

## BOARD OF DEACONS

*The ministry of Deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress (Book of Order G-2.0201)*

The office of Deacons is one of the three ordained offices in the Presbyterian Church (the others being Elders, and Ministers of Word and Sacrament). The office of Deacon as set forth in scripture is one of sympathy, witness, and service after the example of Jesus Christ. The primary duty of Deacons is given above. Since the Board of Deacons is ultimately under the supervision of Session, Session may delegate to it other duties as seems necessary and appropriate.

### **Membership:**

- All Deacons must be members of the Congregation
- Deacons are elected by the Congregation for a three year term (except when elected to fill a vacated Term)
- The Board of Deacons shall be composed of 18 members, divided equally into 3 classes (thus six to be elected each year)
- One of the Pastors is also part of the Board of Deacons, with voice but no vote

### **Work Groups:**

To accomplish its work more effectively the Board of Deacons is divided into four Work Groups:

#### **\*Missions and Benevolence Work Group**

Determine criteria for determining benevolence gifts

Receive requests for benevolence gifts

Develop and present to Session for approval the yearly Benevolence/Mission budget of the Congregation. Budget transactions are handled by WPC Treasurer

Oversee the yearly Benevolence/Mission budget of the Congregation

Apply for Presbytery grants on behalf of local social service/mission groups

Maintain line item for needy families (use of funds determined by Elders and Pastors)

Encourage, promote, maintain communication with local Missions; communicate activities, needs to the WPC congregation and Benevolence/Mission committee for budget consideration.

Coordinate monthly topic/subject/speaker for Minute for Mission.

Periodically update bulletin board outside Activity Center with information on missions etc. (WPC advanced in media technology, explore how this could be utilized to assist in promoting Missions/Benevolence supported organizations.) WPC Deacons are actively involved in the four missions listed below. See individual page on Deacon's task for these 4 missions.

Carpenter's Place  
Jubilee Center  
Habitat for Humanity  
Rockford MELD  
Rock River Food Pantry

**\*Funeral Hospitality Work Group**

Organize and host funeral receptions

**\*Caring Contact Work Group**

Organize monthly shut-in contact assignments  
Organize Easter flower delivery  
Organize Christmas poinsettia delivery  
Organize food baskets and delivery (the first part of Advent)

This Work Group is to oversee the Deacon's work in making caring contact with members and friends who are physically limited in their ability to participate in worship and congregational life. To assist in accomplishing this goal the Caring Contacts Group works in coordination with the pastoral staff. This Work Group provides records of visitation to aid church staff in resource allocation and to provide critical feedback, communion requests and referrals.

This Work Group may review and make recommendations on existing projects as well as investigate and make recommendations on new service projects to the Deacon Board.

**\*Special Offerings Work Group** (responsibility of Deacon officers)

Select 3 Presbyterian Church USA (PCUSA) Offerings for Session to approve and WPC to support (these offerings are not part of the approved Session budget).

One Great Hour of sharing (Easter)  
Witness Offering (Pentecost)  
Peacemaking Offering (World Communion Sunday)

Christmas Joy Offering (Advent)  
Deacon's offering (Blue envelopes in pews)  
Organize other Session approved PCUSA offerings or validated missions

## **Staff Resources**

Pastor(s)

