

OPERATIONAL GUIDELINES FOR THE ASSOCIATION
OF PRESBYTERIAN CHURCH EDUCATORS, INC.

dba

**THE ASSOCIATION OF PARTNERS
IN CHRISTIAN EDUCATION**



ASSOCIATION OF PARTNERS IN CHRISTIAN EDUCATION
CONNECT · ENRICH · EMPOWER · SUSTAIN

Revised February 2022

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OPERATIONAL GUIDELINES
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ASSOCIATION OF PRESBYTERIAN
CHURCH EDUCATORS, INC.
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**THE ASSOCIATION OF PARTNERS
IN CHRISTIAN EDUCATION**

The Mission of APCE is to

Connect
Enrich
Empower
Sustain

persons in educational ministry
in the Reformed family of churches

STATEMENT OF EQUITY AND JUSTICE

APCE leadership pledges ongoing exploration into matters of equity and justice within the organization centered on issues including not only race and ethnicity, but also sexual orientation, gender identity, abledness, language, culture, education, socio-economic status, professionals and volunteers, ordained and lay, urban, suburban, and rural. APCE leadership works to create an atmosphere where many and different voices can speak and be heard, varied opinions can be honored, and long-held customs and practices can be evaluated for ways in which they include (or exclude) the widest possible range of persons engaged in ministries of spiritual formation with the goal of becoming as diverse as God's beloved people.

Revised 2021 and approved at 2021 APCE Corporation meeting

Revised 2020

Revised 2018

Revised 09/20/2016

**SUGGESTED CHANGES TO THE OPERATIONAL GUIDELINES
ARE MADE AS FOLLOWS:**

AMENDMENTS OR REVISION TO GUIDELINES

Amendments or revisions of the Guidelines shall be adopted by the Coordinating Council of APCE and communicated to the membership.

Editorial changes may be made as necessary for the purpose of clarification and are not required to be communicated to the membership.

EXECUTIVE COUNCIL

I. PURPOSE

The Executive Council shall serve as the officers of APCE.

II. MEMBERSHIP

- The Executive Council shall consist of the President, President-elect, Past-president, Secretary, and Treasurer(s). ~~The Organizational Administrator is invited to attend with voice, but not vote.~~
- Executive Council officers shall be elected by the Leadership Council before the fall meeting of the Coordinating Council and shall be installed at the Corporation meeting
- ~~The APCE Organizational Administrator shall serve as an ex-officio member with voice and no vote.~~

III. MEETINGS AND QUORUMS

- The Executive Council shall meet on a regularly scheduled basis with the Coordinating Council ~~to include at least one two face-to-face meetings – one in conjunction with the Annual Event and one in the fall, if finances allow.~~ Additional meetings of the Executive Council may be held by means whereby all persons participating in the meeting can hear and speak to one another.
- A majority of members of the Executive Council shall constitute a quorum.
- The President shall moderate Executive Council meetings.
- The Secretary shall take minutes of all Executive Council meetings.
- Additional recommendations, actions, and other matters the Executive Council deems appropriate shall be reported to the Coordinating Council.
- Newly elected officers are invited to attend the fall Coordinating Council prior to their installation. They will have voice, but no vote.
- The Moderator is responsible for sending news and information to the Historian.

IV. DUTIES OF OFFICERS

A. PRESIDENT

- Preside at all Coordinating Council meetings, Executive Council meetings, and Corporation meetings
- Coordinate the work of all Ministry Teams
- Have access to minutes and related correspondence of all Ministry ~~Teams~~Team meetings
- Represent APCE on ecumenical or denominational committees as needed and/or requested
- Correspond with newly elected Coordinating Council and Leadership Council members prior to their first meeting
- Be responsible for ~~the~~ installation of newly elected officers
- Serve on the Administrative Ministry Team
- Serve as ex-officio member on all Ministry Teams

B. PRESIDENT-ELECT

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- ~~Preside at all Coordinating Council meetings, Executive Council meetings, Leadership Council meetings and Corporation meetings in the absence of the President~~
- Have access to minutes and related correspondence of all Ministry Team meetings
- Identify and recommend to the Executive Council locations for fall Coordinating Council meetings and make site arrangements
- Carry out additional responsibilities in the absence of the President or as assigned by the President
- Serve ~~on as Moderator of~~ the Governance Ministry Team
- Serve as ex-officio member on all Ministry Team

B. PAST-PRESIDENT

- ~~Preside at all Coordinating Council meetings, Executive Council meetings, Leadership Council meetings and Corporation meetings in the absence of the President~~
- Coordinate and plan a Cabinet and Coordinating Council reunion during the Annual Event
- Work with the Historian in keeping a history of APCE
- Serve on ecumenical and denominational committees as requested
- Serve as parliamentarian to the Coordinating Council
- Have access to minutes and related correspondence of all Ministry Team meetings
- Carry out additional responsibilities in the absence of the President-Elect or as assigned by the President
- Receive lifetime membership in appreciation for service in this office
- Serve on the Administrative Ministry Team
- Serve as the ~~Co-~~Moderator of the Administrative Ministry Team
- Serve as ex-officio member on all Ministry Teams
- Ensure that Life Membership is conferred upon immediate past president (for the year following their completion of service), ~~Educator of the Year – Enrich (upon notification of their retirement) and Life Achievement-Sustain awardees (for the year following receipt of award)~~

C. SECRETARY

- Maintain permanent minutes of all Coordinating Council, Leadership Council, Administrative Ministry Team, and Executive Council meetings for the past three years
- Have access to minutes and related correspondence of all Ministry Team meetings
- Update annually the Bylaws as directed by the minutes of the Corporation meeting after the Annual Event
- Update annually the Operating Guidelines as directed by the minutes, after the fall Coordinating Council meeting
- Serve on the Administrative Ministry Team
- Serve as ex-officio member on all Ministry Teams

E. TREASURER(S)

- Review monthly financial services as managed by contracted services
- **Represent the interest of the corporation in all financial areas**
- Co-sign any checks larger than the ceiling amount as established by the Coordinating Council
- Ensure that a review of the financial transactions of APCE is performed by an outside certified public accountant at least every five years and initiate an audit whenever APCE changes management companies

- Represent the interest of the corporation in all financial areas
- ~~Serve as Co-Moderator of the Administrative Ministry Team~~
- Attend all Endowment Fund Ministry Team meetings
- Serve as ex-officio member on all Ministry Teams
- Facilitate the collection of money at the Annual Event, including registration, scholarship donations, and endowment donations
- Assist the registrar at the annual event and be available at all times for questions concerning financial decisions
- Upon receipt of the Fiscal Year End Report, inform Awards and Scholarship Ministry Team of the amount of funds available for disbursement as scholarships to the following Annual Event
- Invest Endowment Funds quarterly, maintaining a cash balance of at least \$4000 in the savings account
- Invest excess operating funds at least annually with 50% going to next year's Annual Event, 40% to the TPF Reserve Account, and 10% to endowments following completion of the year-end report
- Process all payment requests
- Create and update all reimbursement forms and rebate forms, distributing when appropriate.

