Parishes or organizations may submit proposals to the Advisory Committee.

- 4.04 Before reporting to the administrators respecting an application, a precis of the application shall be forwarded by the Advisory Committee to the Chairperson of each of the Standing Committees.
- 4.05 Standing Committees may provide written comments concerning any application. In the event that the Advisory Committee refers the proposal to the administrators, it shall also include in its submission the comments of any Standing Committee.

ARTICLE FIVE – APPROVAL FOR FUNDING

- 5.01 The administrators shall review all documentation received from the Advisory Committee concerning a proposal and may approve any proposal that has received the recommendation of the Advisory Committee and meets the criteria of the Fund.

ARTICLE SIX – GIFTS TO THE FUND

- 6.01 Donors will be encouraged to make their gift an undesignated gift to ensure full flexibility of the Fund to meet its purposes. The administrators shall ensure that gifts will be used in accordance with the donors' wishes.

ARTICLE SEVEN – ADMINISTRATIVE EXPENSES

- 7.01 Administrative expenses which may be charged to the Fund include the auditing of accounts and such other administrative expenses as are properly chargeable to the Fund.

BY-LAWS

ARTICLE ONE - DEFINITIONS

In these By-Laws, the following terms shall have the following meanings:

“Administrators” means the administrators appointed pursuant to the provisions of the Governing Regulation;

“Advisory Committee” means the Diocesan Growth for Ministry Fund Advisory Committee;

“Bishop” means the Bishop of the Diocese of Nova Scotia and Prince Edward Island, from time to time;

“By-Laws” means these By-Laws as amended from time to time;

“Canon”, “Constitution”, and “Regulations” mean the Canons, Constitution and Regulations of the Diocese of Nova Scotia and Prince Edward Island;

“Fund” means the Diocesan Growth for Ministry Fund;

“Governing Regulation” means the Regulation of the Diocese of Nova Scotia and Prince Edward Island under which the Fund was established and all amendments thereto and includes any Canon of the Diocese of Nova Scotia and Prince Edward Island replacing the said Regulation;

“Standing Committees” means the Administration and Finance Committee, National and World Mission Committee, Program Committee, Strategy Planning Committee, Committee on Ministry, and Services to Parishes and Regions Committee.

ARTICLE TWO – MINISTRIES

2.01 New Ministries

The purpose of New Ministries is to provide financial support for innovative new ministries at the parish or Diocesan level.

2.02 Outreach Ministry

The purpose of Outreach Ministry is to provide funding for Ministry which touches the lives of those in need in society in general and for the purpose of responding on short notice to situations in the community calling for concerned Christian response.

ARTICLE THREE – ADMINISTRATORS

- 3.01 All appointments shall be for a three (3) year term.
- 3.02 Administrators can hold office for only two (2) consecutive terms.
- 3.03 In the event that the appointed administrator designated from the Administration and Finance Committee vacates his or her position on that Committee, the appointment as administrator will terminate and a new administrator will be appointed by the Diocesan Council from the Administration and Finance Committee to complete the person's term.
- 3.04 The administrators shall appoint annually from their number a chairperson and secretary.
- 3.05 The administrators shall meet from time to time at the call of the Chairperson or at the request of any two (2) administrators.
- 3.06 A quorum of the administrators shall be any four (4) administrators.
- 3.07 All decisions of the administrators shall be made by a majority of the administrators and the Chair or Acting Chair shall vote on each issue.
- 3.08 The overall management of the Fund shall be vested in the administrators.
- 3.09 The administrators shall:
 - (a) examine all proposed budgetary allocations of income and capital to ensure that they are in accordance with the By-Laws and Governing Regulations;
 - (b) forecast in January of each year the funds that may be available for expenditure in the year and inform the Advisory Committee;
 - (c) report to Synod on the activities of the Fund with financial statements audited by the Diocesan auditors;
 - (d) perform such other duties as may be required by the governing Regulation.

ARTICLE FOUR – ADVISORY COMMITTEE

- 4.01 All appointments to the Advisory Committee will be for a period of three (3) years.
- 4.02 Members can only hold office for two (2) consecutive terms.
- 4.03 The Advisory Committee shall appoint a chairperson annually from their number.

- 4.04 The Advisory Committee is responsible for exploring ministry opportunities and determining which proposals should be forwarded to the administrators for final approval.
- 4.05 A quorum of the Advisory Committee shall be any three (3) members.
- 4.06 All decisions of the Advisory Committee shall be made by a majority vote.
- 4.07 All members of the Advisory Committee, including the Chair shall vote on each issue.

ARTICLE FIVE – ALLOCATION AND EXPENDITURE OF MONIES

- 5.01 No funds shall be designated for any project without the consent of the administrators.
- 5.02 The administrators may refuse to designate monies to any project.
- 5.03 Subject to these By-Laws and the Governing Regulation pertaining to the expenditure of income, capital and property from the Fund, the administrators may designate monies to any project by way of grant or loan with or without conditions.
- 5.04 Prior to designating monies to a project, the administrators shall review the report of the Advisory Committee and any report submitted by any Standing Committee with respect to the application for such monies.

ARTICLE SIX – RECEIPT OF GIFTS

- 6.01 The administrators shall accept all gifts of money and property to the Fund except where they are of the opinion that the gift may not be able to be used properly in the spirit of the Fund.
- 6.02 Donors shall be encouraged to make undesignated gifts to the Fund in order to ensure that the flexibility of purpose of the Fund may be achieved.
- 6.03 Notwithstanding Article 6.02, the administrators may permit a gift or gifts to be made to a designated area in which case the administrators shall ensure that use of such gift shall be restricted to the designated area.

ARTICLE SEVEN – ADMINISTRATIVE EXPENSES

- 7.01 The only administrative expenses to be charged to the Fund shall be those incurred for the management and custody of investments, the auditing of accounts, and the soliciting of gifts to the Fund and such other administrative expenses as are properly chargeable to the Fund. The Fund shall not be charged with the ongoing administrative expenses of the Diocese.

7.02 The administrators will make the final determination in approving any administrative expenses.

ARTICLE EIGHT – PROTECTION OF ADMINISTRATORS

8.01 The administrators shall not be responsible for the acts, omissions, defaults, errors, failure and misconduct of any agents, in particular, lawyers, auditors or other persons whom they may reasonably engage in the exercise of the powers conferred on them.

8.02 The Diocese agrees to indemnify and save harmless the administrators against all liability of the administrators in respect of the Fund.