

Organization and Structure
All Saints by the Sea Episcopal Church Outreach Committee

I. NAME AND MISSION STATEMENT

- A. The Name of the Committee shall be The Outreach Committee
- B. Our Mission statement is from Isaiah 1:17
“Learn to do good, seek justice, correct oppression; defend the fatherless, plead for the widow.”
- C. **Our Mission:** All Saints By-the-Sea Episcopal Church and its Outreach Committee strive through prayer, action, and endowment to witness the love for all of the people of God that reveals us as Disciples of Christ. We are working to create a community of compassion in Santa Barbara County by supporting and building programs that respond to the needs of the poor and dispirited, feed the hungry, shelter the homeless, relieve human suffering, and work for justice and compassion for all the members of our community, especially for those who are voiceless, powerless, and unprotected.

II. SELECTION OF MEMBERS

- A. The Committee will be composed of a total of between 12 and 15 members and will consist of various ages and genders.
- B. A member of the Clergy, a Vestry Liaison, and, when possible, a Youth Ministry Leader and a member of the Youth Organization will also be members.
- C. Qualifications: Members should have a commitment to active participation as well as a strong interest in local, national and international needs.
- D. The Clergy and Vestry will seek input from members of the congregation before making the appointments.
- E. The Clergy and Vestry will appoint the Chair, Vice-Chair and members of the Outreach Committee.
 - a. The appointment of a Chair and Vice Chair would enable the Committee to move forward even if one chair were unavailable.
 - b. If the Vice Chair becomes Chair, succeeds the Chair, institutional memory and continuity will be maintained.
- F. The Committee shall select a treasurer/budget director who would be expected to serve a three year term and would present a financial report at each meeting.

- G. The Committee shall select a secretary who would be expected to serve two years and would present minutes at each meeting.
- H. The Chair may appoint Sub-Committees of 3-5 individuals as needed who will report back to the Committee for decision making.
- I. All Committee members will be voting members.
- J. Decisions shall be by majority vote of Committee members present.
- K. Each Committee member will have binder containing information on the workings and outreach history of the Committee.

III. TERMS OF OFFICE & MEETING SCHEDULE

- A. Standard membership terms would be for three years.
- B. For continuity purposes, Committee member terms would initially be staggered 1, 2 and 3 years.
- C. Meetings should be scheduled monthly on a regular basis (at the discretion of the Committee, the summer and holiday meetings might not be held).
- D. The meetings shall be at a time that can accommodate church membership, e.g. the first Thursday of the month from 5:30 to 7:30 p.m. or 7 to 9 p.m. in the Parish House.

IV. COMMITTEE COMMUNICATION WITH PARISH

- A. The Chair or Vice-Chair will report periodically to the Vestry.
- B. The Chair, Vice-Chair or an Appointee will report as needed at Sunday services. The Committee will also submit information for publication in the *Soundings*.
- C. The Outreach Committee shall provide special programs to inform the congregation about the Committee and its accomplishments.
 - Suggestions:
 - a. The Committee may host a "Time and Talent" Sunday which could be held between the Sunday services.
 - b. The Committee may bring representatives from organizations that have received support in volunteers, funding or other assistance.
 - c. Selected volunteer organizations could post volunteer opportunities.
 - 1. Emphasizing our Community Volunteer Programs, opportunities can be anything from math tutors at the Boys and Girls Club to assisting an elderly parishioner needing help with something.

2. A couple of Committee members could be in charge of keeping the board current or that could become a special ministry of a parishioner.
- d. The Committee could hold one or a series of Adult Forums at the coffee hour between the two Sunday Services
1. One or a few representatives from the organizations we support in a major way with time, talent or money could explain their objectives, accomplishments and future needs.
 2. Such a forum would educate the parish and perhaps cause more church members to become involved in outreach.
 3. We would engender input from the parish in making decisions for aid.

V. GIVING GUIDELINES

The following Project and Funding priorities and sources are recommended:

A. Funded From Outside Parish Budget (2008: approx. \$60,000)

Focus Project(s)

- One, two or three large projects; could last one or two years (or possibly longer)
- Major opportunity for parishioner involvement
- Supported by funds raised outside the parish budget, i.e., golf tournament
- Goal to raise substantial funds each year to increase major, long-term impact
- Projects determined by gathering ideas from throughout parish
- Projects determined by Outreach Committee and supported by Vestry
- Major communications, announcement, “branding” in newsletter, emails, etc.
- Should not, at least initially, be used to support operations as the funds available will/may fluctuate year to year