V. RESPONSIBILITIES

- Acts on behalf of the Coordinating Council between meetings as needed
- Coordinates communications and operations between APCE and contracted services
- Plans meetings of the Coordinating Council, Leadership Council and Corporation Meetings with input from Coordinating Council

V. VI. GOALS

- Encourage and coordinate the ongoing work of the Ministry Teams
- Ensure the overall health and welfare of APCE providing management and oversight of the day-to-day operations of the organization

Organizational Administrator (Paid Staff)

Purpose:

Be the “face” of APCE, articulating the vision and providing hospitable services for partner organizations, member denominations, international global partners and others

Requirements for Position:

Responsibilities:

- Develop and support relationships with partner organizations and member denominations
- Be responsible for the administration of the designated file storage system, including who has access to which folders and that the folders are kept up-to-date and in a consistent format
- Provide practical support for scholarship recipients at the request of the Awards and Scholarships ministry team
- Coordinate with our contractors and be involved in annual reviews of contractors in conjunction with the appropriate ministry team
- Review membership records and facilitate appropriate updates in consultation with the Connecting ministry team and the Membership ministry team, and database management host
- Maintain a current roster of all Leadership Council members
- Work with the Coordinating Council to develop and implement plans for expanding the APCE membership base, especially considering diversity within the organization
- Work with the Connecting ministry team to develop and implement outreach plans
- Develop, support and implement a communication plan in collaboration with the Communications and Resources ministry team
- Share information about events and deadlines with the Webmaster and other social media outlets used by APCE
- Work with the Endowment ministry team to track and promote endowment and funding opportunities
- Provide input to the Advocate ministry team regarding potential topics and material
- Maintain information about best practices for Educators and the certification process in consultation with Advocacy ministry team
- Coordinate funds development between ministry teams
- Attend Coordinating Council meetings (including presence at the Fall meeting), Annual Event and upon request as time permits may attend Ministry Team and Executive Council meetings. Has voice at all meetings and voice and vote on Coordinating Council
- Is accountable to the Executive Council

COORDINATING COUNCIL

I. PURPOSE

The Coordinating Council shall govern APCE.

II. MEMBERSHIP

- The Coordinating Council shall consist of the Executive Council, ~~the Organizational Administrator~~, and the Moderators of each Ministry Team.
- Denominational staff appointed by the appropriate entities are invited to meet with the Coordinating Council. They will have a voice and vote.
- ~~The APCE Organizational Administrator shall serve as an ex officio member with voice and vote.~~

III. MEETINGS AND QUORUMS

- The Coordinating Council shall meet on a regularly scheduled basis with at least two face-to-face meetings per year. One meeting will be held in conjunction with the Annual Event.
 - A second meeting will be held in the fall. *When necessary, the fall meeting may be held as a video conference.*
 - Additional meetings may be held by means whereby all persons participating in the meeting can hear and speak with one another.
- A majority of the members of the Council shall constitute a quorum.
- The President of APCE shall serve as Moderator.
- The Secretary shall maintain minutes of all meetings.
- The Moderator is responsible for sending news and information to the Historian.

IV. RESPONSIBILITIES

- Oversee a three-year strategic plan for the organization
- Coordinate the work of the Ministry Teams
- Make decisions on behalf of the members of APCE

VI. GOALS

- Model faithful and effective leadership for the entire organization
- Transform APCE into a vibrant, life-giving, supportive organization that connects those in educational ministry throughout the church of Jesus Christ
- Inspire those in educational ministry to support APCE in its mission and vision
- Involve more diverse leadership in APCE

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APCE HISTORIAN

I. DUTIES

- Prepare a narrative account of APCE's history, keeping print materials and other pertinent APCE information of activities in two notebooks - one for the Presbyterian Historical Society which shall be in hard copy, and one to remain with the APCE Historian, which can be digital and will be passed on to succeeding Historians as part of APCE's official history
- Receive information as mentioned above. All ministry team moderators are responsible for sending news and information to the Historian
- Consolidate APCE material, including minutes, and store them with the Presbyterian Historical Society. Materials will be available with limited access to interested parties
- Maintain a roll of Life Members with addresses. Maintain a list of past presidents, all APCE award recipients, *Advocate* themes, and Annual Event locations and themes, providing a copy to the Secretary
- Receive written annual reports from each Connector on regional activities by January 15 of each year.

II. TERMS OF SERVICE

- Shall be appointed by the Governance Ministry Team to a three-year term, renewable for an additional three years
- Reports to the Coordinating Council, attending its meetings with voice and no vote.

**DEPARTMENT OF HISTORY/PRESBYTERIAN HISTORICAL SOCIETY
PRESBYTERIAN CHURCH (U.S.A.)**

DEPOSIT AGREEMENT

The Association of Presbyterian Church Educators (APCE) warrants and guarantees that we possess free and clear title to the documents here and after set forth and hereby deposit with the Presbyterian Church (U.S.A.), at its Department of History/Presbyterian Historical Society the following:
the records of the Association of Presbyterian Church Educators (APCE) including all future deposits of records.

We agree to work with the Department of History/Presbyterian Historical Society regularly to identify and transfer records with permanent value to the archives.

We understand that the Association of Presbyterian Church Educators retains ownership and may request the records returnedreturn at any time if needed. There is no transfer of ownership to the Department of History/Presbyterian Historical Society with the signing of this agreement.

The Association of Presbyterian Church Educators will donate to the Department of History/ Presbyterian Historical Society \$300 per year for staff time in maintaining and providing service related to the records, archival supplies, physical space, and for other overhead costs that the Society assumes while the records are under its care.

ACCESS: No one will be granted access to the unprocessed records without the written permission of the president of the Association of Presbyterian Church Educators or his/her designee. Once the records are processed, all records not covered by the access restrictions listed below will be open to use by all researchers. Records less than 50 years old are available to researchers only with the written permission of the president of the Association of Presbyterian Church Educators or his/her designee. It is the researcher's responsibility to obtain permission.

The Department of History/Presbyterian Historical Society staff will review all materials for their historical value and, if they find items that do not justify preservation, staff shall return them to the depositor.

Materials in this collection that duplicate the holdings in the Department of History/Presbyterian Historical Society shall be returned to the depositor.

We understand and agree that we will not hold the Department of History/Presbyterian Historical Society liable for any destruction of the documents while in the custody of the Society due to circumstances beyond its control.

Signature of President of APCE Date

Name of Depositor

Address of Depositor

The Department of History/Presbyterian Historical Society agrees to receive these records, to house them in secure and environmentally sound conditions, and to arrange for their processing and conservation according to accepted standards of archival procedure.

Signature for the Department of History/Presbyterian Historical Society Date

LEADERSHIP COUNCIL

I. PURPOSE

The Leadership Council shall minister to the needs of APCE members in the fulfillment of their educational ministries.

II. MEMBERSHIP

- The Leadership Council shall consist of all members of the Ministry Teams as detailed in the individual descriptions, **the Executive Council and Coordinating Council**.
- Leadership Council members shall be full members of APCE.
- Members of the Leadership Council shall not serve more than two consecutive full (~~three-year~~~~three-year~~) terms on the same Ministry Team. When a member is appointed to fulfill an unexpired term, that unexpired term shall constitute one term, if the time left in the unexpired term is two years or more.
- Terms begin at the end of the Corporate Meeting held in conjunction with the Annual Event.
- Should a vacant term be filled between Corporation meetings, service with voice and vote will begin immediately when appointed by the Governance Ministry. They will then be considered full members of the Ministry Team and will be compensated according to APCE guidelines for future AE meetings. Formal recognition shall take place at the next Corporation Meeting.
- ~~The APCE Organizational Administrator shall serve as an ex-officio member with voice and no vote.~~

III. MEETINGS AND QUORUMS

- The Leadership Council shall meet annually in conjunction with the Annual Event.
- New members are invited to attend the meetings prior to the beginning of their term of service. They will have voice, but no vote. They will be compensated according to APCE guidelines.
- A majority of the members of the Leadership Council in attendance at the Annual Event shall constitute a quorum.
- The President shall serve as Moderator.
- Minutes of all Leadership Council meetings will be maintained by the Secretary and be placed in the appropriate folder within 30 days of each meeting. Additional recommendations, actions and other matters the Leadership Council deems appropriate shall be reported to the Coordinating Council.
- Moderator is responsible for sending news and information to the Historian.

