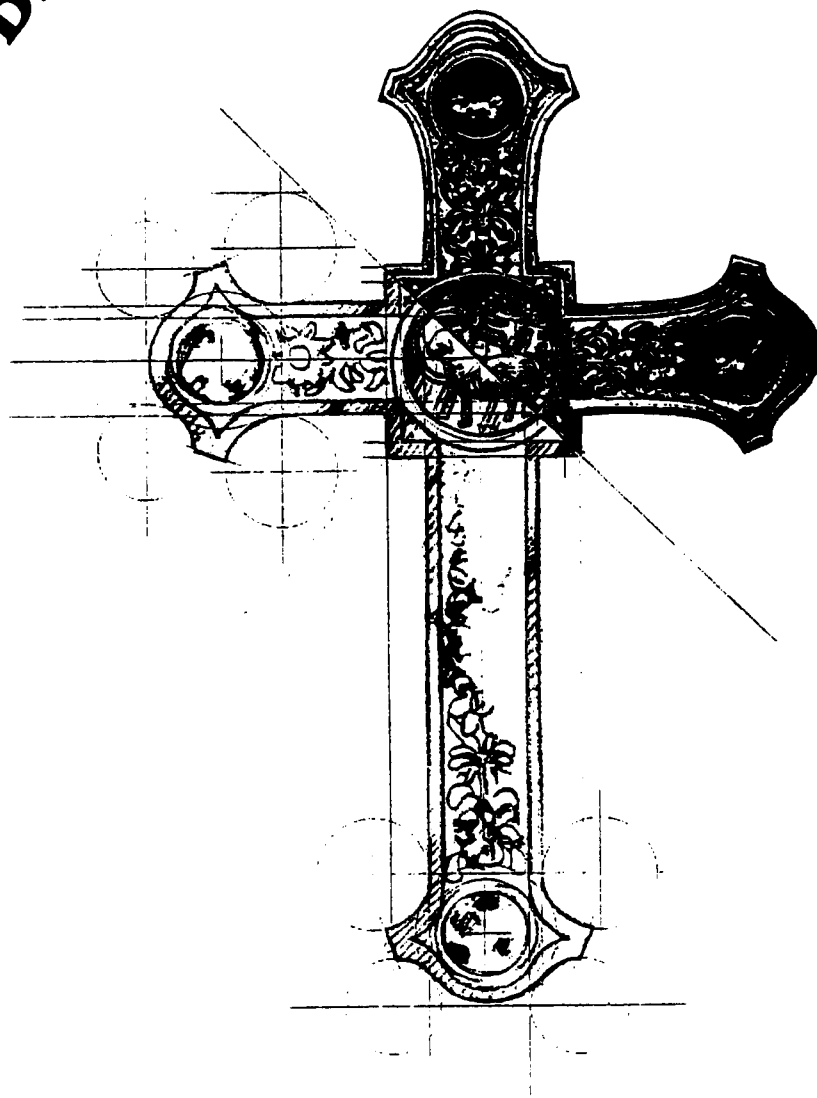


# THE BISHOP QUIN FOUNDATION



## BUILDING THE CHURCH

The Episcopal Diocese of Texas

1225 Texas Avenue ° Houston, Texas 77002-3504 ° Office (713) 520-6444 ° (800) 318-4452 ° Fax: (713) 521-2218

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Booklet revised in 2007 by the Board of Trustees of the Bishop Quin Foundation.

*The cross on the cover is a photocopy of Bishop Quin's pectoral cross melded with architectural symbols to depict the Foundation's mission to "help build the Church."*

# **The Bishop Quin Foundation**

## **MISSION STATEMENT**

**“The Mission of the Bishop Quin Foundation is to Help Build the Church!”**

**The Bishop Quin Foundation will do this within the Episcopal of Texas  
With the advice and counsel of the Bishop of Texas.**

**The Bishop Quin Foundation will do this by working with the  
Diocesan Congregational Development Staff.**

**The Bishop Quin Foundation will do this in harmony with the  
Protestant Episcopal Church Council of Texas and the  
Episcopal Foundation of Texas.**

