

## **18: Worship and Christian Education (W/CE) Committee**

### **18-1: Christian Education Activities – Funding**

#### **1. Responsibility Centre:** Worship and Christian Education (W/CE) Committee

#### **2. Rationale or Purpose**

In September 2004, Church Council approved that the balance of funds from the running of Camp Awesome in 2004 and any other past or future activities be transferred to the Committee Directed- Christian Education Programs fund (CE-CD – Programs fund) to be used for W/CE Committee educational activities and sponsorships.

This policy clarifies the ongoing application of that decision to W/CE education activities where fundraising is involved.

#### **3. Policy Statement**

Camp Awesome is a major on-going educational activity supported by BCUC. The balance of funds remaining from the running of Camp Awesome or any other educational activities organized by the W/CE Committee is to be transferred to the CD-CE Programs, to be used for CE educational activities and sponsorships.

#### **5. Scope**

This policy applies to all funds raised by the W/CE Committee for educational programs administered by the Committee, primarily Camp Awesome, except those raised for Mission Exposure trips; a separate directed fund is maintained for those funds (see the BCUC Policies Manual - Mission Exposure Trips).

#### **6. Procedures**

- a) Approval of fund raising activity:** All fund raising activities proposed by W/CE Committee, not approved in the Committee's annual Activity Plan, shall be presented to the Church Board for approval. Such proposals are to include the information required by this and other BCUC policies, e.g., that required under our obligation to exercise a duty of care to the participants in the activity.
- b) Cancellation of the event:** Should the planned event be cancelled for any reason, fees paid in advance by the event participants shall be refunded. Funds donated by groups in support of the event shall be held in the CD-CE – Programs fund to be used for other CE activities or sponsorships.
- c) Use of excess funds:** If there are monies left over after the event or if funds are raised in excess of those required for the event, such excess funds will be held in the CD-CE – Programs fund to be used for other CE activities or sponsorships.

- d) Insufficient funds raised for the event:** If not enough funds are raised, other groups within the Church may be approached for donations towards the support of the activity (e.g. UCW, Bridge Group, Men's Group). Any funds donated by such groups, which are in excess of those required for the activity, will be held in the CD-CE – Programs fund to be used for other Christian Education activities or sponsorships.

## **6. Roles/Responsibilities**

The W/CE Committee is responsible for the maintenance and review of this policy.

The Financial Management Committee is responsible for maintaining the CD-CE directed fund.

## **7. Definitions**

- a) Camp Awesome is a summer camp offered in partnership with Ottawa Presbytery Youth and Young Adult Ministries, and delivered in the various churches in the Presbytery. A fee is customarily charged to participants, although some additional funds are required to support the delivery of the program by the individual churches hosting the summer camp.

## **8. References**

- a) *BCUC Policy Manual* - Financial Management Committee: Directed Funds Policy
- b) *BCUC Handbook*, Terms of Reference for the Christian Education Committee:  
*"The Committee...plans, organizes, coordinates and promotes the education program of the Congregation, including that of the Sunday School, Confirmation groups, mid-week groups, Youth work, Family Life and Adult Education. These activities may take place on or off BCUC property."*
- c) *BCUC Handbook*, Terms of Reference for the Financial Management Committee:  
*The Committee:*
- 2. organizes the ways and means to receive, record, safeguard and account for all revenue received by the Church, including the PAR and contribution envelopes programs*
  - 3. disburses funds authorized by areas of responsibility, and accounts in full for all transactions made*

## **9. Approval authority:** Church Board

**10. Reviewed:** Worship and Christian Education Committee: April 8, 2015

**Approved:** Church Board: May 20, 2015

**Replaces:** March 2008