IV. RESPONSIBILITIES

- Elect the following officers to be the Executive Council: President-elect, President, Past-president, Secretary, and Treasurer(s). Those eligible to be nominated to serve on the Executive Council shall be current members of APCE and of the Leadership Council, commissioned task/work groups, or former Leadership Council members, who are eligible APCE members and if having served six consecutive years have taken at least a one-year sabbatical from service. Officers shall begin terms of office at the conclusion of the Annual Event following their elections.
- Officers shall begin terms of office upon installation at the Annual Event following their elections.
- Annually identify strategies in order to maintain a three-year strategic plan
- Submit nominations for officers to the Governance Ministry Team

V. GOALS

- Implement the strategic plan so that APCE will achieve its mission

- Enhance and **strengthen** connections between ministry teams

NEW COVENANT PARTNERS

APCE is will be open to inviting other groups to become covenant ~~partners~~ members, and will welcome those who approach us concerning membership. We request that the groups adhere to the following:

- Be involved in Educational/Faith Formation in their ministry work.
- Be willing to agree to join in the work of APCE and accept the vision and all governing principles and policies of APCE.
- Provide a staff representative to serve on the Coordinating Council as a member with voice and vote, which meets monthly.
- Be willing to pay the travel costs and allow time for their representative to attend the meeting of the Coordinating Council at the Annual Event and the fall Coordinating Council retreat (if it meets in person). If this should ever become a financial burden, they will speak to the Coordinating Council about this concern.
- The seat on the Coordinating Council will begin as soon as they have approved the final partnership agreement and the representative is named by the new partner.
- Covenant Partnerships are voted on by the Coordinating Council and will be celebrated at the next Annual Event following approval during the Cooperation Meeting.

ADMINISTRATIVE MINISTRY TEAM

I. PURPOSE

The Administrative Ministry Team shall provide for the financial, managerial, and official oversight of APCE's mission of sustaining and growing Christian educational ministry.

II. MEMBERSHIP

- The Administrative Ministry Team shall consist of the Executive Council and six current members of APCE who will be selected by the Governance Ministry Team.
- **The Past-President shall serve as Moderator.**
- The term of the six current members of APCE shall be in three rotating classes of two members per class and shall serve for a maximum of two terms.
- ~~The APCE Organizational Administrator shall serve as an ex officio member with voice and no vote.~~

III. MEETINGS AND QUORUMS

- The Ministry Team shall meet on a regularly scheduled basis to include one face-to-face meeting in conjunction with the Annual Event. Additional meetings may be held by means whereby all persons participating in the meeting can hear and speak to one another.
- A majority of members of the Ministry Team shall constitute a quorum.
- Votes on motions require a 2/3 majority of those present in order to pass.
- The Past President and ~~Treasurer shall serve~~ **a Ministry Team Member, who is not on the Executive Council, shall serve as Co-Moderators.**
- The Secretary will record minutes.
- Minutes of all Ministry Team meetings will be maintained and placed in the appropriate designated file storage system folder within 30 days of each meeting. Additional recommendations, actions and other matters the Ministry Team deems appropriate shall be reported to the Coordinating Council.
- Moderator is responsible for sending news and information to the Historian.

IV. RESPONSIBILITIES

- Create a fiscally sound budget with the assistance of Ministry Teams and the Treasurer
- **The proposed budget shall be given to the Coordinating Council for their approval.**
- Authorize annual audits or financial reviews of APCE's financial records and shall insure that all required government forms and records are filed
- Construct a financial plan for APCE's future growth and fiscal health
- **With the Treasurer(s),** review monthly financial statements
- Review all Regional finances
- Supervise, review, and recommend contracted employees and services. The consultant categories which perform contract services are:
 - Site Selection Management Team
 - Meeting Planners
 - Conference AV
 - Financial Services
 - Website
- Review annually the APCE Bylaws, Articles of Incorporation, Operational Guidelines, and Policies. Any recommended changes shall be made to the Coordinating Council to monitor and approve any changes to the Operational Guidelines to ensure consistency

- across the structure of APCE
- Establish policy for reimbursement of expenses to Ministry Team members, including mileage and transportation rates, room expenses, etc. (See Policies)
 - Determine membership, sponsorship, and rebate rates for APCE
 - Appoint task forces for specific duties
 - Review and recommend denominational Covenants and Missional Partner Relationships and Agreements
 - Grant permission for the use of the APCE logo

V.

GOALS

- Ensure the fiscal health of APCE so the organization may continue its mission in educational ministry to the church
- Recommend intelligent use of APCE funds to encourage persons in Christian educational ministry
- Promote generosity in sharing time, talents, and funds with the organization and its mission

ADVOCACY MINISTRY TEAM

I. PURPOSE

The Advocacy Ministry Team shall empower persons serving in the church's educational ministry by lifting up the educator's significant role in the life of the church, promoting standards for ministry, and interpreting APCE's mission. Empowering educators and advocating for educational ministry is an ongoing and critical activity of APCE and its constituents.

II. MEMBERSHIP

- The Advocacy Ministry Team shall consist of nine current members of APCE who will be selected by the Governance Ministry Team and will ordinarily include members from at least two denominational partners. The Certification Course Coordinator will serve as an ex-officio member of the Ministry Team, with voice but no vote.
- The term of the nine current members of APCE shall be in three rotating classes of three members per class and shall serve for a maximum of two terms.
- The Moderator of the Ministry Team shall ordinarily be elected by the Ministry Team for a two-year term and shall preside at all Ministry Team meetings. The Moderator may be re-elected for a one or two-year term.
- A Vice Moderator of the Ministry Team shall ordinarily be elected annually by the Ministry Team and shall preside in the absence of the Moderator. The Vice Moderator does not automatically succeed the Moderator upon the completion of the Moderator's term.
- A Certified Christian Educator will be selected as the APCE Liaison to the PC(USA) General Assembly's Educator Certification Committee (ECC), preferably someone who is currently serving on the Advocacy Ministry Team. That person would ordinarily serve a three-year term on the ECC.
- The Advocacy Ministry Team may create Task Forces comprised of current members of the team and individuals not currently serving on the team in order to accomplish specific tasks for a limited duration to be determined by the Advocacy Ministry Team.

III. MEETINGS AND QUORUMS

- The work of this Ministry Team is ongoing in order to accomplish its responsibilities.
- The Ministry Team shall meet face-to-face in conjunction with the Annual Event. Additional meetings may be held by means whereby all persons participating in the meeting can hear and speak to one another.
- A majority of the members of the Ministry Team shall constitute a quorum.
- Minutes of all Ministry Team meetings will be maintained and placed in the appropriate designated file storage system folder within 30 days of each meeting. Additional recommendations, actions, and other matters the Ministry Team deems appropriate shall be reported to the Coordinating Council.
- Moderator is responsible for sending news and information to the Historian.