**The Bishop Quin Foundation will do this by  
Continuing to increase and utilize its resources effectively.**

**The Bishop Quin Foundation will do this by  
Taking care to insure no support offered will extend a  
Congregation beyond its reasonable means.**

# **The Bishop Quin Foundation**

## **Building the Church**

### **INTRODUCTION**

Unaware of the profound impact her decision would have on the future of the Diocese of Texas and its mission work, on July 16, 1954, Annie B. Laird of Kilgore quietly signed her will giving one quarter of her substantial estate to the Quin Foundation, a small foundation established in 1943 to honor a beloved bishop on the twenty-fifth anniversary of his consecration. Mrs. Laird died in early 1955 and her gift, given in commemoration of the impact that Clinton S. Quin had had on the Laird family, formed the bedrock of the Bishop Quin Foundation whose assets have now grown to \$30,000,000.

### **THE RIGHT REVEREND CLINTON S. QUIN**

One may wonder whom this "Clinton S. Quin" was to inspire such devotion and veneration. Bishop Clinton Simon Quin was the third Bishop of the Diocese of Texas. Born in Louisville, Kentucky, he was a feared baseball pitcher who worked four years in a distillery to support his family after his parents separated. Mike, as his friends knew him, later joined the gas utility of Louisville as a salesman and made a handsome living selling stoves to the local taverns. When he was unable to reclaim the stoves he sold on credit due to the taverns' bankruptcy, he decided to attend law school even though he had not been able to complete high school. Quin completed his legal training and passed the bar, but before he could practice law he undertook his vows to become a clergyman. He worked his way through the Virginia Seminary and upon graduation assumed the diaconate of a small parish outside of Louisville. Clinton soon married his long time sweetheart, Hortense Pilcher, and was called to Paducah, Kentucky, and later to Trinity Church, Houston. After only two years as the rector there he was elected Bishop Coadjutor of the Diocese of Texas. Bishop Quin later became the youngest bishop in the Episcopal Church when he succeeded Bishop Kinsolving in 1929. While serving as the Bishop, he was instrumental in the progress made by the Star of Hope Mission, founding of a summer youth camp, a Seaman's Institute and St. Luke's Episcopal Hospital.

The extent of growth of the Diocese during the twenty-six years for which Bishop Quin bore the responsibility for missionary work was reflected in the gain in number of parishes and missions. Although the rapid growth of the population of Texas was a definite factor, Bishop Quin's role in the encouragement and stimulation of the mission clergy, and particularly his successful work with youth and laypersons, were of vital importance. Hardly ever during those twenty-six years did he officiate in only one church on a Sunday, or hardly ever go through a whole week without an out-of-town visitation to one or more churches on a weekday. Much of the family loyalty

within the Diocese started out as loyalty to him. His greatness in the minds of those he met and touched, including the Lairds of Kilgore, was his ability to meet people at their level and give them a sense of their obligation and relationship to God.

## THE QUIN FOUNDATION

On October 29, 1943, a banquet in honor of Bishop and Mrs. Quin was held in the Rice Hotel in Houston, in honor of the twenty-fifth anniversary of his consecration, with a great crowd of people present from all over the Diocese in spite of wartime travel difficulties. At that time the initial sum raised for the “Quin Foundation” was presented to the Bishop with a twofold purpose:

- The initial \$50,000 of the projected goal was designated to provide a Diocesan Headquarters building to house his and other diocesan staff offices
- The second \$50,000 was to form an investment corpus whose earnings could be devoted to missionary purposes and a revolving fund for low interest loans to churches for building and improvements.

The campaign covered September and October and eventually was fully subscribed. Twelve years later, April 23, 1956, the original trustees, including Bishop John E. Hines and the Cathedral Dean J. Milton Richardson, met in Houston to establish canonically a Foundation that was to be valued at over \$1.2 million. In honor of Bishop Quin’s 37 years of service to the Diocese the incorporators set up a Foundation whose assets were to be “...held, administered, invested, reinvested, loaned and disbursed in furtherance of the spiritual and physical welfare...” of the Diocese of Texas and its “...religious, charitable and educational activities...”. Mrs. Laird’s gift keeps on giving; today over 500 properties continue to produce hydrocarbons and add to the corpus that successive generations of Trustees have built into the Foundation’s Permanent Fund.

