

RESOURCING THE LOCAL CHURCH

Grants from the Maine Conference

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HANDBOOK

Revised 2023

Resourcing the Local Church
Maine Conference United Church
of Christ

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Resourcing the Local Church Grants provide funding to churches and individuals within the Maine Conference United Church of Christ.

Because I received a grant from Resourcing the Local Church, I was able to explore the possibility of interim ministry as my next step in my ministry. . I could not have pursued this training or this new path in my ministry without a grant from Resourcing the Local Church. Rev. Kelli Whitman (2019)

Being a small congregation with a building that was constructed in the late 1700's requires outside support to maintain the property. Your financial assistance has been invaluable in terms of the repairs and the resulting ability to continue worshipping and serving the public. Many thanks! Anna Quattrucci - Trustee - Winslow Congregational Church (2016)

Acknowledgements

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SOURCES

Rules of Procedure for Resourcing the Local Church Committee
Approved by the Board of Directors on January 27, 2018

Article II: Purpose, and as was originally stated in the Maine Conference Capital Campaign
“To Gather Into ONE”

Article III: Bylaws of the Maine Conference United Church of Christ

MANY THANKS TO... FOR THEIR TESTIMONIALS

Reverend Kelli Whitman - Saco

Anna Quattrucci -Trustee - Winslow Congregational Church

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SPECIAL THANKS TO...

Jan Barton & Kathy Woodside
Members of the Resourcing the Local Church Committee

FOR THEIR ASSISTANCE IN GATHERING INFORMATION FOR THIS DOCUMENT

Revised 2023

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Introduction

The Maine Conference United Church of Christ established an endowment fund in 1998 as part of the “To Gather into ONE” Capital Campaign. The endowment fund is invested by the Trustees of the Maine Conference in accordance with the Bylaws of the Maine Conference United Church of Christ. The interest earned by the endowment is the funding source for ***Resourcing the Local Church (RLC) Grants*** which are used exclusively for a variety of programs, needs, and services for Maine UCC churches.

The Resourcing the Local Church (RLC) Committee is made up of seven people, both laity and clergy, representing and appointed by each Association within the Maine Conference. A Conference Minister also serves as an ex-officio member of the committee.

In January 2018, the Maine Conference Board of Directors authorized the Resourcing the Local Church (RLC) Committee oversight of Member in Discernment (MID) Scholarships. Funding for MID Scholarships is part of the Maine Conference Annual Budget.

Section I: RLC Church Grants

What RLC Grants for Churches monies will support...

For building renovation and repair, or for new construction, the RLC Committee looks for clear evidence of creative fund raising on the part of individuals and congregations to help meet project costs. Church buildings are often landmarks or historic places in Maine towns, and non-church community members and organizations (in addition to outside foundations) are often willing to share in the cost of their preservation. Also, church facilities are often used by non-church individuals and organizations who may be able to help with funding these projects.

In addition, the RLC Committee is often able to help with the cost of new programs or services – or with expansion of existing services – within a local church. It can assist individual churches with programs or events that also benefit other local churches. The Committee can aid in the development of new congregations, provide emergency funds to local churches, and help pay for a crisis counselor to assist a local church with conflict resolution.

For example:

- Expand existing services within the church
- Aid development of new ministry programs
- Provide emergency funds for churches
- Provide services of a crisis counselor for local church conflict resolution

RLC Grant Application Process for Churches:

- Awards are granted by a majority vote of the Resourcing the Local Church Committee, which is made up of seven people, both laity and clergy, one representative elected by each Association in the Maine Conference and a Conference Minister that serves as an ex-officio member.
- Applicant will be notified of the RLC Committee's decision within one week of the meeting.
- Grants are typically paid by the Conference Business Office upon receipt of either invoices or receipts from Grantee. Payment cannot be made based on estimates.
- Grants must be disbursed six months from the date Grantee receives written approval from RLC. Grantee may request additional time if necessary.
- The **Resourcing the Local Church Committee** usually meets three or four times per year, although additional meetings can be arranged for urgent applications.
- Deadline for applications are **January 1, April 1, July 1, and October 1** each year.
- Assure the project falls with the guidelines of the grant.