IV. RESPONSIBILITIES

- Support the efforts of educators within partner denominations for status, rights, fair compensation and benefits, accountability, ability to hold office, access to support, and voice and vote in denominational bodies.
- Work through existing governing bodies' structures to establish recognized and effective standards for church educators, lay or ordained, volunteer or paid

- Consider and implement ways to interpret the importance of educational ministry and educators to denominational staff and governing bodies, presbytery/classis staff, and committees, pastors, and elders
- Provide interpretive materials for member denominational meetings of General Assemblies/General Synods, APCE Annual Events, and other events as requested
- Keep the membership informed of all bills, overtures, and committee reports being considered by all member denominations that affect the work, status, or relationships of church educators
- Working in collaboration with the President or the President's representative, provide the channel through which APCE transmits its concerns and proposals to the denominational entities, General Assemblies/General Synods
- With the appropriate accrediting body and the Awards and Scholarship Ministry Team, help plan recognition of newly certified/endorsed educators at the Annual Event

Certification Course Coordinator

PURPOSE:

- Provide consistent leadership in the planning of certification course offerings through APCE on behalf of the Educator Certification Committee and the PCUSA
- Serve as a volunteer, appointed by the Governance ministry team, in this position for 3 years with the possibility of renewal for a second 3-year term

REQUIREMENTS FOR POSITION:

- Certification Course Coordinator should have completed the educator certification process and been certified through the PCUSA
- Be a current member of APCE
- ~~Financial assistance~~ Two nights of ½ a room rate for the pre-event classes to be provided for the coordinator to attend the APCE Annual Event and the PCUSA General Assembly if courses are offered in-person at these conferences

RESPONSIBILITIES:

- Work with the Educator Certification Committee and the APCE Advocacy ministry team through the APCE liaison to the ECC to organize yearly in-person or online certification courses sponsored by APCE during the APCE annual event and the PCUSA General Assembly
- The Certification Course Coordinator is accountable to the Advocacy Ministry Team as a member with voice and no vote and is not included in the number of members for the Advocacy Ministry Team.
- Consult with APCE Regional leaders who may wish to offer a certification course through their regional event
- Insure the certification classes meet the standards for certification courses as defined by the requirements of the ECC and other denominational entities
- Work at least 2 years in advance to secure instructors for the courses
- Will meet with and report to the Advocacy ministry team
- Plan and prepare the logistics of the in-person or online courses with input and guidance from the following entities:
 - ECC (Educator Certification Committee)
 - APCE Advocacy ministry team
 - APCE Communications and Resources ministry team and the webmaster regarding the technical setup for an online class and for publication of classes (online or in-person)
 - APCE Annual Events ministry team to meet all deadlines for submission of information for certification classes whether in-person or online events
 - Partners from other denominations

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~~THE ADVOCATE MINISTRY TEAM~~

~~I. PURPOSE~~

~~The Advocate Ministry Team shall prepare a weekly blog for the membership of APCE and function as an editorial board.~~

~~II. MEMBERSHIP~~

- ~~• The Advocate Ministry Team shall consist of nine current members of APCE who will be selected by the Governance Ministry Team.~~
- ~~• The term of the nine current members of APCE shall be in three rotating classes of three members per class and shall serve for a maximum of two terms.~~
- ~~• The Moderator of the Ministry Team shall ordinarily be elected by the Ministry Team for a two-year term and shall preside at all Ministry Team meetings. The Moderator may be re-elected for a one or two-year term.~~
- ~~• A Vice Moderator of the Ministry Team shall ordinarily be elected annually by the Ministry Team and shall preside in the absence of the Moderator. The Vice Moderator does not automatically succeed the Moderator upon the completion of the Moderator's term.~~

~~III. MEETINGS AND QUORUMS~~

- ~~• The work of this Ministry Team will take place throughout the course of the year.~~
- ~~• The Ministry Team shall meet on a regularly scheduled basis to include one face-to-face meeting in conjunction with the Annual Event. Additional meetings may be held by means whereby all persons participating in the meeting can hear and speak to one another.~~
- ~~• A majority of the members of the Ministry Team shall constitute a quorum.~~
- ~~• Minutes of all Ministry Team meetings will be maintained and placed in the appropriate designated file storage system folder within 30 days of each meeting. Additional recommendations, actions, and other matters the Ministry Team deems appropriate shall be reported to the Coordinating Council.~~
- ~~• Moderator is responsible for sending news and information to the Historian.~~

~~IV. RESPONSIBILITIES~~

- ~~• Engage qualified persons to write articles related to Christian Education~~
- ~~• If needed by the Ministry Team, engage an editor and blog manager
 - ~~▪ Publish a weekly post on the Advocate blog~~
 - ~~▪ Ensure the weekly posts are sent to APCE members~~~~
- ~~• Solicit and post news items and photos of regional activities~~
- ~~• Work with the Treasurer to manage contracts and payments for writers and, if needed, an editor and blog manager~~
- ~~• Recommend to Administrative Ministry Team policies regarding fees to writers, advertisers, and any other pertinent questions in consultation with the Treasurer~~

~~I. GOALS~~

- ~~• Identify and highlight areas of interest and concern for educators through articles on the Advocate blog~~
- ~~• Explore unique, cutting-edge educational ministries being offered in churches~~

- ~~Serve as an outlet to assist educators through the sharing of resources and ideas~~
- ~~Strengthen relationships through APCE connections~~

ANNUAL EVENTS MINISTRY TEAM

I. PURPOSE

The Annual Events Ministry Team shall function as the design team and steering committee to plan and coordinate details for presentation of an Annual Event, working with a designated meeting planner.

II. MEMBERSHIP

- The Annual Events Ministry Team shall consist of eleven current members of APCE, two Annual Event Co-Chairs for each of two consecutive events (current year and following year), and staff members of respective denominations, ~~and the Annual Events contracted meeting planner.~~
- The ~~eleven~~ twelve current members of APCE shall be selected by the Governance Ministry Team. They shall serve in rotating classes of three-year terms for a maximum of two terms.
- The Moderator and Moderator Elect shall be elected from within the Ministry Team and by the Ministry Team. Their terms shall be staggered so that Moderator and Moderator Elect are not members of the same class. Either the Moderator or Moderator Elect shall preside at all Ministry Team meetings. The Moderator shall not serve as Moderator for longer than 3 years.

III. MEETINGS AND QUORUMS

- The work of this Ministry Team is ongoing.
- The Ministry Team shall meet before and after the Annual Event. It shall also have an annual site meeting typically held in the spring at the upcoming event location.
- Virtual meetings will be held as deemed necessary
- A majority of the members of the Ministry Team shall constitute a quorum.
- Minutes of all Ministry Team meetings will be maintained and placed in the appropriate designated file storage system folder within 30 days of each meeting. Additional recommendations, actions, and other matters the Ministry Team deems appropriate shall be reported to the Coordinating Council.
- Moderator is responsible for sending news and information to the Historian.

