

Outreach at Immanuel Church-on-the-Hill*

Guiding Principles:

Outreach is rooted in the Gospels. It is a fundamental way that “our hands bring Christ's love into the world,” in the words of Christmas Families and our commission to Eucharistic ministers. Outreach at Immanuel should enable parishioners to manifest their faith through action. Therefore, parishioner involvement or interest is always a consideration in any Outreach decision.

The Outreach Committee:

Outreach activities are the responsibility of the Outreach Committee whose chair(s) is/are appointed by the Rector. The Committee proposes new Immanuel ministries and major funding commitments, prepares a budget, and monitors and encourages ongoing activities. The Committee fields requests for support, researches charities, and recommends levels of support. Every entity that receives financial support is monitored by one or more parishioners or the clergy who serve as a liaison to that ministry. In consultation with the liaison, the Committee assesses the effectiveness of prior support, the need for any continued support, and at what level. This assessment is reflected in the annual Outreach Budget.

Vestry Oversight:

The Vestry oversees the work of the Outreach Committee, including approval of an annual Outreach Budget. The Outreach Steward is the liaison between the Committee and the Vestry, and keeps the Vestry apprised of the Committee's work.

The Vestry and the Committee have a respectful and collegial relationship. Within the constraints of the budget and policies approved by the Vestry, the Committee has discretion to allocate Outreach resources and manage ongoing projects. The Vestry and the Committee collaborate to determine the direction of ICOH's giving and how to allocate and balance its resources. In all cases, transparency of all funding and management decisions is essential for the Committee, the Vestry, and the Parish.

Allocating Resources:

While the scope of our Outreach is local, national and international, the Committee does not elevate any one of these spheres above the others. Rather, it responds to the promptings that move the hearts of the congregation, and the priorities of the Diocese and the national church. Limited resources force choices among many competing requests and these decisions should be reached through dialogue and consensus. Outreach resources must in all cases be managed prudently and with provision for being able to respond to emergencies or important unexpected needs. Parishioners are encouraged to supplement the Committee's efforts by contributing from their own funds or donating their time. Whenever possible, we should work with the Diocese and other congregations to optimize the effectiveness of our Outreach efforts.

The Committee operates under Guidelines for Outreach Funding in assessing funding requests and the Outreach Budget and Disbursement Rules for disbursements and changes in the Budget.

Guidelines for Outreach Funding

Immanuel Church-on-the-Hill encourages organizations in the community and members of the parish to present proposals for projects and groups to support. These Guidelines are to help evaluate funding requests, but are not rigid rules for qualification. However, any departures from these Guidelines must be justified.

These proposals and suggestions will be considered for funding based on the following criteria:

1. A domestic organization must be non-profit (tax exempt).
2. The goals of the project or organization must be in accord with the goals and values of the parish community.
3. The project or organization must be filling or have a plan to fill a clear need, and must be doing or able to do this effectively. For church related projects, the need should be sponsored or endorsed by the national church or a diocese.
4. The organization must use funds carefully and show accountability.
5. Immanuel volunteers should be actively involved in the organization or the project, or there should be opportunities for parishioners to be involved (not required, but special consideration will be given to organizations where parish members can serve).
6. To assist in the evaluation, the organization should provide as much of the following information as is practicable:
 - Name, address, and phone/fax numbers.
 - Contact names and phone/fax numbers.
 - Summary of the organization's purpose, activities, and history.
 - Description of current programs and accomplishments.
 - Description of organizational structure (list of board members, key staff/volunteers).
 - Statement summarizing the proposal, including:
 - Needs/problems addressed
 - Target group or population
 - Project goals and objectives and how they will be accomplished
 - How success will be defined and measured
 - Other organizations participating in the project and their roles
 - List of names, qualifications, and roles of key project staff/volunteers responsible for the project
 - Amount requested
 - Annual organization budget/financial statement/annual report.
 - Project budget.
 - Reviews or articles about the organization's program.
 - Letters of support/recommendation.

Outreach Budget and Disbursement Rules

The following procedures apply to the administration of the annual Outreach budget:

Annual Budget: The Outreach Committee shall work with the Treasurer and Outreach Steward and submit an annual budget for Vestry approval. Ideally, the budget should be submitted by the time of the annual parish meeting in January.

Emergency Contingency Fund: The Vestry recommends that the Outreach Committee build an emergency contingency fund into the annual budget.

Disbursement of Funds: Once the Outreach budget is approved by the Vestry, the Treasurer may disburse funds according to the approved budget by payment authorizations signed by one of the following: (1) the Rector, or (2) the Steward for Outreach, or (3) a Co-chair of the Outreach Committee.

Reprogramming: With the approval of the Rector and the Vestry Outreach Steward, the Outreach Committee may reallocate funds within the approved budget to address changed or emergency situations. Reallocation will be by vote of the Outreach Committee either in person or by email. While a reallocation does not require prior approval of the Vestry, the Steward for Outreach will inform the Vestry of the change.

Emergency Situations: The Emergency Contingency Fund is available to meet unanticipated charitable needs. Disbursements from the Fund shall be authorized in writing by one of the following: (1) the Rector, (2) Outreach Steward, or (3) a Co-chair of the Outreach Committee. Disbursements of less than \$500 do not require Outreach Committee approval; amounts over \$500 should be reviewed by the Outreach Committee by an email poll. The Emergency Contingency Fund may also be used to reimburse the Discretionary Fund of the Rector or Assistant Rector in the event the clergy has to meet charitable needs.

Payments to individuals: As a general rule, in emergency situations, funds should not be disbursed to individuals, but made available through some organization or corporate entity. The Rector may from time to time authorize exceptions to this rule as exigencies require.