The Bishop Quin Foundation has always been about prudent stewardship and progress. Even in its early days it is clear from a reading of the enabling Canon (Canon 17) that the Foundation was intended to support the mission of the church in any way it could. Fifty thousand dollars of the initial corpus were set aside as a permanent fund to provide for a Diocesan headquarters but restrictions were placed on the balance of the fund to prohibit its expenditure. All of the income, however, was made available to support the “spiritual and physical welfare of the Diocese.” Initially the Foundation funded the establishment of new churches and made loans to foster the growth of existing missions and parishes. The Bishop Quin Foundation was instrumental in the acquisition of numerous new church sites and the expansion of others. By the mid-1970s the Foundation had become the real estate arm of the Diocese and during the downturn in the Texas economy in the 1980s it served as source of funds to numerous additional parishes when land values and oil prices collapsed.

Today, as the Diocese moves forward, the Quin Trustees continue to be stewards of the resources that have been provided them. In recent years, they have also expanded the grant programs of the Foundation to include development grants to the Diocese, sabbatical grants for the welfare of the clergy, deacon placement grants and strategic mission funding grants (in collaboration with the Episcopal Foundation). Loans made by the Quin Foundation continue to promote the growth

of the physical plant of the Diocese but the vision of the Board is to continue to expand the grant programs of the Bishop Quin Foundation in keeping with the spirit of its namesake and original charter. Opportunities abound through memorial gifts that continue to augment the work that the legacy of Mrs. Annie Laird of Kilgore began. Building on its commitment to the vision of the Diocese of Texas in this new millennium, "Disciples Making Disciples," the Quin Foundation will accomplish its mission of "Building the Church."

## ORGANIZATIONAL INFORMATION

The Bishop Quin Foundation is composed of a nine-member Board of Trustees with six lay and three clergy members reflecting the geographic diversity of the Diocese. Three trustees are appointed each year at Diocesan Council upon nomination of the Bishop of Texas. The term of service is three years, and trustees are eligible to serve no more than two consecutive terms. The Bishop of Texas and the Treasurer of the Diocese serve with voice and vote as Ex-Officio members.

Other administrative and resource personnel are utilized and supportive of the Foundation's work. The Secretary of the Board, by custom, is not a Trustee nor is the Assistant Secretary-Treasurer who maintains the records of the Foundation in the Diocesan Center Office, but they do attend meetings of the Foundation. The **Diocesan Congregational Development** staff is available as needed to lend expertise in their respective areas and frequently attend Board meetings.

The Quin Board is a working board, with at least quarterly meetings throughout the year. A summer meeting is an option not typically exercised. Each trustee serves on at least one committee of the Foundation and is also available as a mentor to congregations seeking advice, counsel, and/or Quin's financial assistance. Over the last ten years, the Foundation has loaned \$6,301,000 and granted \$14,828,000 to various Diocesan institutions in the furtherance of this mission.

# **The Bishop Quin Foundation**

## **Loan Policy & Procedure**

### I. Purpose

The purpose of these loan policies and procedures is to provide a comprehensive overview for the Board of Trustees of the Bishop Quin Foundation for making loans. It is intended that these policies provide basic concepts which can be consistently applied and easily understood, rather than an inviolate set of rules and regulations.

### II. Objectives

The Mission of the Bishop Quin Foundation is to help build the Episcopal Church within the Diocese of Texas. This will be accomplished using the advice and counsel of the Bishop of Texas together with the staff of the Diocese of Texas, and thereafter through prudent lending activities and/or specific grants. These policies and procedures are directed toward the Diocese achieving its stated goal of becoming one Church of 200,000.

### III. General Loan Policy

When the request includes an extension of credit, the Trustees should consider the history of the congregation (or other entity), the stability of the Borrower, the ability to repay from identified sources and the current levels of Diocesan support by the Borrower including its fulfilling its assessment and mission asking. These same facts should be confirmed and supported by receipt of the completed Application attached as "Exhibit A."

The Trustees of the Bishop Quin Foundation will take care to ensure that no support offered will extend a Congregation or any other Borrower beyond its reasonable means. Any formal commitment for funding of any kind from the Bishop Quin Foundation must be in writing and signed by a Trustee of the Foundation as assigned by the Board to the Borrower. The general form of that commitment is attached as "Exhibit B" and attached to these same Policies and Procedures.