IV. RESPONSIBILITIES

- Makes the recommendation of Annual Event future cities to the Coordinating Council who approves the decision
- Prepare and approve all contracts related to the Annual Event. Contracts to be distributed through a secured document signing program ~~and administered by the financial services provider to APCE.~~ Possible contracts include:
 - Hotel (signed by President of the Association)
 - Stage leadership
 - Workshop leaders
 - Additional leadership, including but not limited to, Spirituality Center Coordinator, Stage Design/Artist, Pre-Event leaders, Off-Site events and transportation
 - Other denominational associations

- All contracts to be signed by the Annual Event Moderator and Treasurer
- All contracts over \$1000 will also be signed by the APCE President
- Develop theme, logo, and program design for the Annual Event
- Recruit and select all leadership
- ~~Work in collaboration with the registrar of the event to p~~Produce the registration system for each annual event. This includes gathering of information, distributing the information to be copy edited by identified organization, distributing copy edited content to registrar and continued monitoring of the event registration system.
- Identify and approve Co-Chairs of the Local Committee who are responsible for organizing a local committee and function as a sub-committee of and report to the Annual Events Ministry Team.
- Identify and invite APCE event participants to fulfill some of the responsibilities of each annual event in a volunteer servant leader role (i.e., ballroom manager, sign manager, off-site tour organizer, onsite registration, etc.) who would serve for one Annual Event but could serve for additional Annual Events if invited by the Annual Events Ministry Team.
- Plan, budget, and set fees for annual events in collaboration with the Treasurer(s).
- Present a preliminary budget by the appointed date to the Administrative Ministry Team to be incorporated into the APCE Annual Budget.
- In cooperation with other ministry teams, publicize and promote the Annual Event
- Provide for evaluation of the Annual Event by attendees
- Maintain a file of Annual Event publications and publicity for reference in planning, to be shared with the Historian, the Moderator of the Annual Event Ministry Team, and the Co-Directors of the Annual Event
- Provide time for the annual Corporation Meeting at each Annual Event with the announcement of same to be included in event publicity
- Identify and invite Co-Chairs for upcoming Annual Events
- Develop an approved list of organizations and vendors to be invited to exhibit at the Annual Event.
- Coordinate the exhibitor invitation and contracting process, including the setting of contract terms and fees; build relationships with exhibitors to help promote and encourage other partnership opportunities
- Inform the Coordinating Council of their responsibilities and deadlines related to the Annual Event
- Arrange for registration processes both prior to and during the Annual Event
- The Annual Events Team structures responsibilities for every member of the team and Local Committee Co-Chairs - job descriptions are written and reviewed regularly. Each member of the team is expected to fulfill a responsibility related to the execution of the Annual Event, including the Marketplace.

I. GOALS

- Organize an Annual Event that has the potential to connect, enrich, empower, and sustain persons serving in educational ministry in the Reformed family of churches
- Achieve financial sustainability for each Annual Event
- Encourage diversity in every aspect of the Annual Event

AWARDS AND SCHOLARSHIPS MINISTRY TEAM

I. PURPOSE

The Awards and Scholarship Ministry Team shall assist the Coordinating Council of APCE to:

- Recognize people in educational ministries for significant contributions to the ministry of Christian education both within and outside the local congregation, through awards linked to the four tenets of APCE: CONNECT; ENRICH; EMPOWER; SUSTAIN
- Recognize people in educational ministries by developing new awards that reflect the changing nature of staffing in local congregations
- Encourage attendance at Annual Events, regional events, and certification classes through oversight of the Val Murphy Scholarship fund

II. MEMBERSHIP

- The Awards and Scholarship Ministry Team shall consist of six current members of APCE.
- The six current members of APCE shall be selected by the Governance Ministry Team. They shall serve in three rotating classes of two members each for a maximum of two terms.
- The Moderator of the Ministry Team shall ordinarily be elected by the Ministry Team for a two-year term and shall preside at all Ministry Team meetings. The Moderator may be re-elected for a one or two-year term.
- A Vice Moderator of the Ministry Team shall ordinarily be elected annually by the Ministry Team and shall preside in the absence of the Moderator. The Vice Moderator does not automatically succeed the Moderator upon the completion of the Moderator's term.

III. MEETINGS AND QUORUMS

- The Ministry Team shall meet face-to-face in conjunction with the Annual Event. Additional meetings may be held by means whereby all persons participating in the meeting can hear and speak to one another.
- A majority of the members of the Ministry Team shall constitute a quorum.
- Minutes of all Ministry Team meetings will be maintained and placed in the appropriate designated file storage system folder within 30 days of each meeting. Additional recommendations, actions and other matters the Ministry Team deems appropriate shall be reported to the Coordinating Council.
- Moderator is responsible for sending news and information to the Historian.

IV. RESPONSIBILITIES

- Awards
 - Solicit nominations from the membership and report to the Coordinating Council nominee(s) for awards
 - Plan recognition of award recipients at the Annual Event in cooperation with the Annual Event Ministry Team and other relevant Ministry Teams
 - Communicate names of award recipients to the Leadership Council, and the Communications and Resources MT Webmaster and the Organizational Administrator along with specific calendar information
- Scholarships
 - Select scholarship recipients, providing them with an explanation of the award and a plan for reimbursement for expenses

~~Communicate names of scholarship recipients to the Connecting Ministry Team, the Webmaster, and the Organizational Administrator~~

V. GOALS

- Encourage educators who are new to the field
- Support and recognize long-time educators
- Recognize and sustain volunteer and professional educators
- Increase attendance at Annual and Regional Events
- Seek and support diversity among educators

APCE ANNUAL AWARDS

ENRICH EDUCATOR OF THE YEAR AWARD - One awarded annually

Purpose: The purpose of the Enrich Educator of the Year is to honor a person who has enriched educational ministries as a full time professional for at least 10 years. The nominees could be professors, church leaders, authors, spiritual guides or church educators who have impacted and inspired church educators through their service.

Criteria:

1. Five or more years of membership in APCE or our partner denominations' educational organizations
2. Active in Christian education leadership for a minimum of ten years, non-retired
3. Visionary, a leader into new frontiers
4. Formative influence on educational ministry and an advocate for church educators

Award: Annual Event registration fee paid at the Early-bird rate, lifetime membership upon retirement, 3 nights hotel stay during the Annual Event, recognition at the awards ceremony meal and one additional ticket to the awards ceremony meal. It is customary that the Enrich Award Recipient will have the opportunity to lead a workshop at the Annual Event.

SUSTAIN LIFETIME ACHIEVEMENT AWARD - Two awarded annually

Purpose: The purpose of the Sustain Lifetime Achievement Award is to honor a retired educator whose work and ministry continues to inspire and sustain generations in their congregation, their denomination, APCE region or nationally.

Criteria:

1. Fifteen or more years of membership in APCE or our partner denominations' educational organizations
2. Creative and distinguished accomplishment in educational ministry
3. Faithful and effective service to the church and profession

Award: Annual Event registration fee paid at the Early-bird rate, lifetime membership, 3 nights hotel stay during the Annual Event, recognition at the awards ceremony meal and one additional ticket to the award ceremony meal

APCE ANNUAL EVENT SCHOLARSHIPS

VALERIA MURPHY SCHOLARSHIP OFFERING

was established for the purpose of assisting individuals needing financial assistance to attend APCE Annual Events.

Distribution of the offering will be as follows:

75% to provide scholarship opportunities and 25% to a local ministry.

Members of the selection committee, Coordinating Council, and their immediate families are not eligible.

