

# Ministry Initiative Grant Applications

## Detailed Process for Mission Commission

### Distributing Application Forms

- Churches in the Association seeking a pastoral ministry grant for the coming year should receive application forms no later than **September 15**.
- **Three** application forms must be sent to each church seeking assistance (unless being sent electronically). Copies of all of these forms will also be available on the CABC web site.
- A **covering letter from the Mission Commission** should accompany the forms when distributed. The letter should encourage the church to complete answers to all questions, submit all requested documentation, and make sure that the particulars of the application have been voted upon by the church at a duly called business meeting (all of this is outlined in the application form itself). The letter should also state the deadline for submission of two completed forms to the Mission Commission and give the date of the interview meeting wherein their presence will be requested. The church should keep one copy for their own records. Names and addresses of Mission Commission personnel should be added.
- **NOTE:** It will be the responsibility of the Association Mission Commission to ensure the application forms are distributed to the churches. **The Atlantic Baptist Mission Board will mail forms directly to the churches** upon the request of the Missions Commission and primarily to those churches that may not have the ability to download the forms from the CABC web site or receive them electronically from the Missions Commission.

### Receipt of Completed Form

- Churches must return two completed forms, with documentation, to the Association Mission Commission no later than **October 24**.
- Before meeting with the churches the Mission Commission should study and analyze the applications and become familiar with the figures. (see the sheet "*Evaluating an Application*")
- Take note of any areas of the application that are incomplete or that need clarification. These will need to be raised at the interview meeting with church representatives.

### **Interview Meeting with Church Representatives**

- A date should be set for the interview meetings with churches making application for a grant. This meeting must be **on or before November 9**. Several churches could meet with the Commission on a Saturday or a weekday evening. Forty-five minutes to an hour per church would normally be sufficient. Normally, the church will be represented by the pastor, Treasurer, Deacon(s), Finance Committee (or Chair) or any combination thereof.
- After the interview, and after the church representatives have left, the Commission will discuss the application and make their recommendation (in the form of an **actual dollar figure** with supporting remarks entered on the last page of the application form) to the Atlantic Baptist Mission Board.

### **Submission of Forms to the Atlantic Baptist Mission Board**

- The Mission Commission will ensure that one copy of the completed forms for each church reaches the Saint John office **by November 15**.
- Before a church's request will be considered by the Atlantic Baptist Mission Board at the December meeting, the application form must be complete. Therefore, before submitting that forms, **the Association Mission Commission must ensure the following:**
  - a) That the page entitled "Proposed Salary-Related Expenses" is correctly and accurately complete
  - b) Statement of Current Receipts and Disbursements is included
  - c) Statement of Receipts and Disbursements for the previous year is included
  - d) Statement of Assets and Liabilities is included
  - e) Proposed Budget for the Coming Year (including anticipated receipts) is included.
  - f) Statement of Current Trust Funds and other investments is included
  - g) That the "Declaration of Church Clerk" is signed
  - h) That an amount had been recommended and recorded on the application form by the Association Mission Commission.
  - i) That the form has been signed by the Chair of the Mission Commission
- The absence or omission of any of the above will delay a decision. The application will be sent back to the association missing information.
- Completed forms can be mailed to the *Atlantic Baptist Mission Board, 1655 Manawagonish Road, Saint John, NB, E2M 3Y2*. If applications are not received by the deadline for submission we will not be pursuing them from this office. **It will be the Mission Commission's responsibility to ensure they arrive on time.**