

SAMPLE**DIOCESAN SHARED MINISTRY BUDGET RELIEF*****REQUEST FOR TEMPORARY REDUCTION***

Application is hereby made by **The Corporation of the Anglican Parish of XXX** to the Diocesan Finance Committee for a temporary relief in the Parish's Shared Ministry Budget assessment for the fiscal year 20XX.

1. Describe the situation that is preventing the Parish from meeting its financial obligations to the Diocesan Shared Ministry Budget assessment.

Both our church and hall require significant structural repair that, if deferred, will result in further damage and increased costs to repair in future years. Details and cost estimates are contained in the financial recovery plan.

2. Provide details of how the Parish proposes to remedy the financial situation that is the basis for this application: (attach detailed financial recovery plan).

See attached financial recovery plan.

3. Provide details of any current programs or activities funded by the Parish, in whole or in part, as well as any planned missional initiatives that would place additional financial obligations on the Parish.

Taking on this repair without shared ministry relief will affect our ability to support our community outreach cafe financially, and the poor condition of the building makes the building unsuitable for our mission and the ministries the building supports.

4. Detail any financial investments to which the Parish has unrestricted access (type and amount of investment).

The parish has \$25,000 in our building account which can be used to support the building repair; there are no other savings available. Details of these funds are contained in the financial recovery plan.

5. Provide details related to staffing of Parish (clergy and laity), providing position title, rate of pay, number of hours worked per week and general focus of responsibilities.

Incumbent full-time stipend top of range. Secretary part time 15-30 hours per week @\$15/hr. Treasurer honorarium \$1000 annually. Sexton honorarium \$5000 annually.

Reduction Requested:

Parish assessment for Shared Ministry:	\$25,000
Less relief requested:	\$15,000
Amount Parish is proposing to pay:	\$10,000

In making this application, the Parish acknowledges:

- That if their financial results are improved over that anticipated in the Parish Budget, the Parish will make additional payment to the Shared Ministry Budget assessment up to the amount originally requested.
- The Parish will provide financial statements at the end of the fiscal year for which relief is granted showing the financial results of the Corporation in comparison to Budget.
- Should the Parish financial situation improve within the three-year period following the year of assistance, the Parish agrees to proportionally repay up to the amount of the relief provided, to ensure that other Parishes may have access to the same benefit, if needed.

In making this application, the Parish acknowledges that the documentation submitted will become available to relevant Synod staff and committees, Diocesan Council and auditors.

_____ Name (print) _____

Incumbent

_____ Name (print) _____

Warden

_____ Name (print) _____

Warden

_____ Name (print) _____

Treasurer

Date of Application: _____

Documents to be included with the completed request (preferably in digital form):

- Most recent financial statement of the Parish (previous year plus current year-to-date).
- Financial recovery plan (sample Appendix B).
- Budget for the fiscal year for which relief is requested that supports the recovery plan.

Reviewed by Synod Finance Committee: (date) _____

Recommendation regarding application:

Response Date to Parish: _____