## **Duties/Responsibilities (include but not limited to):**

- It is the duty of Deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress (*Book of Order G-6.0402*). Other duties may be assigned by Session.
- Missions/Benevolence Work Group – aware of local needs through assessment and involvement with mission events. Stays informed on needs locally, nationally and internationally and recommends financial response. Assist in setting mission/benevolence budget for Session and WPC approval.
- Funeral Work Group – organize and host funeral receptions
- Caring Contact Work Group – organize and oversee several special events in the life of the church, including but not limited to:
- Each Deacon is normally matched with one member of the congregation who is unable to attend worship on a regular basis or otherwise is in need of special care. Each Deacon is to make a visit to this person at least once a month, to be a friend and continuing contact with the church.
  - Delivery of Easter flowers/Sunday flowers to shut-ins or other designated people. (Delivery list with names and addresses is provided on the flower delivery sheet by the office (Tina). It is located on the counter in the room to the right behind sanctuary. Flowers in the round white paper containers are delivered “as is” taken out of pots on each side of pulpit. Flowers in tall-stemmed brass vase need to be transferred to glass vases. The glass vases may be found in the cupboard. Cards indicating flowers are from Deacons are in cupboard drawer. Add'l items like week's bulletin or other hand outs might be of interest.)
  - Delivery of poinsettias to shut-ins or other designated people
  - Packaging and delivery of food baskets to Rockford needy families – usually done during the beginning of Advent

- All Deacons assist in distributing the Communion elements during worship (normally on the first Sunday of each month) Assignment sheet sent out in advance.
- During Emergency Evacuation, Deacons offer assistance at the steps in front of the Sanctuary
- Other duties as assigned by Session

### **Procedures:**

- Deacons meet monthly – usually the first Tuesday of each month
- Work Group leaders meet a half hour before the Deacons monthly meeting with the Pastor and Deacon’s Moderator
- Establish and operate in accordance with the provisions of Article VIII of the By-laws of Westminster Presbyterian church
- Mission /Benevolence expenditures are part of the Session approved budget
- The Deacon budget for funeral expenditures, special projects, Guide Post, brunches are not part of the Session approved budget. To meet expenses the Deacons receive special gifts in the “blue envelopes” placed in the pews.

### **Officers and Elected Representatives**

- The officers of the Board of Deacons are Moderator, Treasurer and Secretary. They are elected annually from the Board of Deacons
- Moderator is responsible for:
  - Preparing an agenda and presiding over monthly meetings
  - Assuring that each Work Group is adequately equipped with people and information to perform their responsibilities
  - Preparing schedules/assignments for:
    - Serving Communion
    - Weekly delivery of Flowers and rose bud following Sunday worship
    - Inserting Deacon Blue envelopes in the pews or church bulletin
- Pastor serve as liaison to monthly Session meetings
- Treasurer is responsible for maintaining records and accounts of the receipt and distribution of funds designated by the Board (Deacon’s Blue Envelope accounts only)
- Secretary is responsible for:
  - Recording the activates, attendance and action of the meetings

- Submitting a copy of the minutes for the Session docket
- One member of the Board is a representative to the Church Nominating Committee chaired by the Leadership Commission
- One member of the Board serves on the Caring Contacts Advisory Team

**Reports:**

- Treasurer prepares a monthly financial report for the Board of Deacons
- Missions/Benevolence
- Funeral and Hospitality
- Caring Contacts
- Special Offering

Westminster supports the following agencies through our Deacon fund

**Mission in Rockford Area:**

Rockford Reachout Jail Ministry  
 The Children's Clothes Closet  
 Shelter Care Ministries/ Maya's House  
 Rock River Valley Pantry  
 Rockford Area Habitat for Humanity  
 Children's Home and Aid Society  
 Rockford MELD  
 Rockford Rescue Mission  
 The Haven Network  
 Rockford Area Pregnancy Crisis Center  
 Prayer Quilt Ministry  
 The Carpenters Place  
 Love, Inc.  
 Hope Reigns Ranch  
 Rock House Kids  
 Anger Alternatives  
 Healing Pathways Cancer Resource Center  
 WPC Stateline Project  
 Westminster Youth Mission Trips

**Mission Regional/ Global:**

Act 3  
 Projecto Amistad, Mexico

Brenda Harcourt-Mission Co-worker in Kenya  
Campus Crusade for Christ -Julia Lucido (2013)

**Missions/Benevolence**

**Deacons Task Team (index)**

Carpenters Place

Emanuel Episcopal Community Kitchen / Jubilee Center

Habitat for Humanity

Rockford Meld

Rock River Food Pantry

**Carpenter's Place Task Team:**

Elements of Deacon Mission Work Group which reports monthly to Deacons.  
Responsible for preparing and serving food the 3rd Friday of the month to 80 guests.