### IV. Loan Policy Administration

Loan policies and procedures will be coordinated, housed and implemented from the Diocesan Center, currently located at 1225 Texas Avenue in Houston, Texas.

#### A. Trustees Loan Committee

The Trustees of the Bishop Quin Foundation will consider requests for funds at their regularly scheduled meetings. A quorum of the Trustees of the Bishop Quin Foundation must be present for any approval. Approval of any request will require at least a majority of the quorum present. Written proxies from Trustees will be acceptable for determining a quorum and voting.

Emergency meetings to consider requests will be the exception and not the rule of the Bishop Quin Foundation. Such meetings can be held as directed in its Bylaws or telephonically when necessary using the above referenced guidelines for quorum and voting subsequent to formal Board ratification thereafter.

**B. Small Loans Committee**

A committee as designated by the Bishop Quin Foundation will meet as needed to approve or deny requests of the Foundation in the amount of \$25,000 and less.

**V. Types of Loans and Guidelines**

As a general rule, the Bishop Quin Foundation will make real estate loans to support the Diocese of Texas. The Church Corporation's approval of any project is required prior to its being financed. Loans equal to or greater than \$100,000 will be secured by certain real property within the Diocese of the State of Texas and documentation will be provided by the Foundation through its legal counsel at the expense of the Borrower. The maximum exposure from any loan or loans to any one Borrower of the Bishop Quin Foundation will be further limited as defined below.

**VI. Terms of Financing**

Typical financing vehicles offered by the Bishop Quin Foundation will include both interim and permanent real estate loans.

**A. Interim Construction**

The period of time for the construction of those improvements being made to real estate to be completed is known as the "interim term." The Bishop Quin Foundation will offer interim financing in an amount to be agreed upon and as evidenced by a written commitment issued by the Bishop Quin Foundation and accepted by the Borrower. The terms of interim financing will include, but not be limited to, the following conditions:

- i) The maximum amount of any interim financing to any one Borrower of the Bishop Quin Foundation will be limited to \$450,000.
- ii) The rate of interest paid during the interim term will be zero percent (0%).
- iii) The interim term will be for no more than 365 days from the date of closing.

**B. Permanent Financing**

Upon the earlier of the completion of construction or 365 days from the date of closing, The Bishop Quin Foundation will also offer permanent financing in an amount to be agreed upon as evidenced by a commitment letter issued by the Bishop Quin Foundation and accepted by the Borrower. The terms of this permanent financing will include, but not be limited to:

- i) The maximum amount of any permanent financing will be limited to \$250,000.00.
- ii) The maximum term financed will be 120 months.

iii) Principal and interest will be due and payable in monthly amounts required to fully amortize the loan over the term financed.

iv) Interest rates will be set periodically by the Board of Trustees of the Bishop Quin Foundation. Currently, the permanent loan interest rate offered by the Bishop Quin Foundation is six percent (6%), fixed to term.

#### VII. Documentation

Documentation acceptable to the Bishop Quin Foundation and its legal counsel is required for any extension of credit. The documentation supporting these credit facilities will include, but not be limited to:

- a) The completed Application,
- b) Evidence that the project's plans and specifications have been approved by The Church Corporation,
- c) A Borrowing Resolution,
- d) A commitment letter executed by all parties,
- e) A Note in the event that the loan is equal to or greater than \$100,000:
- f) Deed of Trust,
- g) Title policy or opinion, and
- h) The disbursement of funds from the loan being evidenced by the receipt by the Bishop Quin Foundation of a Draw Request from the Borrower.

#### VIII. Problem Loans

A loan will be recognized as a problem loan upon the earlier of:

- a) Written notice to the Foundation by any Borrower regarding problems in meeting their obligation(s), or;
- b) Its scheduled payment becoming 90 days or more past due.

A Trustee of the Bishop Quin Foundation will be appointed as a mentor to the Borrower. The mentor will thereafter contact and, if necessary, meet with the Borrower. The purpose of this contact and possible meeting would be to proactively interact with the Borrower to address and develop a means to correct the default subject to final approval by the Board of Trustees of the Bishop Quin Foundation.

