

December, 2016

Greetings from the Financial Assistance for Congregations Committee!

We hope this letter will answer your questions regarding the work of our committee and the way you can get the story of your parish before us and seek financial support for your mission and ministry. We also have included in this material an outline of the basic criteria by which our committee will evaluate your request.

The Financial Assistance for Congregations Committee is a committee of the Diocesan Council. Our members come from different sized churches from several regions of the Diocese. We are your brothers and sisters in ministry in this great Diocese of ours. We take on the responsibility of discerning with you the ways that God is calling you into the future. We are also charged with evaluating and disbursing the designated funds from the Diocesan budget which will assist congregations that face financial hardship. Long term viability for your parish is a concern which you may expect us to address. We are looking for signs of a vital sense of mission and a strategic plan for your future.

Please note that the **deadline for all applications is January 15, 2017**. Interviews will be held on two dates in February: **Saturday, February 18 and Saturday, February 25 at the Cathedral of the Incarnation in Baltimore.**

If you anticipate that you will be seeking financial assistance for 2017, your first step is to contact:

Karen Stewart, Chief Financial Officer, Diocese of Maryland 410-467-1399 or 800-443-1399,
kstewart@episcopalmaryland.org.

The Request Form with your basic contact information and the general questions should be filled out and either attached to your financials (see below) or we request that you fill in the form provided. All forms should be returned via email to Karen with one "hard copy" going to the following address:

The Episcopal Diocese of Maryland,
4 East University Parkway, Baltimore, MD 21218-2437
Attn: Karen Stewart

Please note that your financial information may come to us in the form of your own that indicates assets/liabilities and budgets/actuals. **Financial records are expected, full and audited or reviewed. For 2015, a budget (Income & Expense and Balance Sheet) and a statement of Assets and Liabilities are needed. For 2016 the committee needs budgets and actuals. For 2017, your budget is needed.**

All applying parishes will be scheduled for interviews with the committee on a first come-first serve basis. Karen Stewart makes the decisions about scheduling. The interview meetings will last approximately 20 minutes, including time for questions. Although our time with you is brief, we believe we are able to use it well. We thank you in advance for your willingness to meet with us face-to-face. We strongly encourage each applying parish to have their Rector/Vicar/Priest-in-Charge, Sr. Warden and Treasurer present for the meeting.

We understand that it is the obligation (according to Canon) that every congregation in the Diocese to pay their allocation in a timely manner. Should you receive financial assistance, it does not impact this obligation. Your financial assistance is based on our assessment of your need and your ministry trajectory and should be seen as the collective support of your brother and sister parishes throughout the Diocese for your mission and ministry. If financial assistance

is awarded, you will be informed in a timely manner and monthly payments to your church will be arranged through Karen Stewart.

Interview Times:

Saturday, February 18 9:40 am

10:15 am

10:50 am

11:25 am

12:30 pm

1:05 pm

1:40 pm

Saturday, February 25 9:30 am

10:05 am

10:40 am

11:15 am

11:50 am

12:25 pm

Of course, if you have any questions, we would look forward to hearing from you. Questions regarding the process itself and the forms to be turned in or the timing are best addressed to Karen Stewart, above. I will be happy to answer any other questions, and it is I whom you will hear from, representing the deliberations of the entire committee, in awarding the financial support.

We are grateful to be working with you and look forward to our meetings. Together, we all are working toward living more fully into the call of our Lord Jesus Christ and in strengthening our diocese.

Faithfully,

The Rev. David G. Showers, Rector, Middleham and St. Peter's Parish
Chair, Financial Assistance for Congregations

rector@middlehamandstpeters.org

(410) 326-4948