**Membership:** One active Deacon and four to six members-at-large from congregation. Task team will be open to any interested.

**Staff Resources:** Receives guidance from the church coordinator, (a member of the congregation who has agreed to chair the task team). This coordinator works closely with the Board of Deacons Benevolence/Mission Work Group.

**Meetings:** To be established

**Responsibilities:**

- Shop for food
- Prepare food
- Bake
- Serve food
- Make phone calls
- Maintain contact with Carpenter's Place
- Encourage members of the congregation to help with this project

- o Keep WPC members informed of Task Team activities
- o Christmas project for Carpenter's Place Guests

**Suggested Yearly Time line:** To be established

**Budget:** Line item 1065 (½ to Carpenter's Place and ½ to food/meal costs)

### **Emmanuel Episcopal Community Kitchen / Jubilee Center**

**Quarterly Event:** Deacon's, Mission/Benevolence will coordinates 4 meals (on a Saturday) a year. Each volunteer group is responsible for preparing and serving food

**Time line:** Dates to be established by Jubilee Center, food and other items purchased week of meals.

**Deacon Volunteer Groups involvement:** Deacons, Youth Group, 18-20 Somethings and one other volunteer group will serve at the Jubilee Center. There should be 8-10 volunteers in each group. At least two men for security purposes!

#### **Responsibilities:**

- o Review Schedule and notes from Jubilee Center. (attached)
- o Contact Jubilee Center for key/add'l instructions if any, see attached/below
- o Shop for food/supplies



- o Addition to the food and drink, plastic ware, napkins, paper plates, cups, condiments, coffee (sugar/cream/stirrers) etc. need to be provided. Deacons have established an area at WPC where extra of these items are kept.
- o Prepare food
- o Serve food
- o Encourage members of the congregation to help with this project
- o Keep WPC members informed of this activity

Helpful items:

Milk, 3-5 gallons, as most asked for., diced onions on hotdogs / green beans with bacon / fruit / cookies were well liked

In 2012 between 150 and 200 individuals/ meals were served weekly.

Menu for 8-11-2012 was: 200 Hotdogs & buns/ 8 large (institutional) cans green beans with 3# bacon and 1-2# butter/7# chips/ 200 bananas/ 200 cookies / 3 large onions chopped / 3 ketchup mustard relish /coffee /water/lemonade/3-5 gallons of milk/coffee

Menu for 6-9-2012 was: Spaghetti and meat sauce/salad and dressing. didn't take much salad.../ Texas toast /200 bananas/ coffee/ water

**Habitat for Humanity Lunches:**

**Annual Event:** Preparing and delivering lunch is an annual event occurring during the summer months when Habitat for Humanity is building the houses.

**Time line:**

One of the volunteer coordinators will contact the chairman of Benevolence/Mission with dates available to provide lunch. Select one of the Saturdays to provide lunch.

Detailed instructions will be provided for how many lunches to prepare and where and what time to deliver them to the work site. A volunteer coordinator from Habitat will be there to accept the lunches and distribute them.

Typically it will be 80 sandwiches with 10 of them vegetarian, a piece of fruit, chips and a cookie. The lunches are individually packed in a lunch bag with a napkin.

The members of the Deacons donate the ingredients for the lunches.

**Deacon involvement:**

The chairman of Benevolence/Mission serves as the coordinator. Six to eight deacons volunteer to donate the items for the lunches. Six members help preparing the lunches in the church kitchen Saturday morning. One or two Deacons help deliver the lunches to the work site.

**MELD Note Card Sale:**

**Annual Event:** The note card sale is an annual fundraiser for Rockford MELD.

**Time line:**

MELD will contact the chairman of the Benevolence/Mission Committee in late March or early April. A staff member from the MELD office will drop off cards, signs and instructions at the church office.