#### IX. Lending Area

Congregations and other official entities of the Diocese of Texas are the primary borrowers of the Foundation. Accordingly, borrowers of the Bishop Quin Foundation will be located within the boundaries of the Episcopal Diocese of Texas.

#### X. Exceptions to Policy

When exceptions to this policy are appropriate to meet identified individual needs under special circumstances, these exceptions to policy must be approved by at least three-fourths of the quorum present at any meeting of the Trustees of the Bishop Quin Foundation.

*"Exhibit A"*  
**The Bishop Quin Foundation  
Loan Application**

Date: \_\_\_\_\_

**Cover Sheet Information (One Page Only)**

Name of Submitting Church/Diocesan Entity: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

Contact Person(s) for this Request: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Date Funding is Needed: \_\_\_\_\_

Brief Description of the Project/Request: \_\_\_\_\_  
\_\_\_\_\_

If this project involves construction and/or placing a lien on the property, the project must be approved by the Church Corporation. Has this approval been received? Yes \_\_\_\_\_ No \_\_\_\_\_ (If not, why? \_\_\_\_\_)

Has this project/request been discussed with the Bishop and/or any other Diocesan staff? Yes \_\_\_\_\_  
No \_\_\_\_\_ (If so, who? \_\_\_\_\_)

The amount of your annual Diocesan Assessment is \$ \_\_\_\_\_, the current amount of your Mission Asking is \$ \_\_\_\_\_, the amount of this Asking that was accepted in this current fiscal year is \$ \_\_\_\_\_ and the amount of the Asking which was paid last year was \$ \_\_\_\_\_.

Please list any previous loans and/or grants received from the Quin Foundation, their amounts and the dates received:  
\_\_\_\_\_  
\_\_\_\_\_

**If funding from the Crump Foundation is contemplated, you must make application to Crump prior to beginning construction. Please attach a copy of your application letter and, if available, a copy of the response from Crump indicating a possible funding date.**

Submitted by: \_\_\_\_\_ and \_\_\_\_\_  
**Rector/Vicar** **Senior Warden/Bishop's Warden**

*Please note:* In the event that a Mission is requesting funds, the Bishop's written approval is also required. Further, please attach a brief summary regarding the project and any current capital campaign, the most recent year-end and interim financials on your Church, and some general information about yourself-i.e the number of communicants/pledges, your current budget, names of Vestry members, projections on membership, etc.

# THE BISHOP QUIN FOUNDATION GRANT POLICIES & PROCEDURES

## I. Purpose

The purpose of these grant policies and procedures is to provide a comprehensive overview for the Board of Trustees of the Bishop Quin Foundation for making grants. It is intended that these policies provide basic concepts which can be consistently applied and easily understood, rather than an inviolate set of rules and regulations.

## II. Objectives

The Mission of the Bishop Quin Foundation is to help build the Episcopal Church within the Diocese of Texas. This will be accomplished using the advice and counsel of the Bishop of Texas together with the staff of the Diocese of Texas, and thereafter through specific grants and/or prudent lending activities. These policies and procedures are directed toward the Diocese achieving its stated goal of becoming one Church of 200,000.

## III. General Grant Policy

When the request includes a request for a grant, the Trustees should consider the history of the congregation (or other entity), the stability of the Grantee, the financial ability of the Grantee and the current levels of Diocesan support by the Grantee including its fulfilling its assessment and mission asking. These same facts should be confirmed and supported by receipt of the completed Grant Application attached as "Exhibit A."

The Trustees of the Bishop Quin Foundation will take care to ensure that any grant or grants are in keeping with the stated objectives of the Bishop Quin Foundation. Any formal commitment for issuance of a grant of any kind from the Bishop Quin Foundation must be in writing and signed by a Trustee of the Foundation as assigned by the Board to the Grantee.

## IV. Grant Policy Administration

Grant policies and procedures will be coordinated, housed and implemented from the Diocesan Center, currently located at 1225 Texas Avenue in Houston, Texas.

