

## **ST. DAVID'S UNITED CHURCH FOUNDATION OF CALGARY**

### **ROLES AND RESPONSIBILITIES**

This document is to be used in conjunction with the bylaws of St. David's United Church Foundation of Calgary (The Foundation) dated March 31, 1992, and registered with the Province of Alberta July 7, 1992 including all subsequent amendments.

The purpose of this document is to clarify the roles and responsibilities of the Foundation and it's relationship with the Council of St. David's United Church. (TheCouncil)

### **HISTORY:**

In 1991 the Official Board of St. David's recognized the need to establish a special fund the purpose of which was to enable people to support the ministry of St. David's in the long term, even after death. The goal was to obtain funds from bequests, wills, memorial gifts and other contributions of other interested people who wished to support the work of the church. The interest and other income from such gifts would be used for specific causes that reflect the ministry of St. David's, not for operating or the general expenses of the church. The Official Board was of the opinion, that if a separate entity was created, many people who like the style and effectiveness of the ministry of St. David's would respond to an opportunity to guarantee its longevity by providing funds over and above normal giving that otherwise may not come to the church.

A task force was struck to examine the best mechanism and structure for establishing such a fund the outcome of which resulted in the Official Board instructing that The St. David's United Church Foundation of Calgary be established.

### **OBJECTIVES;**

The objectives of the Foundation are set out in the bylaws and these can generally be described as follows:

1) To fund outreach programs (being charitable, educational or religious programs primarily within Calgary) which cannot be adequately funded from current operating revenues.

Examples would include;

- ..... leadership development
- ..... new church development
- ..... assistance programs for the poor and needy
- ..... inspirational conferences
- ..... youth development

2) To assist in funding major maintenance of church buildings and property (Expenditures in excess of \$5,000.00) when the Foundation has the funds available.

**ROLE OF THE FOUNDATION:**

- 1) The role of the Foundation is to receive contributions, as described in the bylaws, to invest these contributions in secure instruments and make disbursements from the income generated from such investments each calendar year as required by Revenue Canada.
- 2) The Foundation will establish a capital pool the objective of which will be to continually increase the amount of capital to generate a larger amount of income for annual distribution.

**RESPONSIBILITIES:**

- 1)The Foundation will operate at "arms length" from the Official Board and be incorporated under the laws of the Province of Alberta.
- 2) The Foundation will seek contributions, to carry out its objectives, from soliciting members, adherents and friends of St, David's, to build up the capital fund.

These contributions may be made by;

- i. making special donations (cash or property) from time to time as outright gifts or as memorials to loved ones and friends,
- ii. including the Foundation in one's will,
- iii. taking out an insurance policy in favor of the Foundation and donating bonds, stocks or real property to the Foundation.
- iv. Issuing promissory notes or bonds.

Funding to the Foundation is not intended to replace or compete with the open collection and envelope giving to St. David's, but rather compliment St. David's financial resources.

3) The Foundation is to receive its' support from members and adherents of St. David's as well as any person who has a desire to support the work of the United Church of Canada.

4) The Foundation will ordinarily receive requests for funding directed through the St. David's Council.

5) The Foundation will review all requests for funding received from the Council and allocate funds based on the established criteria and the availability of funds. The Foundation will not entertain any request for funding from within St. David's that has not first been presented to Council.

6) The Board of Directors of the Foundation will develop criteria for screening and rating the various requests for funding that is fair and equitable to all.

7) The Foundation will not organize any event other than those directly related to the role of the Foundation.

8) No direct appeal for funds will be made by the Foundation to members or adherents of St. David's that would conflict with the ability of the to raise operating funds for St. David's.

9) The Council will not make any appeal for funds that will inhibit the Foundation from raising funds to meet its obligations.

- 10) The Foundation must adhere to the specific requests of its benefactors.
- 11) The Foundation will operate in accordance to its bylaws.
- 12) The Foundation will only commit to funding requests up to the limit of funds available for disbursement at any given time.
- 13) The Foundation will normally only provide funds for a portion of any undertaking (seed money) that falls within its' mandate.
- (14) For new programs the Foundation will provide approved funds for a maximum of three years at which time the program should be self-sufficient.
- (15) The Council will be entitled to have a representative attend any meeting of the Board of Directors of the Foundation as an observer. Likewise, a member of the Board of Directors of the Foundation is entitled to attend a Council meeting as an observer.

The roles and responsibilities of the Foundation will be amended from time to time, as required, provided they always comply with the approved Bylaws of the Foundation.

Approved March 1996. Revised September 1996, May 2003. (Change of name Official Board to St. David's Council)