Information regarding the sale of cards is turned in to the office to be printed in the April or May newsletter. An announcement may also be placed in the bulletin, space permitting and on the screen prior to the services.

The April Minute for Mission features the MELD notecard sale.

Make arrangements to sell the cards on the two Sundays prior to Mother's Day during coffee hour in the Activity Center.

- Contact the office to have a table set up for each Sunday
- Contact the chairman of the Finance Commission to have approval to sell the cards

Return any unsold cards and all the money collected to the Rockford MELD office. A staff member from MELD is also willing to come to the church to pick up the cards and money.

**Deacon involvement:**

The chairman of Benevolence/Mission serves as the coordinator of the project. Two members of Deacons are needed to sell the cards during the coffee hour.

**Rock River Valley Food Pantry:**

**Semiannual Event:** Deacon's, Mission/Benevolence will coordinates 2 days to volunteer (on a Saturday) at the facility a year. Each volunteer group is responsible for assisting with items such as sorting/ storing/ packaging food items for deliver etc.

**Time line:** Dates to be established by Deacons and Rock River Food Pantry.

**Deacon involvement:** Deacons along with others from congregation, Youth Group, 18-20 something and one other volunteer group will serve at the Rock River Food

Pantry There should be 8-10 volunteers in each group. By volunteering we can individually experience the operation and inform WPC congregation of any add'l needs of the facility.

**Mission Benevolence Committee (workbook index)**

Timeline (word document on flash drive)

Funding Letter (word document on flash drive)

Funding Application (word document on flash drive)

Funding Criteria and Evaluation review sheet (word document on flash drive)

Sample Letters (word document on flash drive)

- A. recipient of funds
- B. Carpenters Place (we provide financial support and monthly meals)
- C. candidates that do not receive funding.
- D. reduced funding result of budget
- E. eliminate funding as result of budget
- F. delay in sending funds

## **Mission and Benevolence Committee Timeline**

**20\_\_**

### **January**

- Attend Congregational Meeting & be prepared to answer questions re: choices of missions and how they were made
- Final approval of benevolence budget at Annual Meeting of the Congregation, end of January.
- Officer's Retreat: familiarize new committee members with Mission/Benevolence function.
- Discuss with Chris Woods how mission funds will be distributed. Provide Chris with accurate addresses and contact person for each mission funded.
- Invite speakers to Minute for Mission or to speak to Deacon meeting. The Mission/ Benevolence committee is responsible to provide a mission speaker for the 4<sup>th</sup> Sunday of each month to keep the congregation aware of whom we support & to provide education and volunteer opportunities for the congregation.

### **February**

- Notify each organization or missionary of funding (or denial) for 20\_\_ , their total dollar amount & how it will be distributed. (see samples in next section). Tina will mail these.
- Invite speakers to Minute for Mission or to speak to Deacon meeting.

### **March**

- Develop list of ministries/missionaries and assign Deacons to visit in for 20\_\_ ; continue to evaluate ministries currently supporting
- Congregational education re: ministries we support. Co-ordinate info in bulletin with speakers at MFM.
- Invite speakers to Minute for Mission or to speak to Deacon meeting.

### **April**

- Prepare & revise funding application before May/June mailing. Provide to Tina to put on WPC letterhead and update web page.
- Ask your committee members for other congregation members names to serve as Deacon on Benevolence committee
- Invite speakers to Minute for Mission or to speak to Deacon meeting.

### **May**

- Mail funding applications for 20\_\_ , with return deadline mid-late August  
  
Tina will mail to existing candidates and to others as request received. Copy of application also on WPC web page.
- Invite speakers to Minute for Mission or to speak to Deacon meeting.

### **June**

- Start receiving applications.
- Invite speakers to Minute for Mission or to speak to Deacon meeting.