B. Funded From Parish Budget (2008: \$41,000)

M4 Projects

- One to three projects coordinated with other Montecito churches
- All Saints to be represented by Outreach Committee member who attends M4 meetings
- Major focus on projects that allow for hands-on participation

Parish Projects

- Using the existing application, parishioners request Outreach funds up to \$2,500
- Must include opportunities for broad parishioner hands-on involvement
- Must represent real, genuine, broad interest on the part of a broad array of parishioners
- Focus to be on people in need (v. culture, arts, history, museums, animals, facilities, environment, scholarship)

- Would include ongoing projects, such as Transition House, Little Cottages, Community Kitchen, etc.
- Would require new application each year and annual reporting to the parish

Emergencies

- Local, statewide, national, international needs
- Might involve separate fundraising from the parish, i.e., Hurricane Katrina
- Could be localized, smaller effort (such as our help to farm workers following a freeze)

VI. GIVING PRIORITIES

- A. Outreach funds shall be provided to secular organizations, but priority in funding is given to ecumenical or church-sponsored projects and to projects with hands-on involvement by All Saints parishioners.
- B. It is the preference of the Vestry and the policy of this Committee to award funds to projects or programs that exemplify the spirit of our mission and that satisfy the intent of the priorities that guide our funding decisions:
 1. The proposal responds in a substantive way to a serious and demonstrated need.
 2. The proposal brings about tangible and material changes in peoples' lives, particularly in meeting the needs of the elderly; of children and youth; of those who are poor, dispirited, hungry, homeless, ill, or disabled; and in meeting special needs for the relief of human suffering.
 3. The proposal seeks critical support for direct, program-related expenses. We do not support capital campaigns, and we generally do not support indirect administrative costs (rent, salaries, and so on), but exceptions may be made if the request establishes that these costs are essential for the provision of direct services and that All Saints support is critical to its success.
 4. The group seeking support has or is eligible for non-profit, charitable status.
 5. The group seeking support demonstrates sound program management and responsible budgeting procedures, or is a new group that demonstrates promise of such capability.
 6. Priority will be given to groups that have not already received funding from All Saints during the current year.
 7. Except in urgent situations, the Committee will award only one grant per organization in each year.
 8. The Committee will give prayerful consideration to each request and will make our decisions as God gives us the grace and discernment to do. We trust and pray that each program we fund will be a sign of hope for all the members of our community.

VII. COMMITTEE ACTION:

- A. Requests for Outreach funds may be approved as submitted; may be approved with changes or restrictions; may be tabled pending additional analysis; or may be denied.
- B. Recommendations are forwarded to the Vestry for its approval.
- C. Applicants are notified in writing of the Committee's action.
- D. Inquiries and applications should be submitted to:

Chair of the Outreach Committee
All Saints by the Sea Episcopal Church
83 Eucalyptus Lane
Montecito, CA 93108

VIII. APPLICATIONS FOR FUNDS

- A. The Committee shall adopt outreach funding applications and instruction forms.
- B. The Committee may select a longer form application for requests larger than \$2,500 and a short form application for small sums of less than \$2,500.

IX. APPLICATION SCHEDULE

- A. Emergency requests (ex. Zaca fire, tsunami, hurricane, personal disaster, etc.) at any time.
- B. The Committee may act on requests up to \$2,499 at any regularly scheduled meeting between March and November.
- C. The Committee will review requests for funds greater than \$2,500 in May and November only.
 - a. Requests for \$2,500 or more will be assigned for investigation by a Subcommittee.
 - b. The Subcommittee shall prepare a report for the Committee's consideration before a decision is made.
- D. The 2 deadlines for the applications of greater than \$2,500 shall be:
 - a. February 15 for the May meeting; and
 - b. August 15th for the November meeting;
- E. These guidelines will be communicated to the congregation several times during the year.

X. RECIPIENT OBLIGATION

- A. Recipients of funds of \$2,500 or more will report back to the Committee with regard to their use of funds within 90 days of funds being awarded and provide updates as coordinated with the Committee (to be reasonable for the recipient and informative for the parish). Newsletter articles and photos shall be provided as requested.
- B. Recipient of funds of less than \$2,500 shall provide a report to the Committee as requested.

Additional Information To Be Provided To Permanent Outreach Committee:

- 1. "A Brief Theology of Outreach," prepared by Father Jeff, Fall 2007**
- 2. "All Saints Outreach Research Findings, Final Report," prepared by Sheri Benninghoven, November 2007**
- 3. Outreach Committee Informational Binder, as outlined by Herb Tews, to be compiled for each member of the new permanent Outreach Committee with various background and informational materials**