



Westminster
PRESBYTERIAN
CHURCH

The Jack Brink Mission Fund Social Ministry and Mission Committee

Background Information:

Jack R. Brink was a member of Westminster Presbyterian Church from May 21, 2005 until his death August 10, 2008. Westminster Presbyterian Church was a named beneficiary of the Brink Family Trust which stipulated that a permanent endowment, the Jack R. Brink and Joyce D. Brink Endowment Fund, be established at the Presbyterian Church U.S.A. Foundation, and that income from this endowment be used to support Westminster Presbyterian Church's mission projects as determined by the Mission Committee or, if such committee ceased to exist, to similar programs determined by the Church Session.

As a beneficiary of the permanent endowment fund, WPC receives quarterly disbursements from the fund. However, WPC exercises no control over the endowment fund itself or the investment strategies related to the fund. In order to administer the distributions from the permanent endowment, WPC has established its own fund, the Jack Brink Mission Fund, hereafter known as the "Brink Fund", at the Presbyterian Church U.S.A., Foundation (New Covenant Funds). All principal and earnings of this fund are managed for WPC under the direction of the Foundation's trustee however Westminster retains control over the fund balance and investment strategies.

Mission Statement:

The mission of the Brink Fund is to maintain the intentions of Jack R. Brink to fund impactful Christian mission opportunities. It is the Social Ministry and Mission Committee's responsibility to be "good stewards" of the funds via Session approved criteria for the Brink Fund as reflected in this document including funding allocations, new project due diligence and approval, and ongoing project review by the committee. For these reasons, all Brink funding will be given exclusively to those entities that are approved via the Mission Committee's approval process.

Administrative Oversight and Approval Process:

The Brink Fund will be administered by the Social Ministry and Mission Committee.

Annually in the fall the Social Ministry and Mission Committee will develop a Mission Budget for the Brink Fund detailing the expected income and disbursement schedule for the next calendar year. The budget plan will be submitted to the Finance Committee for review and a final recommendation will be provided to Session for its approval.

Working with the guidelines of this document the committee will review written mission grant submittals and may approve projects and disbursement of funds against the approved budget plan by a simple majority vote of members present at a called meeting of the committee.

Changes to existing guidelines for the Brink Fund must first be approved by the Social Ministry and Mission Committee and then be presented for final approval to Session. Changes which involve the financial guidelines of the fund must be reviewed by the Finance Committee before the document is submitted to Session.

Session retains the authority to approval all guidelines and all disbursement of funds for the Brink Fund.

Criteria for Use of the Fund:

1. The use of the Brink Fund is intended to be as unrestricted as possible in support of and for the benefit of mission. Therefore the uses of the fund could include but would not be limited to the following mission categories if other mission opportunities are presented:
 - Start up or seed money for new mission opportunities.
 - Disaster relief.
 - Financial support for WPC congregational mission involvement.
2. The Brink Fund is **not** intended to replace funds distributed through the normal Social Ministry and Mission Committee budget allocations as reflected in the WPC Operating Budget. In other words, the Brink Fund is not to be used to sustain the committee's operating budget; it is meant to provide funding for mission projects over and above budget on an on-going basis. Nor is the fund to be used for project due diligence or to supplement WPC staff members salaries or expenses.
3. The beneficiary of the fund must have a sustainable plan for the project proposed, i.e. the plan is able to continue or to be completed after the financial support from the Brink Fund is over.
4. It is encouraged that the Brink Fund be used as a matching fund when appropriate to spur mission related giving.
5. The project and allocation of funds must be significant in nature, i.e. requests are for \$2,000 or greater.

6. Requests for multi-year or multiple rounds of funding must have milestone criteria in order to secure future fund allocation. Each project must be approved for a defined period of time. Projects may be renewed if they still meet the criteria.
7. All funding should have a measureable outcome which can be confirmed and followed up with by the Social Ministry and Mission Committee. A final report will be submitted to the Session after project completion.

Disbursement Provisions:

1. Approved disbursement requests with supporting documents (Mission Grant Request and other informational pieces to support the request) must be presented in writing to the Church Business Administrator who will be responsible for requesting a withdrawal from the Jack Brink Mission Fund and for disbursing funds.
2. The Committee may not encumber the church in any way by authorizing disbursement from the Jack Brink Fund which exceeds the funds available or the disbursement guidelines detailed in this document.
3. The committee may not authorize disbursement of funds to or in financial support of a staff member.

Other Provisions

1. An account named the Jack Brink Mission Fund will be established at the Presbyterian Church U.S.A. Foundation (New Covenant Funds) and all principal and earnings will be managed under the direction of the Foundation's trustee and subject to its provisions. WPC financial oversight of the fund is provided by the Finance Committee or its designees.
2. A status report of fund activities and investment results will be prepared quarterly by the Church Business Administrator and furnished to the Social Ministry and Mission Committee and the Finance Committee.
3. Annually the Social Ministry and Mission committee will report to Session on the use of the Brink Fund and the mission benefits resulting from disbursements from the fund.
4. Periodic reports to the congregation on the status of mission projects funded by the Brink Fund are encouraged in order to strengthen mission support.

Mission Grant Request

Westminster Presbyterian Church
32111 Watergate Road, Westlake Village, California 91361
(818) 889-1491

Name of Mission: _____ Date: _____

Mission Contact: _____

Address:

Home/Business/Cell Phone: _____ / _____

Request Support in the Amount of \$ _____

Funding Requested By (Date): _____

Do you anticipate that this is a one-time request or may it include multi-year support? Please describe.

Please describe the reason(s) and mission project for which you are requesting a disbursement from the Jack Brink Mission Fund. Include your financial plan, supporting documentation and additional pages as needed.

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Please describe intended outcomes and benefits which will result from use of the funds, if approved, and criteria which will be used to measure milestones and outcomes.

Submitted By: _____ **Date:** _____

Mission Grant Request

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Comments by Reviewing Committee Member: _____

Committee Recommended Action: _____

Committee Signature

Date