

Church Extension Ministries

CEM Funds Manual

Definitions, Grant Disbursements, Grant Application



Introduction

One obstacle to effective church planting is a lack of financial resources. That's why Church Extension Ministries of the Bible Fellowship Church has created several different funds to assist church planters and their ministry.

This booklet defines and describes the purposes and particulars of each of these four funds.

A grant application is also included in this booklet so that church planters can request a grant. Please note that grants are limited to Mission Churches that were opened by the Board of Church Extension and Church Planters who were called by the Board of Church Extension.

If you have any questions, please contact the CEM Office at

CEMoffice@bfc.org.

CEM Funds Definitions

ERF – Emergency Reserve Fund (CEMGF-unrestricted)

The purpose of the **Emergency Reserve Fund** is to hold monies available to meet the operating expenses of **Church Extension Ministry**. This fund is also a resource to resupply any of the other three funds should their balances need replenishing.

CRF – Capital Resource Fund (CEMGF-unrestricted)

The purpose of the **Capital Resource Fund** is to hold monies available to be granted to church plants for improving and replacing equipment and facilities.

ZLF – Ziegler Legacy Fund (CEMGF -restricted)

The purpose of the **Ziegler Legacy Fund** is to hold monies available for grants to encourage and assist church planters with expenses relating to: personal education, training, and internships. The Ziegler Legacy Fund holds monies given in honor of Daniel G. Ziegler, a past Executive Director of Church Extension Ministries.

MRF – Mission Resource Fund (100k)

The purpose of the **Mission Resource Fund** is to hold monies available for grants to church plants for projects aimed at further developing the plants. Additionally, monies from this fund can be used to support bi-vocational church planters allowing them to reduce or eliminate their need for a vocational job.

CEM Grant Disbursements

All disbursed monies from any fund will be given as grants. If a large disbursement is approved from a fund, there may be an agreement to repay some portion of the disbursed funds. No interest will be charged on the amount to be repaid, but a repayment plan may be part of the disbursement agreement. For example, if monies are requested beyond \$20,000.00 from the CRF (Capital Resource Fund), then monies given above \$20,000.00 become an interest free loan.

CEM Grant Reviews

The Development Committee of the Board of Church Extension will review all requests for funds from the ZLF, CRF, and MRF funds. Development Committee members include the CEM Director, the Development Committee Chairman, two CEM Board members, Director of Expansion and Development, and two at-large laypersons. The Development Committee meets four times a year, on the dates when the CEM Board meets. Fund requests received will be reviewed at the Development Committee meeting following the receipt of the request by the CEM Office.

Grant review decisions will be:

- Approved
- Rejected (with a reason why)
- Tabled (with a reason why)

Tabled requests will typically require the applicant to provide additional information. When the additional information is received by the CEM Office, the Development Committee will try to review the information in a timely manner and will not wait until the next scheduled Development Committee meeting to render a decision.

Grant Specifics

Refer to page 3 for the purpose of each fund.

ZLF - Ziegler Legacy Fund

- Maximum distribution amount for any request for funds will be \$2,500.00.
- Maximum of 2 requests may be approved within a 3-year time frame for any church planter.
- Requests for financial support to augment salary will not be approved.

CRF – Capital Resource Fund

The CRF funds address broader, larger projects / issues and hence:

- The typical grant from either fund would be between \$3,000.00 - \$20,000.00 depending on the basis of the request
- The grant amount requested needs to be multiples of \$500.00.

Note: Setting the entry level of \$3,000.00 for CRF puts some onus on the local church to provide for projects costing less than \$3,000.00.

However, exceptions can be approved. For example, a church plant urgently needs \$2,500.00 for some valid reason, but it will be a struggle to raise \$2,500.00. So to encourage and help the church plant, a matching grant of \$1,250.00 might be given.

Church Extension Grant Application

Grants from Church Extension are limited to Mission Churches that were opened by the Board of Church Extension and Church Planters who were called by the Board of Church Extension

PROGRAM/PROJECT/NEED (state in 1-2 sentences)
SUMMARY OF THE APPLICATION
Title of Project/Need:
Full Name of Applicant:
Mission Church Name and Address:
Phone Number and Email Address:
When grant is needed:
Requested amount:
From what Fund are you requesting Funds: <input type="checkbox"/> CRF Fund – For improving and replacing equipment and facilities <input type="checkbox"/> MRF Fund – For projects aimed at further developing the plant <input type="checkbox"/> ZLF Fund – For expenses related to: education, training, internships (Limit \$2,500.00) <i>Note: Grants are not to be used to supplement a Planter's income or to pay bills such as utilities, etc.</i>

INFORMATION ON THE MISSION CHURCH
Names of TLT or Elders:
Has the Grant request been reviewed and recommended by the TLT or Elders? Yes___ No___ Attach a copy of the TLT Minutes where the approval is listed.

CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL (if other than the church planter)
Name:
Position:
Phone:
E-mail address:

FOR CRF AND MRF APPLICATIONS

Title of Project/Program/Need:
a) Describe the Project/Program/Need:
b) Describe the action plan you or the Mission Church will take to complete the project/program.

c) What are the expected results from the use of the grant? How will you measure the results?

d) Planned starting and ending dates of project:

FOR ZLF APPLICATIONS

How will this educational program or training assist you with your ministry and church planting?

If granted, to whom should the check be made out and where should it be sent?

Please return the Application and any supporting documents to:

Church Extension Ministries
Attn: Development Committee
PO Box 3534
Allentown, PA 18106

Or email to the CEM Office at:

CEMoffice@bfc.org

In the SUBJECT line of the email, type CEM Grant Application