### Trustees Grant Committee

The Trustees of the Bishop Quin Foundation will consider requests for grants at their regularly scheduled meetings. A quorum of the Trustees of the Bishop Quin Foundation must be present for any approval. Approval of any grant will require at least a majority of the quorum present. Written proxies from Trustees will be acceptable for determining a quorum and voting.

Emergency meetings to consider grants will be the exception and not the rule of the Bishop Quin Foundation. Such meetings can be held as directed in its Bylaws or telephonically when necessary using the above referenced guidelines for quorum and voting subsequent to formal Board ratification thereafter.

V. Grant Area

Congregations and other official entities of the Diocese of Texas are the primary sources of potential grants from the Foundation. Accordingly, those requesting grants from the Bishop Quin Foundation will be located within the boundaries of the Episcopal Diocese of Texas.

VI. Exceptions to Policy

When exceptions to this policy are appropriate to meet identified individual needs under special circumstances, these exceptions to policy must be approved by at least three-fourths of the quorum present at any meeting of the Trustees of the Bishop Quin Foundation.

*"Exhibit A"*  
**THE BISHOP QUIN FOUNDATION  
GRANT APPLICATION**

Date: \_\_\_\_\_

**Cover Sheet Information (One Page Only)**

Name of Submitting Church/Diocesan Entity: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

Contact Person(s) for this Request: \_\_\_\_\_ Phone #: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Date Funds are Needed: \_\_\_\_\_

Brief Description of the Request: \_\_\_\_\_

If this project involves construction and/or placing a lien on the property, the project must be approved by the Church Corporation. Has this approval been received? Yes \_\_\_\_\_ No \_\_\_\_\_ (If not, why?)  
\_\_\_\_\_

Has this grant been discussed with the Bishop and/or any other members of the Diocesan staff? Yes \_\_\_\_\_  
No \_\_\_\_\_ (If so, who? \_\_\_\_\_)

The amount of your annual Diocesan Assessment is \$ \_\_\_\_\_; the current amount of your Mission Asking is \$ \_\_\_\_\_. The amount of this Asking that was accepted in this current fiscal year is \$ \_\_\_\_\_ and the amount of the Asking which was paid last year was \$ \_\_\_\_\_, which was \_\_\_\_\_% of last year's Mission Asking from the Diocese.

Please list any previous loans and/or grants received from the Quin Foundation, their amounts and the dates received: \_\_\_\_\_

Submitted by: \_\_\_\_\_ and \_\_\_\_\_  
**Rector/Vicar** **Senior Warden/Bishop's Warden**

*(Please note:* In the event that a Mission is requesting funds, the Bishop's written approval is also required. **Further**, please attach a brief summary regarding the anticipated results from the receipt of any grant, the most recent year-end and interim financials on your Church, and some general information about yourself - i.e. the number of communicants/pledging units, your current budget, names of Vestry members, projections on membership, etc.)

THE BISHOP QUIN FOUNDATION  
SABBATICAL GRANT PROGRAM GUIDELINES

(Where “sabbatical” is defined as a period of at least three months away from a priest’s primary employer for the purpose of enhancing his/her ministry by a period of study, travel, and/or reflection.)

WHEREAS the mission of The Bishop Quin Foundation to help build the Church, and

WHEREAS that mission would be facilitated by its clergy having occasional periods of study and spiritual reflection which would also aid in the retention and recruitment of its excellent clergy,

THEREFORE BE IT RESOLVED that The Bishop Quin Foundation shall grant to the Diocese of Texas the sum of \$100,000 per year for calendar years 2000 – 2004 for the purpose of assisting in the funding of sabbaticals. This grant shall be available to all full-time ordained diocesan priests. The sum of \$5000 will be awarded to up to 20 eligible priests and their employers each year. Funds not awarded in any one year will be available for sabbatical grants in the following year(s). The Bishop Quin Foundation’s Sabbatical Grant Program shall be administered by the designated representative of the Diocesan Bishop (**DRDB**).

BE IT FURTHER RESOLVED that The Quin Foundation shall fund up to \$5000 for the publication of materials to be used in educating congregations and other institutions on the importance of providing sabbaticals for their clergy.

BE IT FURTHER RESOLVED that The Quin Foundation recommends to the DRDB that all diocesan clergy, vestries, and search committees are made aware of the availability and application process of the Bishop Quin Foundation Sabbatical Grant Program.