Deadlines for all scholarship applications can be found on the website. One of the goals of the Awards and Scholarship Ministry Team is to help more people attend the annual event. When one applicant receives an award and a scholarship for the same event this goal is undermined. Therefore, applicants will ordinarily receive one scholarship or award a year. Applications are available online at APCEnet.org.

VAL MURPHY SCHOLARSHIP

This scholarship will assist deserving persons with lodging, registration, and travel for the Annual Event, up to \$1,000 reimbursable. First consideration is given to persons of color working in the field of Christian education and/or students majoring in Christian education. Second consideration is given to Christian educators in the field. Two letters of recommendation and a photo (used in publicity) are also to be provided.

CERTIFICATION COURSE SCHOLARSHIP

Scholarships will be awarded to educators enrolled in a certification course at the APCE Annual Event or PC (USA) General Assembly. Applicants must be currently enrolled in the educator certification process through their denomination. Preference will be given to the first six applicants each year. Up to 6 scholarships may be awarded yearly. ~~The scholarship will cover \$175 toward the course registration fee.~~ The scholarship will cover the Annual Event or PC(USA) General Assembly early bird event registration fee.

CURRENT MEMBER SCHOLARSHIP

Scholarships are awarded to an educator who is currently a member of APCE. The scholarship will pay the early bird registration fee to the Annual Event (cost of membership not included). Preference is given to part-time educators, and then to full-time educators. Up to six awards may be given, with ordinarily no more than one to any one region.

GLOBAL PARTNERSHIP SCHOLARSHIP

Scholarships are awarded to international participants, affiliated with one of our partner denominations, outside USA and Canada. The scholarship provides \$1750 of approved reimbursable expenses (registration, transportation, lodging for the Annual Event, food) to help with their total expenses. If their expenses are more than what the scholarship covers, the rest of the funding needs to come from them and/or other non-APCE sources and organizations. Preference is given to first-time attendees. Applicants must have a letter of recommendation from a governing body (or pastor from church/denomination) and an attending sponsor. Up to two awards may be given annually.

NEEDS-BASED SCHOLARSHIP

This scholarship covers the online/virtual early bird conference registration fee (cost of membership not included). Preference is given to those who meet one or more of the following criteria: from small congregations; persons of color; or first-time attendees. Timing of the availability and posting of, and deadline for, this scholarship shall be agreed upon between the Annual Event Ministry Team Co-Moderators and the Awards and Scholarships Ministry Team Moderator. The number of scholarships awarded annually will vary.

REGIONAL SCHOLARSHIP

The scholarship will pay the early bird registration fee to the Annual Event (cost of membership not included). Scholarships are ordinarily offered one per region for first-time attendees at the Annual Event and preference will be given to persons of color.

RETIRED EDUCATOR SCHOLARSHIP

The scholarship will pay the early bird registration fee to the Annual Event (cost of membership not included). Preference is given to retired educators who have been APCE members for more than ten years, and those in the same region where the annual event is being held. One award will be given and recipients may receive the award only once.

SMALL CHURCH SCHOLARSHIP

The Small Church Scholarship is awarded to participants from churches with less than 100 members in worship attendance. The scholarship to attend the APCE Annual Event will cover the early bird registration fee (cost of membership not included). Preference will be given to first-time attendees. There may be ten scholarships for small churches offered on a first come first served basis.

COMMUNICATIONS AND RESOURCES MINISTRY TEAM

I. PURPOSE

The Communications and Resources Ministry Team will make use of media and technology to:

- Promote the mission and vision of APCE to both current and potential members
- Create and promote resources and educational opportunities in Christian Education.
- Spark creative synergies amongst diverse faith communities
- Inspire members to learn from one another at times other than the Annual Event or regional events
- Connect with other denominations and organizations in educational ministry

II. MEMBERSHIP

- The Communications and Resources Ministry Team shall consist of ~~nine~~-twelve current members of APCE. When possible, one will be someone who oversees a resource center/library.
- The ~~nine~~-twelve current members of APCE shall be selected by the Governance Ministry Team. They shall serve in three rotating classes of two members each for a maximum of two terms.
- The Moderator of the Ministry Team shall ordinarily be elected by the Ministry Team for a two-year term and shall preside at all Ministry Team. The Moderator may be re-elected for a one or two- year term.
- A Vice Moderator of the Ministry Team shall ordinarily be elected annually by the Ministry Team and shall preside in the absence of the Moderator. The Vice Moderator does not automatically succeed the Moderator upon the completion of the Moderator's term.
- A representative of the current contracted web technology specialists shall serve as an ex officio member, with voice and no vote.
- The Ministry Team may, as needed, create Task Groups to work on specific projects. The members of these Task Groups will not serve on the Communications and Resources Ministry Team. The Task Groups will be overseen by the Ministry Team.

III. MEETINGS AND QUORUMS

- The work of this Ministry Team is ongoing.
- The Ministry Team shall meet face-to-face in conjunction with the Annual Event and at least quarterly by means whereby all persons participating in the meeting can hear and speak to one another.
- A majority of the members of the Ministry Team shall constitute a quorum.
- Minutes of all Ministry Team meetings will be maintained and placed in the appropriate designated file storage system folder within 30 days of each meeting. Additional recommendations, actions, and other matters the Ministry Team deems appropriate shall be reported to the Coordinating Council.
- Moderator is responsible for sending news and information to the Historian.

II. RESPONSIBILITIES

- Broadcast the mission and vision of APCE through dynamic communications by means of its website, social media applications, and online messages
- Explore partnerships with other organizations and partner denominations to maintain a curated website with lists of references and links to guide those working in educational ministry

- Provide information on and access to online, regional, and thematic conferences, workshops, and webinars
- Communicate to the membership through the Quarterly Advocate Digital Magazine.
- Engage qualified persons to write articles for the Advocate related to Christian Education.
- Work with the Treasurer to manage contracts and payments.
- Create and Promote teaching, learning, and leadership opportunities for everyone in educational ministry both professionals and volunteers.
- Offer instruction in information-navigation skills
- ~~Identify, acquire, and preserve materials of historical importance to the life of APCE~~
- Provide dynamic resources to help members and patrons understand and engage in faith formation within a multicultural world
- Support the Annual Event through the contributions of the Webmaster and the Communications and Resources Ministry Team.

III. GOALS

- Design the APCE website and social media applications so that it is a “go-to” resource for current information in the field of educational ministry in the Reformed faith
- Identify and highlight areas of interest and concern for educators through articles on the Quarterly Advocate Digital Magazine.
- Strive for consistency in the message regarding the mission, value, and strategic plans for APCE in all communications
- Provide current and accurate information on the APCE website and social media applications

CONNECTING MINISTRY TEAM

I. PURPOSE

The Connecting Ministry Team shall

- **Connect** persons serving in the field of Christian faith formation
- **Enrich** and build up the body by seeking diverse and gifted people dedicated to faith formation - volunteer and professional educators, pastors, seminary students and church spiritual leaders
- **Empower** and encourage those working or volunteering in the field to open source and share best practices with others dedicated to faith formation in the church
- **Sustain** interest, passion, and focus of those involved in Christian faith formation

II. MEMBERSHIP

- The Connecting Ministry Team shall consist of current members of APCE who are elected to serve as APCE Regional Connectors or denomination representatives.
- The Moderator of the Ministry Team shall ordinarily be elected by the Ministry Team for a two-year term and shall preside at all Ministry Team meetings. The Moderator may be re-elected for a one- or two-year term.
- A Vice Moderator of the Ministry Team shall ordinarily be elected annually by the Ministry Team and shall preside in the absence of the Moderator. The Vice Moderator does not automatically succeed the Moderator upon the completion of the Moderator's term.

