



Long's Chapel United Methodist Church Long Fund Policy

I. Policy

- a. In April 1968, the Long Fund was established to provide income to Long's Chapel United Methodist Church for the following purposes:

- i. Education Purposes
- ii. Special Mission Projects

In 1999, the Board of Trustees further defined "education" to mean:

1. Education of members and constituents of Long's Chapel for the work of Christ.
2. Construction of buildings for Education and Worship.

- b. The annual dividends received from the Long Fund are to be administered by the *Endowment Committee* of Long's Chapel UMC. However, the Endowment Committee is prohibited from using the dividends to fund any item provided for in the annual church budget.

II. Responsibilities

- a. The *Endowment Committee* has full responsibility to manage the Long Fund in the best interest of Long's Chapel UMC, therefore it reserves the right to determine the level of support the Fund can provide to each request or project.
- b. *Disbursements from the Long Fund are based on individual requests. The Endowment Committee is responsible for 1) determining the dollars from the Long Fund that can prudently be awarded during a particular funding period, 2) establishing procedural guidelines for solicitation, submission and review of applications, 3) communicating with all appropriate church staff and committees (e.g., Missions, Staff Parish) to ensure all applications have been properly vetted, 4) making final decision on applications to be funded and to what levels, 5) keeping applicants informed of status of their applications, and 6) handling distributions and facilitation of awarding of the funds according to prudent fiscal procedures per church policy.*
- c. *Applications must be received in a timely manner, approved by all necessary staff and/or committees as per the application instructions in order to be considered by the Endowment Committee. Applications can be submitted either electronically or in paper copy.*

III. Purpose and Procedural Details and Explanations

a. Christian Education and Training

i. Long-term training:

1. Full time students or prospective students seeking degrees in Christian Education, or Music Ministry; degrees leading to Ordination, or advanced degrees in the Ministry field may apply for financial support for tuition.
2. The application form (copy attached) must be completed providing as much detail as possible and submitted *to the Endowment Committee (via Church Administrator) during the announced Long Fund Application solicitation period*. The applicant should obtain a statement of tuition costs from the *institution they plan to attend* and attach it to the application. The statement should show the individual cost of courses to be taken (if available) as well as a total cost of tuition and fees for the semester. The applicant should show other financial support to be used toward tuition, e.g., personal funding, family support, *employment* and grants and scholarships.
3. If the application is approved, the applicant should make arrangements with the *institution* to have the tuition bills forwarded directly to *the Church Administrator for payment*. If this arrangement is not practical, the *Endowment Committee* will consider reimbursement to the applicant based *upon receipts* provided by the institution.
4. Applicants to whom financial support has been directly extended will need to provide receipts for tuition expenditures in order to make application for subsequent semesters.
5. When making application for subsequent semesters, after the initial semester has been completed, the applicant must show courses completed as well as grades.
6. Applicants who have been awarded assistance during one funding period are not guaranteed future assistance and should not make further enrollment decisions based solely on receiving awards from the Long Fund. Continued funding is very possible and will be judiciously considered upon available funds as well as academic performance; however, applicants are not guaranteed funding past what is stated in award letter.

ii. Continuing Education (Short-term Training):

1. Applications may be submitted for financial support for short term courses, seminars, workshops, and youth and family camps pertaining to Christian education.
2. *Applications should be submitted during the announced Long Fund Application solicitation period and approved by the appropriate church staff person. The application should provide sufficient detail for the church staff and/or the Endowment Committee to evaluate the request.* The application should include a copy of the registration form, showing fees and estimates of lodging, travel and other costs. Participants traveling by

car will be reimbursed for gasoline only, upon submission of dated receipts.

3. *Requests for continuing education funds that relate to an existing ministry or committee of Long's Chapel will only be considered if the ministry is unable to fund the request itself from restricted, designated, or transactional funds specific to the ministry or committee.*
4. *Requests for continuing education funds not related to a recognized Long's Chapel ministry or committee will not be considered.*
5. *Church members and constituents of Long's Chapel UMC are generally expected to help with the cost of the continuing education activity from their personal funds; however, if extenuating circumstances exist, they may apply for full reimbursement.*

iii. Special Mission Projects and Construction of Christian Education and Worship Facilities

1. Funding requests for these projects may be submitted to the Endowment Committee for consideration on a case by case basis. The application should provide as much detail as possible to assist the Committee in making decisions for financial support. Applications must be submitted during the announced Long Fund Application solicitation period unless exceptions.

iv. Unused or Surplus Funds

1. When requests have been made to the Long Fund for a specific project and the project is accompanied by any other type of fundraising, solicitation, or if the project receives income from any other source that matches the amount contributed by the Long Fund, then the awarded funds are to be returned to the Long Fund for use for other requests.

Adopted by Endowment Committee August 2013. Committee members: Paul Ervin, Brenda Hipps, Brooks Medford, Robert Taft, Frank Powers, Gina Kinder, Carol Burrell, Tom Fogarty, Ron Jamieson, Dean McMahon, Torry Pinter, Chuck Wilson.

(Originally formulated by Gary Arrington but never formally approved...revised by Endowment Committee in 2013)

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