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# Process and Protocols for Core Team Reserve Fund Disbursement

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## **INTRODUCTION**

The Core Team of the California-Nevada Annual Conference has been given access and authority to use the following two particular funds for strategic purposes and initiatives:

1. Core Team Reserve - created in 2016 by vote of CFA to allocate an excess in the Conference operating budget for Core Team use in the amount of \$100,000. An additional allocation of \$50,000 was made from the Watsonville UMC since its creation.
2. Provision #3 from the Standing Rules on Disposition of Church Owned Local Property that allocated 10% for Core Team use in funding strategic ministry initiatives for the Annual Conference.

## **DEFINITIONS**

In order to faithfully steward these resources that have been placed in the care and responsibility of the Core Team the following definitions will be used:

“Strategic Ministry Initiatives” - new programming that is birthed out of a Mission Focus Area or the Core Team itself and is in alignment with and/or helps fulfill the current strategy and mission of the Annual Conference; the funding of ongoing and existing ministries should be through the Conference Tithe budget

“Core Team Reserve Fund” - the current spending balance allocated from the funds listed above

“Core Team” - the voting members of the Core Team (Officers, Conveners, and Members at Large)

## **ELIGIBILITY**

Strategic Ministry Initiatives that can be considered for funding by the Core Team Reserve Fund must have sponsorship and backing from a recognized committee in the Annual Conference, from its Mission Focus Area, and from related staff of the Annual Conference.

Additionally, the specific requests must articulate:

1. Rationale for alignment with the Conference strategy and mission (how does this connect with the larger direction of the Annual Conference?)

2. Clear description of the initiative including measurable outcomes and goals (what is the project that needs funding and how will you know if the project has fulfilled what it intends to do?)
3. Specific timeline of execution of the initiative (when will the project start and what will be the benchmarks for progress?)
4. A plan for financial and administrative sustainability with a detailed budget on how the funding will be used (how will this new initiative be funded and led in the future?)

## **PROCESS**

1. A formal written proposal/request is drafted from a conference committee and/or Mission Focus Area that includes the items listed above.
2. The sponsorships listed above will be identified.
3. The minimum requested amount that will be considered is \$5,000.00.
4. The Convener of the specified MFA will submit the proposal to the Core Team Chairperson at least one month in advance of consideration by the Core Team.
5. Initial review will be made by the Executive Officers of the Core Team to check that all eligibility requirements have been made. Upon confirmation, the proposal will be placed on the agenda of the next Core Team meeting with the submitter(s) of the proposal requested to attend.
6. Core Team Chairperson will forward the written request/proposal to the rest of the Core Team for review prior to the scheduled meeting.
7. At the Core Team meeting, the submitter(s) will present their request, answer any questions, and the Core Team will vote for approval or denial.
8. If approved, the Conference Treasurer will be notified by Core Team Secretary for instructions on allocation or disbursement of approved fund amount.
9. A written report must be provided to the Core Team from the submitter(s) at specified check-points to share updates on progress and plans for continuance; the report shall be provided one year from approval (and yearly for multi-year initiatives).