

**First St. Andrews United Church
London, Ontario**

Terms of Reference

Robert Clark Education Fund



Purpose

In 1864 the “Robert Clark Trust Fund” was established to be used to further education, training, and development of the ministry, staff, members and adherents of First-St. Andrew’s United Church.

Terms of Reference

Board of Trustees set up a separate fund for this purpose and it is the intention of First-St. Andrew’s to be good stewards of the fund by, maintaining a viable principal and, using the interest earned from the Principal.

Governance and Reporting

The Ministry and Personnel Committee is responsible for promoting the allocation of funds to successful applicants and will:

- develop guidelines and Terms of Reference;
- communicate with Council and the congregation;
- evaluate applications and allocate funds to successful applicants;
- provide a report to the Council showing how the funds have been spent. This report will be submitted to Council in January and June of each year.

Budget

The Board of Trustees shall maintain the balance of the Principal in the trust fund account. Interest earned from the Principal will form the account balance that is managed by the Ministry and Personnel Committee. *Reference: “Robert Clark Fund Budget Process”.*

Guide for Applicants

There are four funding periods each fiscal year. Approval of submission is on a first-come-first-served basis. Each application will be dealt with on an individual basis and from time to time the Ministry and Personnel Committee may approve support in excess of the quarterly budget.

Criteria

Funds will be made available for an applicant wishing to attend a conference, course, or participate in an activity which relates to or enhances the Ministry of First St. Andrews United church.

- Applicants are required to submit a detailed estimate of costs of the activity.
- The applicant is expected to explain the relevance of the activity to First St. Andrews.
- Applicants shall be responsible for a portion of the expenses.

- In assessing each application the Ministry and Personnel Committee will consider the following:
 - Financial commitment of the applicant
 - Reasonability of costs
 - The relevance to the ministry of First-St. Andrews
 - Appeal to the broader community
- Each successful applicant, upon completion of activity, will be required to give a verbal or written report to the Ministry and Personnel Committee and, if by request from the Ministry and Personnel Committee, shall share the experience with the committee, the congregation or both.

Process

1. Submission of request
2. Review by Ministry and Personnel Committee
3. Decision Communicated to applicants – Approved/Rejected
4. Allocation of funds
5. Written or verbal report from applicant upon completion

Application Form

1. The completed application form shall be submitted to the Chairperson of the Ministry and Personnel Committee no later than 1 month prior to the activity or expected imbursement.
2. Application forms are available from the church office or can be downloaded from First St. Andrews Website: www.fsaunited.com

Records

All Robert Clark Education Fund documentation shall be considered Confidential.

Records, including approved applications and reports shall be filed in the “Robert Clark Education Fund” binder and stored in the M&P filing cabinet located in the First-St. Andrew’s Library.

Policy Update

The Robert Clark Education Fund Terms of Reference will be reviewed and updated no more than 3 years from the approval date of this document.

Related Documents:

- Continuing Education Application Form (Get form at <http://www.fsaunited.com/PDFs/Posters/Clark%20Fund%20App.pdf>)
- Robert Clark Fund Budget Process
- Robert Clark Education Fund Budget Report