### **July**

- Applications continue
- Invite speakers to Minute for Mission or to speak to Deacon meeting.

### **August**

- Applications continue
- Invite speakers to Minute for Mission or to speak to Deacon meeting.

### **September**

- Review 20\_\_ funding applications (may need extra committee meetings to review each application, discuss, and make recommendations.)
- Finalize funding proposal for 20\_\_
- Invite speakers to Minute for Mission or to speak to Deacon meeting.

### **October**

- Propose budget to Finance, Deacon Board & then to Session
- Invite speakers to Minute for Mission or to speak to Deacon meeting.

### **November**

- Invite speakers to Minute for Mission or to speak to Deacon meeting.

### **December**

- Prepare 20\_\_ timeline
- Accept new Committee members
- Designate a new committee chair
- Invite speakers to Minute for Mission or to speak to Deacon meeting.

(Funding Letter)

July 1, 2012

Dear 2013 Benevolence Funding Candidate:

Enclosed is the Westminster Presbyterian Church (WPC) benevolence funding application form. The Deacons work group invites you to complete this application and return it to the address on the bottom of the form no later than August 31, 2012. Once the budgeting process is completed, our entire congregation votes to accept the budget in January, 2013. You will receive a letter notifying you of the results and funds will be distributed beginning in January, 2013.

Please feel free to enclose related materials you have to describe how funding provided by WPC in support of your mission/organization promotes Christian values and spirit. In addition, we are asking that you send a short summary of your organization's purpose and examples of the effect you are having as you work in your community. Our web page has space dedicated to highlighting the various missions we support, so your information should be concise but as complete and inclusive as possible. We are also very interested in any pictures that could use on our web site. Please e-mail them to Tina ([tina@westminsterrockford.org](mailto:tina@westminsterrockford.org)) and be sure to identify the pictures you send, so she can label them appropriately.

The congregation is eager for the opportunity to learn more about your mission activity, including any volunteer opportunities you may have, so we welcome you to send a



speaker(s) to present a short summary of your activities during the *Minute for Mission* segment of our weekly worship services. If you are interested in speaking, please indicate that on the funding application.

Please complete the application regardless of current, previous or new funding application status so we might understand new developments or changes in your program's scope. In addition, be sure to indicate where and to whom the checks are to be mailed.

The August 31st deadline is VERY IMPORTANT. The mechanics of this timeline ensures careful consideration for approval and inclusion into the church's budgeting process. Thank-you in advance for your co-operation in this necessary requirement.

May God bless you and your organization as you continue to serve Him.

Sincerely,

Missions and Benevolence Committee

(Funding Application)

Westminster Presbyterian Church

2013 Funding Application

**APPLICATION DUE AUGUST 31, 2012**

1. Identification of Applicant

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_  
(No P.O. Box)

Telephone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Web Site \_\_\_\_\_

Contact Person for Volunteering \_\_\_\_\_

Amount of funding Requested \_\_\_\_\_

If funding awarded: Name/Address checks are to be mailed to (If different than above)

\_\_\_\_\_

Do you have IRS 501(C)3 status ? Y (  ) N (  )

How did you hear of us? \_\_\_\_\_

Is a financial statement available? Y (  ) N (  )

What is your annual budget? \_\_\_\_\_

## 2. Purpose

Please provide a short summary of your mission/ organization's purpose.

Briefly state the purpose for which you are requesting funding , who does it benefit?

Westminster's mission statement is: Gathered in Love, Centered in Christ, Empowered for Mission....

How do you think this funding will promote Christian values relative to our church mission statement ?

We are making a focused effort at providing our congregation with volunteer/mission opportunities within our community as well as abroad. What if any, volunteer opportunities are available in your organization/mission? Secondly, what are your goals for the future?

Describe one of your MOST SIGNIFICANT accomplishments this current year.