- Determine what other funding sources have been accessed (secured)
- Look at all possible options before deciding to do the project
- Provide a one page description of the planned project. Include information on other options that were considered when deciding how to accomplish the project.
- Provide a copy of the church's current financial budget and a year-to-date statement of income and expenses.
- For construction, renovation or repair projects provide a written estimate from the business or individual who will complete the work. If possible provide pictures of the areas of the planned work.
- Complete the RLC Church Grant Application.
- Return the completed grant application to:
 - Resourcing the Local Church Committee
 - Maine Conference UCC
 - 337 State Street, Suite 3
 - Augusta, ME 04330-6122
- Following notification of acceptance of the application and completion of the project, submit invoices or receipts for the completed work to the Maine Conference business office.
 - Maine Conference UCC
 - 337 State Street, Suite 3
 - Augusta, ME 04330-6122
- Projects must be completed within 6 months of the grant's approval. Funds not utilized within 6 months tie up much needed funds that could be used to serve other churches within the Maine Conference.
- Grantees must inform the RLC Committee of any delays or extenuating circumstances so appropriate action can be taken.
- Grantees are to report to RLC after expenditure of grant funds.



**RLC
Church
Grant**

Date _____

Church Name _____

Street/ PO Box _____

Town _____ ZIP _____

Phone(s) _____ Cell _____ Email _____

Contact Person: _____

Position (check one): Pastor Lay Leader Other

Church Membership _____ Average Sunday Worship Attendance _____

Please share the approximate percentage of those attending your church on an average Sunday

Children _____ Youth _____ Young Adults _____ Middle Aged Adults _____ Elderly Adults _____

Name of Project _____

Has your church applied for an RLC Grant before (check one): Yes No

When _____ Was your previous request granted (check one): Yes No

What is the status of the previous project? _____

Anticipated Date of Program/Project _____

Your Church's Contribution \$ _____ Other Resources \$ _____

Amount Requested from Committee \$ _____ Total Cost \$ _____

Please Sign Below

Applicant _____
(Print Name) (Signature)

Pastor _____
(Print Name) (Signature)

The following information must be included with your application to assist the Resourcing the Local Church Committee in evaluating your project.

1. A written description of this request consisting of not more than **one** page. **Include** information on how the program will **benefit** your church and **contribute** to future ministries.
2. A copy of your church's **current fiscal year** budget, and a year-to-**date statement** of total income and expenses.

3. Written estimates from the businesses or individuals that will be completing the work.
4. If possible, please include pictures of the areas of the planned work.

Additional Requirements and Information:

- The **Resourcing the Local Church Committee** usually meets three or four times per year, although additional meetings can be arranged for urgent applications.
- Deadline for applications are **January 1, April 1, July 1, and October 1** each year.

Return your completed application to:

Resourcing the Local Church Committee
Maine Conference UCC
337 State Street, Suite 3
Augusta, ME 04330-6122

Conference Phone: 207-622-3100

June 22, 2023 Conference Fax: 207-622-3102

E-mail: conference@maineucc.org



For more information about the types of programs and projects RLC Grants will fund, you can request a copy of the **RLC Brochure** or Contact the Maine Conference office or take a look at Resourcing the Local Church on the conference website: <https://www.maineucc.org>.

Section II: RLC Individual Grants

What RLC Grant monies for Individuals will support...

The RLC Committee is often able to help with the cost of new programs or services – or with expansion of existing services – within a local church. It can assist individual churches with programs or events that also benefit other local churches. The Committee can aid in the development of new congregations, provide emergency funds to local churches, and help pay for a crisis counselor to assist a local church with conflict resolution.

Further, the Committee can grant funds to assist lay leaders and clergy in attending developmental workshops, and help laity, clergy, and youth with the costs of wider mission activities. Finally, the Committee can supply financial support to Conference programs, which directly benefit local churches, and can help pay for Interim Ministry training. In all these situations, the RLC Committee anticipates that the applicant will also have pursued and documented other avenues of potential funding.