AND BE IT FINALLY RESOLVED that The Quin Foundation recommends to the DRDB that the Grants under this Program be awarded under the following terms and conditions:

1. The \$5000 will be divided between the priest and the employer in a manner to be agreed upon by each priest and his/her employer, as long as the priest receives at least 60% of the grant. If there is a disagreement between the priest and employer the DRDB shall work with the parties to resolve it.
2. To be eligible for this Program, the priest:
  - a. must have been canonically resident in the Diocese of Texas for at least 7 years, or will have been by the time of the sabbatical; and
  - b. must have been in his/her current position for at least 3 years, or will have been by the time of the sabbatical; and
  - c. shall not have been on a sabbatical for at least 7 years in this or any other diocese.

3. The employer shall use its share of the grant to see to the continuation of all or a portion of the priest's usual duties during his/her absence.
4. The priest shall use his/her share of the grant to fund travel, room and board, tuition, books, or any other expenses incurred in taking a sabbatical. This grant may also fund expenses of an accompanying spouse.
5. It is the intent of this program to be as open as reasonably possible regarding the destination or focus of the sabbatical to allow persons appropriate opportunities for rejuvenation and learning.
6. It is specifically acknowledged that this program is to benefit the entire diocese. Efforts will be made to spread the grants among diocesan churches and other institutions regardless of their locations, size, or status of a congregation as long as the other conditions herein set forth are met.
7. Applications from priests may be directed to the DRDB through the Diocesan Center address: 1225 Texas Avenue, Houston, Texas, 77002-3504.
8. Applications shall consist of the name, address, and phone number of the priest and employer, the date the priest became/becomes canonically resident in the Diocese of Texas; the date of employment with the current employer; the date(s) of any sabbatical(s) taken; and the length, dates, and a brief description of the destination and focus of the proposed sabbatical. It shall be signed by the priest and the Senior or Bishop's Warden, in the case of a church, or the priest's supervisor, in the case of another institution.
9. In the event more applications are received than can be funded, the funds shall be awarded on the following priority:
  - a. Judgment of the DRDB;
  - b. Length of time since any sabbatical;
  - c. Date the application is received by the DRDB;
  - d. Length of time canonically resident in the Diocese of Texas.

NOTE: This program has been renewed each year after the calendar years of 2000-2004 mentioned in the original grant program. Funding currently totals \$30,000 per year.

## **THE EPISCOPAL DIOCESE OF TEXAS STRATEGIC MISSION GRANTS**

### **I. Purpose**

The Episcopal Diocese of Texas (“Diocese”) is One Church of Miraculous Expectation, empowered by the Gospel of Jesus Christ, called to be a diverse worshipping community of missionaries reaching out and transforming lives. In an effort to enhance the growth of selected congregations in accordance with the mission of the Diocese, the Board of Trustees of the Bishop Quin Foundation (“Quin”) and the Episcopal Foundation of Texas (“EFT”), have jointly funded a collaborative Strategic Mission Grant Program. The program is to be administered by a Joint Trustees Committee composed of four members each from Quin and EFT.

### **II. Procedures**

With the advice and counsel of the Bishop, the Diocesan Congregational Development staff will be responsible for presenting the program to targeted congregations throughout the Diocese, and for ensuring applications are complete prior to submission to the Joint Trustees Committee. A Grant Application may be submitted via email or regular mail but must follow the format provided and arrive at the Diocesan Center by the deadline for consideration.

Applications for grants will be approved and funded in accordance with terms of agreement based upon availability of funds and compliance with the mission of the Diocese and respective congregation. Once approved, the Joint Trustee Committee will report back to their respective Foundations. Each approved grant will be initiated by the execution of a Covenant Agreement and will be evaluated annually by the Joint Trustee Committee. Mentors from the Joint Trustee Committee will be assigned to each congregation approved for funding.

### **III. Consideration for Funding**

The following will be considered for each grant application.