Are you interested in presenting a short summary explaining your organization to the deacons?  
Y (  ) N (  )

Return completed applications to :

Westminster Presbyterian Church or  
[tina@westminsterrockford.org](mailto:tina@westminsterrockford.org)  
2821 Bell School Road  
Rockford IL 61107

ATTN: Missions

**APPLICATION DEADLINE IS DUE AUGUST 31**

If you have any questions or concerns:

Please contact the church office at 815-282-1500  
WPC fax number is 815-282-1511

## Missions and Benevolence Criteria /Evaluation

At the January 2009 Westminster Presbyterian Church (WPC) leadership meeting the question was asked of all the individuals, how is the success of our council(s) (deacons/ benevolence) measured? The nature/structure of councils provides different characteristics to consider in measuring success.

Missions and Benevolence support numerous organizations (some organizations in common). In an effort to effectively manage the number of organizations WPC Missions and Benevolence supports; three questions our committees should be asking are: 1) what is the organization's impact in community, 2) financial funding this organization already has, 3) WPC's role i.e. funds requested, church member participation etc.

These elements are objective as well as subjective and difficult to quantify/qualify. There is a need to establish criteria to guide current and future Missions and Benevolence committees on what organizations, how much financially and for how long support is provided.

Missions and Benevolence annual goal for funding will consist of operating gift income and in kind gifts that equal approximately 10% of WPC operating budget.

Criteria items to be used:

1. Organization/Program where WPC has an active role. (changed from Non Profit) 9/2010
2. Christian based organizations (could be secular organization but represent Christ centered values).
3. The organization's operation/outreach philosophy; is it similar to Westminster Presbyterian Church's mission statement.
4. Funding request from WPC impact on the organization.
5. Number of WPC members engaged in and how they are assisting this organization.

These criteria will assist in focusing our resources. It is critical to have a clear understanding of why we support the missions through means of money, time or talent. We can then measure the organization's success based on our criteria, and consequently eliminate and add new ones when appropriate.

This will be utilized for local and regional organizations.

National /World organizations also present additional criteria to be considered. In these cases, Missions and Benevolence should only consider supporting those endorsed by Presbytery (as they have additional criteria and resources to evaluate these organizations).

Missions and Benevolence committee recommends this criteria be utilized for 2011 and future when requested to support organizations.

**Westminster Presbyterian Church  
Missions and Benevolence  
Criteria /Evaluation**

Organization: \_\_\_\_\_ Date \_\_\_\_\_

Rank these on a scale of 1-5 (5good- 1poor)

Rank

- |   |     |
|---|-----|
| 1. Organization/Program where WPC has an active role. <small>(changed from Non Profit) 9/2010</small>             | ___ |
| 2. Christian based organizations (could be secular organization but represent Christ centered values ).           | ___ |
| 3. The organization's operation/outreach philosophy; is it similar to Westminster Presbyterian mission statement. | ___ |
| 4. Funding request from WPC impact on the organization.   | ___ |
| 5. Number of WPC members engaged in and how they are assisting this organization.                                 | ___ |

Criteria Rank Total (1 through 5) \_\_\_\_

(Sum all evaluations and divide by number participating for average ranking)

15-25 acceptable

10-14 need more research

0-9 not acceptable

Information gathered from:

- updated funding application
- face to face interview and periodic visits with organization
- input from members engaged in assisting organization

Another aspect to consider is supporting organizations on a rotation basis. Create a list of organizations that are financially supported for one or two years; go off funding; then after a year or two are reconsidered for funding again.

There are some excellent organizations Missions and Benevolence committee are not able to financially support. In these situations the information could be shared with congregation, such as, put relevant information on the mission's bulletin board, and let willing members individually support them. Also Missions and Benevolence committee pray for their organization individually and as a group at monthly meetings.

(Sample Letter a)

January 31, 2012

Dear 2012 Benevolence Funding Candidate:

We are pleased to inform you that at our annual meeting (January 29, 2012), the congregation of Westminster Presbyterian Church approved funding to support your mission. The total amount designated to your organization is \$\_\_\_\_\_, which will come in monthly payments. If you have any questions regarding your payments feel free to contact Chris Woods at the church.