For example:

- Sponsor laity, clergy, and youth participation in the wider mission activities of the United Church of Christ
- Provide assistance for lay leaders, youth, and clergy to attend developmental and leadership training workshops

RLC Grant Application Process for Individuals:

- Awards are granted by a majority vote of the Resourcing the Local Church Committee, which is made up of seven people, both laity and clergy, one representative elected by each Association in the Maine Conference and a Conference Minister that serves as an ex-officio member.
- Applicant will be notified of the RLC Committee's decision within one week of the meeting.
- Grants are typically paid by the Conference Business Office upon receipt of either invoices or receipts from Grantee. Payment cannot be made based on estimates.
- Grants must be disbursed six months from the date Grantee receives written approval from RLC. Grantee may request additional time if necessary.

- The **Resourcing the Local Church Committee** usually meets three or four times per year, although additional meetings can be arranged for urgent applications.
- Deadline for applications are **January 1, April 1, July 1, and October 1** each year.
- Assure the project falls with the guidelines of the grant.
- Determine what other funding sources are available.
- Provide a one page description of the planned project. Include information on other options that were considered when deciding how to accomplish the project.
- Complete the RLC Individual Grant Application.
- Return the completed grant application to:
 - Resourcing the Local Church Committee
 - Maine Conference UCC
 - 337 State Street, Suite 3
 - Augusta, ME 04330-6122
- Following notification of acceptance of the application and completion of the project, submit invoices or receipts for the completed work to the Maine Conference business office.
 - Maine Conference UCC
 - 337 State Street, Suite 3
 - Augusta, ME 04330-6122
- Projects must be completed within 6 months of the grant's approval. Funds not utilized within 6 months tie up much needed funds that could be used to serve other individual applicants within the Maine Conference.
- Grantees are to report to RLC after expenditure of grant funds.
- Grantees must inform the RLC Committee of any delays or extenuating circumstances, i.e. illness, cancellation of program, etc.



Date _____
Name _____
Street/ PO Box _____
Town _____ ZIP _____

Phone(s) _____ Cell _____ Email _____

Church Membership _____

Church Address _____

Church Phone _____ Email _____

How long have you been a member of this church? _____

Have you applied for an RLC Grant before (check one): Yes No

Current Employment _____

For how long? _____ Retired? (Check one) Yes No For how long? _____

Employment prior to retirement _____

Name of Project _____

Total Cost _____ Amount Requested from RLC _____ Date Needed _____

Your Contribution \$ _____ Your Church's Contribution \$ _____

Have you sought other sources for funding? (Check one) Yes No

If so, list the source(s) and the amount received _____

Required Signatures:

Applicant _____ Pastor _____

Additional Requirements and Information:

Provide a **detailed description** of not more than **250 words** how you will use the requested funds. List the ways in which you support and actively participate in the life of your congregation and include **how the grant will benefit the ministry of your local church**

- The **Resourcing the Local Church Committee** usually meets three or four times per year, although additional meetings can be arranged for urgent applications.
- Deadlines for applications are **January 1, April 1, July 1, and October 1** each year.

Return your completed application to:

Resourcing the Local Church Committee
Maine Conference UCC
337 State Street, Suite 3
Augusta, ME 04330-6122

Conference Phone: 207-622-3100

Conference Fax: 207-622-3102

E-mail: conference@maineucc.org



For more information about the types of programs and projects RLC Grants will fund, you can request a copy of the **RLC Brochure** or Contact the Maine Conference office or take a look at Resourcing the Local Church on the conference website: <https://www.maineucc.org>.

Section III: Member in Discernment (MID) Scholarship

Scholarship Application Process...

The Maine Conference Board of Directors authorized the Resourcing the Local Church (RLC) Committee oversight of Member in Discernment (MID) Scholarships. Funding for MID Scholarships is part of the Maine Conference Annual Budget.

- Scholarships are to be used for tuition payments solely for courses of study approved by the applicant's Committee on Ministry (COM).
- Funds will be disbursed directly to the educational institution
- Applications are reviewed at the June meeting of the Resourcing the Local Church Committee.
- Scholarships will be awarded in August and applicant will be notified of decisions by phone, email and letter.

Required Actions:

- Complete MID Scholarship Application Form by May 31.
- Complete an essay outlining how the scholarship will help you meet your vocational goals and objectives.
- Provide documentation of financial need.
- Provide a letter of reference from your UCC church pastor confirming membership, participation, and MID status.
- Return the completed scholarship application to:
Resourcing the Local Church Committee
Maine Conference UCC
337 State Street, Suite 3
Augusta, ME 04330-6122
- Scholarship recipients must inform the RLC Committee of any delays or extenuating circumstances, i.e. illness, course cancellation, etc.