III. MEETINGS AND QUORUMS

- The work of the Connecting Ministry Team is ongoing within the Connector's respective region in accordance with the Bylaws.
- The Ministry Team shall meet face-to-face in conjunction with the Annual Event. Additional meetings may be held by means whereby all persons participating in the meeting can hear and speak to one another.
- A majority of the members of the Ministry Team shall constitute a quorum.
- Minutes of all Ministry Team meetings will be maintained and placed in the appropriate designated file storage system folder within 30 days of each meeting. Additional recommendations, actions, and other matters the Ministry Team deems appropriate shall be reported to the Coordinating Council.
- Moderator is responsible for sending news and information to the Historian.

IV. RESPONSIBILITIES OF REGIONAL CONNECTORS

- Promote, interpret, and support the purpose of APCE throughout the region to church educators, pastors, and churches via regional events, written and electronic communication methods
- Encourage belonging through idea sharing, networking, relationship building and paying dues as a way to support the educational ministry of the Church of Jesus Christ
- Assist and encourage the educational ministry of those involved in faith formation to include presbyteries/cassiss, synods, and other church governing bodies
- Receive regional rebates from APCE and ensure they are used for those engaged in educational ministry within the region
- Submit written annual reports on regional activities to the APCE Historian by January 15 of each year.
- Submit an annual financial statement for the region to the Treasurer by the Annual Event
- Maintain a current list of educators in the region group

- Monitor the APCE database to ensure accurate information on members
- Pending completion of term, ensure election of a new connector and introduce the newly elected connector at the Connecting Ministry Team Meeting at the Annual Event
- Acknowledge new Certified Christian Educators and Christian Education Associates in the region
- Solicit nominations for awards and scholarships
- Encourage development of cooperative programming with educator groups of other denominations
- Regions may establish its own awards with the CONNECT and EMPOWER titles and any of their criteria, if they would like. These would be regional awards, and awards and recognition will be up to each region. The regional honorees may be recognized at the Annual Event in a rotating slide show and/or by standing as a group at the Awards ceremony. This will be at the discretion of the Annual Event Ministry Team.

V. RESPONSIBILITIES OF DENOMINATIONAL REPRESENTATIVES

Refer to the Covenants and Missional Partner Relationships and Agreements as outlined in APCE Operational Guidelines

IV. GOALS

- Connect people with one another and with APCE’s resources
- Support the work of APCE to increase its diversity in race, ethnicity, age, gender, geographic and denominational members, as well as members who are in non-traditional and volunteer roles in the life of the church and engage and equip a variety of individuals for leadership within our association.
- Identify potential leaders and develop leadership competencies
- Strengthen relationships across the association ~~with the assistance of the Organizational Administrator.~~
- _____

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ENDOWMENT FUND MINISTRY TEAM

I. PURPOSE

The Endowment Fund Ministry Team shall oversee and administer the Endowment Fund by

- Promoting and providing visibility for the Endowment
- Building on behalf of all of APCE capacity for Development, that is, fund raising
- Growing the Endowment in a socially responsible manner in order to provide financial resources for future growth, advocacy and visions for ministry of the Association
- Establishing and maintaining guidelines for the use of the Endowment Fund ~~in an~~ Endowment Manual

II. MEMBERSHIP

- The Endowment Fund Ministry Team shall consist of nine members of APCE:
- The Ministry
- Ordinarily there will be at least one member from each of the following denominations, who shall be appointed by their respective denominations:
 - Christian Reformed Church (CRC)
 - Reformed Church in America (RCA)
 - The Presbyterian Church in Canada
 - Moravian Church of North America
 - Presbyterian Church (U.S.A.)
- One member shall be elected by the Administrative Team from among their team members.
- Eight current members of APCE shall be selected by the Governance Ministry Team.
- The nine voting members shall serve in three rotating classes of three members each for a maximum of two terms.
- The Moderator of the Ministry Team shall ordinarily be elected by the Ministry Team for a two-year term and shall preside at all Ministry Team. The Moderator may be re-elected for a one or two-year term.
- A Vice Moderator of the Ministry Team shall ordinarily be elected annually by the Ministry Team and shall preside in the absence of the Moderator. The Vice Moderator does not automatically succeed the Moderator upon the completion of the Moderator's term.
- A Vice Moderator of the Ministry Team shall be elected annually from within the Ministry Team and by the Ministry Team and shall preside in the absence of the Moderator. The Vice Moderator does not automatically succeed the Moderator upon the completion of the Moderator's term.
- The APCE Treasurer ~~and the APCE Organizational Administrator~~ shall serve as ex officio members with voice and no vote.

III. MEETINGS AND QUORUMS

- The Ministry Team shall meet face-to-face at the Annual Event. Additional regularly scheduled meetings may be held by means whereby all persons participating in the meeting can hear and speak to one another.
- A majority of the members of the Ministry Team shall constitute a quorum.
- Minutes of all Ministry Team meetings will be maintained and placed in the appropriate designated file storage system folder within 30 days of each meeting. Additional recommendations, actions, and other matters the Ministry Team deems appropriate shall be reported to the Coordinating Council.
- Moderator is responsible for sending news and information to the Historian.

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IV. RESPONSIBILITIES

- Regularly publicize the purpose of the Endowment Fund
- Provide resources and track fundraising efforts including, but not limited to, annual events and special celebrations as deemed necessary by the APCE Coordinating Council
- Encourage donations from individuals and regional groups
- Inspire and encourage grant applications from Ministry teams
- Administer the grant application process
- Publicize how grant money is used

V. GOALS

- Continuously manage and grow the Fund and make available a specified portion of its income for educational ministry
- Use the fund and any other monies raised to connect, enrich, empower, and sustain educational ministry
- Educate the members of APCE about the importance of the Endowment Fund and other fundraising requirements
- Continuously grow the number of donations to the Fund

Endowment Fund Ministry Team Members are listed at www.apcenet.org

Revised and approved by the Coordinating Council September 2016, 2020

APCE Endowment Fund Grants Policy and Procedures

The Endowment Fund Ministry Team ~~which will report directly to the APCE Coordinating Council,~~ will oversee and administer the Endowment Fund.

Grant Process

1. Grant applications shall be received at any point during the year by mail, email, or fax.
2. Grant application should include:
 - a. Amount of the request
 - b. Who is making the request
 - c. Why the funds are being requested
 - d. A description of the project for which the funds will be used
 - e. When the funds will be needed and an overall timeline of disbursement(s)
 - f. A statement of how the request will connect, enrich, empower, sustain educational ministry
3. APCE members, congregations, judicatory bodies of APCE partner denominations, APCE Regions, and the APCE Coordinating Council and Leadership Council members may apply for a grant using this process.
3. Grant recipients shall report to the Endowment Fund Fund Ministry Team at least annually on the use of the fund until final disbursement.

Grant Approval Process

1. Applications will be presented to the Endowment Fund Ministry Team.
2. Applications will be reviewed by the Endowment Fund Ministry Team and reported to the APCE Coordinating Council as recommendations are made.
3. The APCE Endowment Moderator will notify the grant recipient.
4. The funds will be disbursed by the treasurer, as instructed by the APCE Coordinating Council.

