

THE EPISCOPAL DIOCESE OF UPPER SOUTH CAROLINA

The Rt. Rev. W. Andrew Waldo

8 April 2020

Brothers and Sisters in Christ,

As we journey through our annual remembrance of Jesus' suffering, death and resurrection in so many new ways during this time of trial, I pray for you daily.

As the depth and breadth of the COVID-19 pandemic has grown, with near total restrictions on travel, work, play and worship in order to mitigate its further spread, we've all been working hard to maintain our connections within and among the families, congregations and institutions of this Diocese. We will all be changed when we emerge on the other side. In the meantime, I am unceasingly grateful for your efforts, especially in this most holy of weeks.

Nonetheless, we all feel the stress of our new normal, including financial stresses in every corner of our common life. These stresses affect all our congregations, placing some in dire financial straits. This is the "rainy day" for which, when it has been possible, many congregations and Diocesan Executive Council (DEC) have prepared.

To address situations in which the sustainability of a congregation, or when clergy and/or clergy families, have been put at risk as a result of this pandemic, DEC has just authorized the creation of two support funds:

- 1) The Bishop's Emergency Clergy Support Discretionary Fund, to provide emergency support to clergy and families and,
- 2) The Emergency Congregational Support Fund, to provide emergency support for congregations in critical need

The documents attached to this letter detail the purpose and criteria for the Emergency Congregational Support Fund and provide an application for these funds. I have been empowered by DEC to administer (audited) the Emergency Clergy Discretionary Fund, and the Executive Committee of DEC and Chair of the Commission for Congregations will process applications for Emergency Congregational Support.

The core ministries of your congregation bring life to your community and to the whole Diocese. The clergy, staff members and lay leaders of all our congregations inspire, challenge, comfort and teach us in our faith in Christ and service to the least among us, including those most directly affected by this pandemic.

Peace be with you as you walk the way of the cross,



The Rt. Rev. Andrew Waldo

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EMERGENCY CONGREGATIONAL SUPPORT FUND

What is the purpose of the Emergency Congregational Support Fund?

The Diocesan Executive Council (DEC) has created an Emergency Congregational Support Fund for the purpose of supporting congregations in sudden, unexpected, and serious financial distress.

Who allocates these funds?

The Emergency Congregational Support Fund Committee allocates the funds. The Committee is made up of the following individuals: the Diocesan Bishop, the President of the Standing Committee, the Vice-President of the Standing Committee, the Secretary of the Standing Committee, the Diocesan Treasurer, the Chair of the Commission for Congregations, and the Diocesan Chancellor or Vice-Chancellor.

Are these funds grants?

No, these funds are zero percent loans, not grants, from The Emergency Congregational Support Fund to a particular parish, mission or institution. The amount of the loan and the terms of repayment are set by The Emergency Congregational Support Fund Committee at the time the loan is approved and the funds dispersed with the possibility of future repayment forgiveness.

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How are the funds used?

The Emergency Congregational Support Fund is used primarily to support financially distressed congregations and institutions in two different areas:

- 1) people and programs, and 2) property.

How are the needs prioritized?

As to people and programs, the following needs will be prioritized in order:

1. Support for clergy and clergy families;
2. Support for salaried employees;
3. Support for core ministries;
4. Support for hourly workers.

As to property, the following needs will be prioritized in order:

1. Support for encumbered property at risk of default or foreclosure;
2. Support for emergency repairs (up to any applicable insurance deductible);
3. Support for minimal required maintenance and minimal maintenance staff.

What criteria are used to determine who receives funds?

The following criteria are used to determine which congregations or institutions shall receive priority funding (in no particular order):

1. The availability of endowment funds;
2. The availability of cash reserves;
3. The debt load of a congregation or institution;
4. Whether the congregation or institution has already undertaken appropriate cost-cutting measures and when they went into effect;
5. The average Sunday attendance of a congregation;
6. The number served by an institution on a yearly basis;
7. The amount requested as a function of average Sunday attendance or individuals served by an institution on a yearly basis;
8. The percentage of the Episcopal pledge accepted and paid over a three-year period;
9. The congregation's score on the Healthy Congregations Report;
10. The expected ability for a congregation or institution to repay the loan.

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EMERGENCY CONGREGATIONAL SUPPORT FUND APPLICATION

Please complete and return this form to:

The Rt. Rev. Andrew W. Waldo
1115 Marion Street
Columbia, SC 29201
Tel: (803) 771-7800

To submit via email, send the entire application
and all required documents as one PDF file to:
ECFS@edusc.org

Name of parish, mission or institution requesting funding:

Name of person completing this form:

Role of person completing this form:

Phone of person completing this form:

Email of person completing this form:

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1. Please state the amount of support you seek and for what specific purpose(s):

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2. Describe the parish, mission or institution's financial difficulty. Please include a narrative of when the financial difficulty began and the circumstances behind it.

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3. Please describe in detail the steps your parish, mission or institution has taken to address the financial difficulty. Please include the dates each action was taken.

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4. Please list the following:
 - a. All full-time employees, beginning with clergy, including the years served, salary, and benefits received.
 - b. All part-time employees, beginning with clergy, including the years served, salary, and benefits received.
 - c. All hourly employees including the years served, salary, and benefits received.

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5. Please identify the ministries of your parish, mission or institution in order of importance. Please list how many are served by each ministry and an estimate of the total annual cost of the ministry, including the approximate year the ministry began.

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6. Please identify any outstanding debt your parish, mission or institution has including loans, letters of credit, commercial paper, mortgages, credit card debt, and contracts with third parties. Please detail the total amount owed, the amount of regular payments, the current state of repayment, any amounts in arrears, and any collection actions that have begun.

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7. Please supply the following with this application:

- a. The previous year's year-end treasurer's report;
- b. The previous year's year-end statement of the balance of all cash accounts, investments, reserved or restricted funds, and endowments and foundations;
- c. The previous year's year-end statement of any outstanding balance on any loan, encumbrances, or maintenance contracts;
- d. Any previous year's grant applications that were submitted and the amounts of said grants that were received;
- e. A current treasurer's report;
- f. A current statement of the balance of all cash accounts, investments, reserved or restricted funds, and endowments and foundations;
- g. A current statement of any outstanding balance on any loan, encumbrances, or maintenance contracts;
- h. Any current grant applications that have been submitted and the amounts of said grants that have been received or are expected.
- i. Any collection notices or related correspondence you have received.

I certify that based on information and belief formed after reasonable inquiry, the statements and information contained in this submittal and the attachments are true, accurate, and complete.

Signature: _____ Date: _____

***This entire application must be completed, signed, and all required documents attached prior to being considered for funding. If submitted by email, the entire package must be emailed as a single PDF file.**