MAINE CONFERENCE UNITED CHURCH OF CHRIST MEMBER IN DISCERNMENT SCHOLARSHIP APPLICATION

The Maine Conference United Church of Christ awards a limited number of scholarships to Members in Discernment (MID) preparing to become Authorized Ministers in the United Church of Christ. The Resourcing the Local Church Committee (RLC) oversees the MID Scholarship process. Awards may be limited to \$1000 or less depending on the number of applicants.

Scholarships are to be used solely for tuition payments. Funds will be disbursed directly to the educational institution. Applications are reviewed in June by the Resourcing the Local Church Committee. If funds allow, a second round of applications may be reviewed at the October RLC Committee meeting.

REQUIREMENTS:

- Applicant must be a Member in Discernment (MID) with an Association of the Maine Conference United Church of Christ.
- Documented financial need. *Please enclose a page that includes the following:*
 - Amount of education loan debt to date
 - Projected educational costs
 - Financial resources, i.e., scholarships, fellowships, grants, gifts
 - The number of people in your immediate family you are supporting
- Letter of reference from the pastor of your local Maine UCC church confirming membership, participation, and MID status.
- Application materials must be submitted by May 31.

Applicant Name: _____

Address: _____

Email: _____

Phone(s): _____ Cell Phone: _____

Maine UCC church you are a member of: _____

Association of the Maine Conference UCC where you are an MID: _____

How are you preparing for authorized ministry in the United Church of Christ?

(Check all that apply.)

Name of accredited seminary/theological school attending: _____

Maine School of Ministry (MESOM)

Name of other theological education program or course of study: _____

When would you like the funds disbursed to the institution? _____

On a separate page, please answer the essay questions below. *In preparing your answers, consider the calling of ministry you have in mind (350–400 words).*

What are your vocational goals and objectives? How will this scholarship help you meet these goals and objectives?

Return your application and all required materials no later than May 31 TO:

Maine Conference United Church of Christ
337 State Street, Suite 3
Augusta, Maine 04330-6122

Or

By email to conference@maineucc.org.

Scholarships will be awarded in August, and you will receive notification via e-mail.

*Funds from Our Church's Wider Mission and Friends of the Maine Conference help to support the
Maine Conference United Church of Christ MID Scholarship Fund.*

Section IV: Resourcing the Local Church Committee Bylaws

Article I – Name

The name of this committee shall be the Resourcing the Local Church Committee, Maine Conference United Church of Christ.

Article II – Purpose

Section 1. The Resourcing the Local Church Committee shall:

A. Award grants from the Resourcing the Local Church Endowment Fund to:

1. Expand existing services within the church
2. Aid in the development of new programs within the church
3. Aid in the development of new services within the church
4. Aid in the development of new congregations

B. Other services may be to:

1. Provide emergency funds for churches
2. Provide training for Interim Ministry
3. Provide services of a crisis counselor to assist in local church conflict resolution
4. Sponsor laity, clergy, and youth participation in the wider mission activities of the United Church of Christ
5. Assist lay leaders and clergy in attending developmental leadership training workshops
6. Assist churches in addressing current building needs or future building possibilities
7. Support conference programs that directly benefit local churches

C. In addition, award grants designated in the Conference annual budget for Members in Discernment (MID) scholarship and any other/special projects, requested by the Board of Directors.

Article III – Membership

Section 1. The membership of this committee shall consist of seven people, both laity and clergy, one representative elected by each Association in the Maine Conference. A conference minister shall serve as an ex-officio member.

Section 2. Committee members, appointed by each Association in the Maine Conference, shall serve no more than two terms of three years each, and may not be reappointed until one year has elapsed, except as indicated below In Section 3.

Section 3. When a vacancy occurs, the executive committee from the respective Association shall name a successor to complete the remainder of the term vacated. If such person serves a half term or less, he or she shall be eligible for appointment to a subsequent full term.

Article IV – Officers

Officers shall be a chair and a vice chair, elected each year by the committee.

