

Rules of Procedure for Resourcing the Local Church Committee

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 verified 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