

| Approved by Congregational Council, June 27, 2001; ~~Draft~~ Revisions, June 2014

Vision

Community Mennonite Church of Lancaster values its young people and seeks to nurture relationships and maintain on-going communication with them as they transition into young adulthood and find their place in higher education, service or the workplace. The church wants these persons to experience love and support from their congregation.

History

In December, 1999, two members of the congregation contributed seed money to fund an endowment for financial grants to young people as tangible expressions of this vision. In accepting this money, CMCL Congregational Council stated an initial goal of establishing broad guidelines for grant disbursements so that creative channels for the money could develop. CMCL accepts donations from any one at any time to this endowment.

Administration

CMCL Congregational Council names a committee of five persons with rotating three-year terms to administer the fund. Committee members select a chair and secretary. Persons chosen to serve on this committee may not have any conflict of interest with regards to young people who would be eligible to receive grants. Committee members are accountable to Congregational Council. The committee is charged to:

1. Maintain or create relationships through informal dialogue with eligible persons at CMCL.
2. Ascertain financial needs or interests of eligible persons that could be met with an endowment grant.
3. Create advisor groups or young adult advocates and task forces as needed to complement its work.
4. Prepare an annual report to the congregation.

CMCL Finance Committee assumes the responsibility to select an individual or institution to manage the assets for appropriate investment return.

Guidelines

Management of Fund

1. The fund will annually distribute 3-7% of the principle balance, based on the previous three-year average, with a target distribution of 5%. Lesser distributions may be made in a given year to allow fund to increase in value in anticipation of serving a larger eligible group.
 - Approximately 10% of distributions will be granted for special activities such as “care packages” to college students, gas money for a weekend home visit or spontaneous gifts.
 - The balance of distributions will be granted based on need for educational assistance or funding special projects or interests.
2. Grants over \$500 will be given to an institution on behalf of the recipient.
3. Grants for educational assistance should be distributed after a recipient’s financial aid package is completed so as not to replace other funds.

Identification of Recipients and Eligibility

1. All persons between the ages of 18–25 who are meaningfully connected to CMCL are eligible to receive a grant. Connectedness includes persons who are members or regular attenders of CMCL or whose parents are members or regular attenders. Connectedness may also include regular involvement with CMCL sponsored activities such as youth group, peace witness group or community camping group.

2. As individuals enter this age category, members of the Administration Committee will make informal contact with them to establish a personal relationship or draw on relationships they may already have to complete a profile sheet. Youth group advisors, Christian Education teachers and other members of the congregation may also be contacted for profile information. See addendum for sample profile sheet.
3. Administrative Committee members will collectively assess financial need of eligible persons based on profile information and will recommend response to needs that individuals may have.
4. Church administrative assistant will file all profiles as confidential information, and make them available to members of the Administrative Committee. Pastors will also have access to these profiles.

Selection Process

1. Administrative Committee will meet in November and May of each year to review profiles of all eligible recipients. The committee will note special needs and consider creative ideas of ways to show financial support. The Administrative Committee makes every effort to financially support each eligible person.
2. Grants will be awarded based on recommendations and consensus of committee members. Grant awards will be recorded and attached to profile sheets in confidential files. Total award to any individual will not exceed \$2000 per fiscal year.
3. Awarding a grant for a particular need or idea will not be considered a precedent or entitlement for similar awards in successive years.

Selection Process—Service Learning Grants

1. Beyond the basic small grants, anyone who meets the eligibility requirements and participants in a recognized service learning program may be considered for an additional grant in support of his/her term of service.
2. As funds allow, up to three \$1500 service learning grants can be awarded each year (for terms of service at least six months in duration; shorter terms may be funded at a reduced amount). Service learning grants will be matched with funds from the general budget of the congregation to maximize support and awareness. In the event that more than three eligible participants request service learning grants in a given year, each will be funded at a reduced amount.
3. Service learning grants are reserved for participants in qualifying programs including: Mennonite Voluntary Service (a program of the Mennonite Mission Network), SALT (a program of Mennonite Central Committee), PULSE, Christian Peacemaker Teams and Eastern Mennonite Missions. The Administrative Committee will determine the eligibility of other programs as needed, with the intent to be as inclusive as possible while remaining focused on funding service learning opportunities.
4. Priority for service learning grants will be given to participants submitting information by July 1 of each year. Information can be submitted by the participant or an advocate/support person within the congregation.
5. All participants receiving service learning grants will agree to make a presentation at CMCL during or upon the completion of their term of service. Presentations are for the purpose of educating the congregation and supporting the individual participant and program. The Administrative Committee should notify pastors of participants needing to make arrangements for a presentation.

Distribution of Grants

1. Administrative Committee secretary will inform Church administrative assistant of grant awards. The administrative assistant will secure funds from the endowment and prepare checks to be written to the recipients or to appropriate institutions in the case of tuition assistance awards.
2. Checks will be distributed to Administrative Committee members who will make personal contact with the recipients to award the grants.

Annual Report to Congregation

1. Administrative Committee will make an annual report to the congregation that will include the fund balance and total amounts awarded in general categories. Specific awards to individuals will be kept confidential.

Changes to Guidelines

1. Any changes to these guidelines will be proposed by the administrative committee and will be added as amendments to this document after approval by Congregational Council.

Addendum September 2011

Guidelines for use of fund for large individual projects

This past fiscal year the Fund committee was asked to consider contributing money from the Fund toward the costs of a one year Mennonite Voluntary Service (MVS) assignment. YAEF Committee agreed the amount requested from CMCL could be taken from the YAE Fund this time. This decision was not to be viewed as a precedent -setting. All who participated in the decision agreed that some guidelines for using the Fund for such requests should be developed.

The following guidelines were developed and are recommended by the YAEF Committee:

1. Maintain Fund value so it can comfortably give each young adult a minimum distribution of \$200/yr. This amount is approximately the amount distributed the last several years.
2. The proposed use of the money should be consistent with CMCL's core values. Examples of projects that fit those values include Mennonite Voluntary Service (MVS) and MCC's SALT assignments.
3. The congregation, especially parents and high school/young adults, should be informed of the Fund's possible availability. The Fund should not be viewed as the primary source of funding for a person's Project. Rather the congregation's annual budget should continue being the first source of funds.
4. The number of such requests that will be considered each year will depend on the Fund's value.