Article V – Duties

Section 1. The chair shall:

- A. receive and acknowledge the receipt of each grant application
- B. schedule and chair the meetings
- C. send copies of grant applications received to committee members prior to each meeting
- D. keep records of grant applications received, committee decisions, and other communications
- E. ensure the minutes of each meeting are taken, and furnish committee members and the Conference office with copies of minutes, including the dates of subsequent meetings
- F. sign all vouchers before submitting them to the Maine Conference Business Manager
- G. prepare a report for the annual meeting of the Maine Conference United Church of Christ

Section 2. The vice chair shall:

- A. chair meetings and conduct all the duties of the chair in the absence of the chair

Section 3. The conference minister shall:

- A. act in an advisory capacity
- B. designate a conference representative to be present at meetings in his or her absence

Article VI – Meetings

Section 1. Meetings are held quarterly, scheduled by the committee. Meetings may be held electronically or in-person, at the discretion of the committee chair.

Section 2. Special meetings may be called by the chair to conduct additional, unexpected, or emergency business.

Section 3. Four members present shall constitute a quorum.

Section 4. A majority vote shall rule.

Article VII – Applications

Section 1. Grant application forms can be found on the Maine Conference website.

Section 2. Criteria for evaluating grant applications are based on financial need, creativity, perceived results, completeness of application, fundraising efforts reflecting the congregation's financial commitment to the project, and

funds available. Fundraising could be expected to involve not only the church membership, but also the community and/or individuals concerned, as appropriate.

Section 3. MID scholarships shall awarded only to verify MIDs of an Association in the Maine Conference and will be based on financial need. Criteria for evaluating other/special awards shall be determined by the Board of Directors.

Section 4. No local church or other applicant shall be granted more than \$5,000.00 per calendar year.

Section 5. Before a grant application is discussed by the committee, a committee member, designated by the chair, shall personally contact an appropriate representative of the applicant to discuss in detail the application and its background.

Article VIII – Finances

Section 1. Income from the Endowment Fund for the Resourcing the Local Church shall be used annually to carry out the duties of the committee as stated in Article II, Purpose, and as was originally stated in the Maine Conference capital campaign “To Gather Into ONE” with the exception of MID scholarship or special/other grant awards – the origin of those funds will come from the Maine Conference annual budget.

Section 2. The Endowment Fund shall be invested by the Trustees in accordance with the Bylaws of the Maine Conference United Church of Christ, Article III.

Section 3. Awards shall be made as voted by the committee. Vouchers shall be signed by the chair of the committee.

Section 4. The Business Manager of the Maine Conference shall disburse the funds and keep records in accordance with the Bylaws of the Maine Conference United Church of Christ, Article III.

Section 5. Committee members may be reimbursed for their expenses. Expense vouchers shall be directed to the Board of Directors.

Article IX – Amendments

Resourcing the Local Church Rules of Procedure may be amended at any duly called meeting of The Resourcing the Local Church Committee by a majority of the members present, provided that the amendment is submitted to the Board of Directors of the Maine Conference United Church of Christ for approval. Any member of the Maine Conference, in good standing, may submit a recommendation for a Rules of Procedure amendment to The Resourcing the Local Church Committee for consideration.

Article X – Parliamentary Authority

Robert’s Rules of Order, Newly Revised, shall govern the proceedings of this committee in all cases not provided for in the Rules of Procedure of the Maine Conference the Rules of the Board of Directors, or the Rules of Procedure of The Resourcing the Local Church Committee.

Approved by the Board of Directors on January 27, 2018

Section V: Frequently Asked Questions

1. **Why are there two different RLC Grant Applications?**

The majority of the applications come from congregations who are seeking to make capital improvements, start a new program, or underwrite an existing program. Requests from individuals are frequently related to training or other educational opportunities. Church projects and individual projects often have a different focus, therefore require different application forms.

2. **Will the applicant have any interaction with members of the Resourcing the Local Church Committee?**

Yes, a member of the committee will contact you directly and ask for additional information. If possible a committee member may do a site visit in an effort to gain a better understanding of a project.

3. **May a church or individual apply for more than one RLC Grant in a given year?**

No, an applicant can only apply one time in a calendar year.

4. **Why doesn't every applicant receive the same amount?**

Disbursements are dependent upon the number of requests the RLC Committee receives in a given quarter and the scope of the project.