1. Recent history of the congregation, and growth potential with adoption of program.
2. Status of fulfillment of the Diocesan Assessment and Missionary Asking. If not fully funded, evidence a clear commitment to increase % of participation in missionary asking.
3. Capability of congregation’s leadership.
4. Financial stability and wherewithal to grow.
5. Projected impact and leverage potential program will have on congregation.
6. Sustainability of program beyond grant period, by active financial support of congregation.
7. Clear method of evaluation.

8. No evidence of alternative sources of funding.
9. Targeted congregations with annual operating budgets less than \$750,000.
10. Multiple year grant not to exceed \$50,000 in total (i.e. no one-time grant).
11. Capital requests or reimbursements of operating expenses are excluded.

The Episcopal Diocese of Texas

Strategic Mission Grant

Application

I. Contact Information

- A. Date of Proposal: \_\_\_\_\_
- B. Name of Congregation: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Main Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Website Address: \_\_\_\_\_
- C. Name of Rector: \_\_\_\_\_  
Office Phone: (if different) \_\_\_\_\_  
E-mail Address: (if different) \_\_\_\_\_
- D. Contact person for project if other than Rector: \_\_\_\_\_  
Phone and e-mail address: \_\_\_\_\_
- E. Annual Operating Budget: \_\_\_\_\_
- F. Average Sunday Attendance: \_\_\_\_\_

II. Description of Request: Please attach answers to the following questions using 200 words or fewer for each query.

- A. Statement of Need: Describe need or ministry opportunity you are seeking to address.
- B. Proposed Solution: Who or what is expected to change because of this initiative?
- C. Components of Initiative: Specific use of funds, how much, when, etc.
- D. Goals of Initiative: How will success be measured? Be specific! Use numbers, percentages, expected outcomes, target dates, etc.

III. Funding Request

- A. Total Amount requested: \_\_\_\_\_
  - 1. 2009 amount \_\_\_\_\_
  - 2. 2010 amount \_\_\_\_\_
  - 3. 2011 amount \_\_\_\_\_
- B. Total program cost: \_\_\_\_\_
- C. List other sources of support for program: \_\_\_\_\_

IV. Congregational Information: Please attach answers to application.

- A. Brief History
- B. Description of Staff: (Organizational structure)
- C. Current Programs or Initiatives
- D. Prior Years' Financials (past two years)
- E. Current year's budget

- F. Year-to-date Budget to Actual
- G. Average Sunday Attendance (last three years)
- H. Diocesan Participation:
  - Assessment – prior year \_\_\_\_\_
  - Assessment – actual paid \_\_\_\_\_
  - Asking – prior year \_\_\_\_\_
  - Asking – actual paid \_\_\_\_\_
- I. Past History with the Bishop Quin Foundation or other Diocesan entities, listing funding received, date received, and status of repayment, if applicable.

Submitted by:

\_\_\_\_\_  
Rector

\_\_\_\_\_  
Senior Warden

# THE BISHOP QUIN FOUNDATION DEACON (CURATE) SUPPORT GRANT PROGRAM

## I. Purpose

The purpose of the Deacon Support Grant is:

- A. to provide financial aid to a parish or mission in support of the position of a new transitional deacon assisting the Rector or Vicar in the same parish or mission;
- B. to provide clergy leadership and on-site training for the new deacon leaving seminary and entering the mission field of a new parish or mission;
- C. to provide assistance to the clergy within a particular parish or mission enabling new ministries and programs to be developed with the added assistance.

## II. Objectives

The Mission of the Bishop Quin Foundation is to help build the Episcopal Church within the Diocese of Texas. This will be accomplished through the efforts of the Canon to the Ordinary working on behalf of the Diocesan Bishop through the funds granted by the Bishop Quin Foundation to place qualified Deacons within the appointed Parishes and Missions.

## III. General Grant Policy and Administration

The Canon to the Ordinary (or a designated representative of the Diocesan Bishop) will meet with the Board of the Quin Foundation making a proposal for requested grants, specifying:

- A. the particular Parish or Mission seeking a new Deacon placement;
- B. the Rector or Vicar of said congregation;
- C. the new Deacon's name and seminary he/she attends;
- D. the grant amount requested for each Deacon/Congregation along with the expected duration of the grant (to be determined by the diocese). The Quin Foundation normally pays one-half of the Deacon's total package for a period not to exceed two years.