Westminster Presbyterian Church's congregation is very committed to continuing our outreach and supporting your mission work in the name of our Lord, Jesus Christ. Please keep us informed of your work as you reach out to God's people. Correspondence and pictures are posted on our Mission

bulletin board. If you e-mail photos and information, we add it to our website as well as promote your work in the Sunday services.

Thank-you for all you are doing and for allowing us to partner with you. May God bless you and your organization as you continue to serve Him.

Sincerely,

Missions and Benevolence Committee

(Sample Letter b)  
January 31, 2012

Dear 2011 Benevolence Funding Candidate:

We are pleased to inform you that at our annual meeting (January 29, 2012), the congregation of Westminster Presbyterian Church approved funding to support your mission. The total amount designated to your organization is \$\_\_\_\_\_, which will come in monthly payments. If you have any questions regarding your payments feel free to contact Chris Woods at the church.

Westminster Presbyterian Church's congregation is very committed to continuing our outreach and supporting your mission work in the name of our Lord, Jesus Christ. Please keep us informed of your work as you reach

out to God's people. Correspondence and pictures are posted on our Mission bulletin board. If you e-mail photos and information, we add it to our website as well as promote your work in the Sunday services.

Thank-you for all you are doing and for allowing us to partner with you. May God bless you and your organization as you continue to serve Him.

Sincerely,

Missions and Benevolence Committee

PS: In addition to the funds indicated above, Westminster Presbyterian Kitchen Committee will continue to provide lunches for 2012 as they did in 2011.

(Sample Letter c)  
January 31, 2012

Dear 2012 Candidate:

Westminster Presbyterian Church is committed to continuing outreach and supporting local mission work in the name of our Lord Jesus Christ.

Westminster Presbyterian church's 2012 budget is limited and unfortunately we are unable to support you financially in 2012.

Funding applications for 2013 will be available in July 2012, you are welcome to re-apply.



Thank-you for all you are doing for the community. May God bless your organization as you continue to serve Him.

Sincerely,

Missions and Benevolence Committee

(Sample Letter d)

April 6, 2010

Dear 2010 Candidate:

Westminster Presbyterian Church is committed to continuing outreach and supporting local mission work in the name of our Lord Jesus Christ.

Mission/Benevolence committee has reviewed your application requesting funds. 2009 was a challenging economic year for our community. Our finance committee has reduced our 2010 budget. As a result the total amount designated to your organization is \$\_\_\_\_\_, which will continue to come in monthly payments. If you have any questions regarding

your payments feel free to contact Chris Woods at the church  
(815)282-1500.

Thank-you for all you are doing for the community. May God bless your  
organization as you continue to serve Him.

Sincerely,

Missions and Benevolence Committee

(Sample Letter e)

April 6, 2010

Dear 2010 Candidate:

Westminster Presbyterian Church is committed to continuing outreach and  
supporting local mission work in the name of our Lord Jesus Christ.

2009 was a challenging economic year for our community. As a result,  
Westminster Presbyterian churches finance committee has reduced our  
budget and unfortunately we are unable to continue supporting you  
financially in 2010. Funding applications for 2011 will be available in July  
2010, you are welcome to re-apply.

Thank-you for all you are doing for the community. May God bless your organization as you continue to serve Him.

Sincerely,

Missions and Benevolence Committee

(Sample Letter f)  
February 15, 2010

Dear 2010 Benevolence Candidate:

Our annual budget and funding process is normally completed by January 31<sup>st</sup>. However, this year there is a slight delay.

Westminster Presbyterian Church's is very committed to continuing our outreach and supporting mission work in the name of our Lord, Jesus Christ. We anticipate 2010 funding notices will be mailed out by the 2<sup>nd</sup> week of March.

Sincerely,

Missions and Benevolence Committee