Revised and approved by the Coordinating Council September 2016, 2020, 2021



APCE Endowment Fund Grant Application Guidelines

*The mission of APCE is to
CONNECT * ENRICH
EMPOWER * SUSTAIN
persons serving in educational ministry
in the Reformed family of churches.*

History of the Endowment Fund

In the late 1990's, the APCE Cabinet began looking forward to a new era of educational ministry. With a new Mission Statement in hand, the APCE Cabinet began seeking to provide a solid foundation for educators in the new century. An Endowment Fund was established that would provide money for future growth, advocacy and visions for ministry. Donations come from individuals and regional groups who have a strong desire to see the work of APCE continue for years to come. As the fund has continued to grow, the APCE Cabinet formed an Endowment Committee to provide visibility for the Fund as well as guidelines for use. In 2006, the Endowment Committee proposed a grant process that would provide for limited use of the Fund during its "early growth" period.

What is the purpose of the APCE Endowment Grant?

To provide funds that will enhance educational ministry.

Who may apply for a Grant?

APCE Ministry Teams, APCE's regional groups in the Reformed family of churches, and individuals who are members of APCE may apply.

What amounts are available for Grants?

In order to continue the growth of the Endowment Fund, the Endowment Fund Ministry Team will provide grants ordinarily not to exceed \$3,000 per grant.

What is the Grant process time line?

Grants will be considered as they are received.

How does a regional group or individual apply for a Grant?

- Grant requests must be submitted using the APCE Endowment Fund Grant Application. Include a description of the project or activity that the grant funds will support, a statement of how it will seek to fulfill the mission statement of APCE, a budget for the project or activity, and a timeline of disbursement expectations.
- Grant applications may be emailed to the APCE Endowment Fund, endowment@apcenet.org; if question, call 920-404-5091
- Applicants can receive further information from the APCE Endowment Fund Ministry Team Moderator and/or the APCE Treasurer.

Revised and approved by the Coordinating Council September 2016, 2020

APCE Endowment Fund
www.apcenet.org



920-404-5091

Endowment Ministry Team Moderator endowment@apcenet.org
APCE Treasurer treasurer@apcenet.org

APCE Endowment Fund Grant Application
*The mission of APCE is to Connect, Enrich, Empower & Sustain
persons serving in educational ministry in the Reformed family of churches*

Date Prepared _____

Name of Individual or Group applying: _____

Contact Person: _____

Address: _____

Phone _____ Fax _____

Email: _____

APCE Region: _____

Project or Activity Title: _____

Amount Requested _____ **Period grant will cover** _____

Summary of Project or Activity (2-3 sentences) _____

Revised and approved by the Coordinating Council September 2016, 2020
Narrative Information

Please answer the following questions using additional pages as needed.

1. Describe the details of your project or activity: needs, goals, accountability and measuring achievement (feedback).
2. Who will benefit from your project or activity?
3. How does your project or activity fulfill one or more of the components of the APCE mission to connect, enrich, empower and sustain educational ministry?
4. When will your project or activity happen?
5. Who will coordinate your project or activity?
6. How will you report back to the APCE Endowment Fund Ministry Team when your project or activity is completed?

Budget Information

Please submit a budget with the anticipated timeline for the entire project using additional pages as needed.

1. How will the APCE Endowment Fund Grant be used?
2. What other sources of revenue are expected for this project?
3. If the entire amount of your request cannot be funded, could you use a smaller amount?
 4. When will you need the funds? Please provide an overall timeline of disbursement(s).

GOVERNANCE MINISTRY TEAM

I. PURPOSE

The Governance Ministry Team shall

- Present a slate of candidates for nomination to serve as officers of APCE
- Determine qualifications and characteristics needed by members of the Ministry Teams, focusing on the goal of diversifying APCE's membership
- Identify, screen, and review individuals qualified to serve on Ministry Teams
- Populate all vacancies on Ministry Teams in a timely manner
- Assist in orientation programs for newly appointed members of Ministry Teams
- Evaluate the effectiveness of the Coordinating Council
- APCE values the involvement of all of our denominational partners, and wherever possible we will work to have all denominations represented on our Ministry Teams.

II. MEMBERSHIP

- The Ministry Team shall consist of ten current members of APCE.
- Nine members shall be selected by the Governance Ministry Team and shall serve in three rotating classes of two members each for a maximum of two terms.
- The Moderator of the Ministry Team shall be the President-Elect who shall preside at all Ministry Team meetings.
- A Vice Moderator of the Ministry Team shall be elected annually by the Ministry Team and shall preside in the absence of the Moderator.

III. MEETINGS AND QUORUMS

- The work of the Governance Ministry Team will take place over a 9–10-month period each year.
- The Ministry Team shall meet face-to-face in conjunction with the Annual Event. Additional regularly scheduled meetings may be held by means whereby all persons participating in the meeting can hear and speak to one another.
- A majority of the members of the Ministry Team shall constitute a quorum.
- Minutes of all Ministry Team meetings will be maintained and placed in the appropriate designated file storage system folder within 30 days of each meeting. Additional recommendations, actions, and other matters the Ministry Team deems appropriate shall be reported to the Coordinating Council.
- Moderator is responsible for sending news and information to the Historian.

IV. RESPONSIBILITIES

- Communicate to the members the process for identifying and electing the most qualified candidates in a transparent, timely, and comprehensive manner
- Ensure that the pipeline for potential candidates is as wide and accessible as possible, including regional and denominational representatives as resources
- Oversee the process of nominating officers
- Identify, screen, and review individuals to serve as Ministry Team members

- Review annually the size and composition of the Coordinating Council and Ministry Teams, including whether they reflect appropriate balance of diversity, independence, technical skills, development ability, geographic representation, denominational representation and other desired qualities
- Coordinate and oversee a self-evaluation of the role and performance of the Coordinating Council, the Ministry Teams, advisory bodies, and management at least every three years

- **The process for the election of President-Elect:**
 - Governance will issue a call to the entire membership to nominate persons to serve as president elect. This call will include a link to the qualifications for serving in this office and a link to a google document application. This call will also include the deadline of July 31.
 - Governance receives and reviews the completed nomination forms
 - Governance will check references, discuss, and pick a nominee at its August meeting. Governance will make sure the nominee is willing to serve.
 - A “ballot” goes out to the entire APCE membership. This is a change in the bylaws. Previously it was only the leadership council. Reminder that the ballot is a simple yes or no.
 - Results are tabulated.
 - New President elect begins onboard process.

V. GOALS

- Increase diversity, including race, ethnicity, age, gender, geographic representation, and denominational representation
- Engage younger members
- Identify potential leaders and develop leadership competencies
- Measure performances and commitment
- Strengthen relationships across the organization

MEMBERSHIP MINISTRY TEAM

PURPOSE

The Membership Ministry Team shall provide oversight for APCE membership data, work with other ministry teams to develop new members and retain current members and promote the goal of diversity within APCE.

II. MEMBERSHIP

- The Ministry Team shall consist of six current members of APCE:
 - Three members shall be selected by the Governance Ministry Team and shall serve in three rotating classes of 2 members each for a maximum of two terms. These members should reflect diversity (e.g., race, gender, region), and when possible, representation from covenant denominations. In addition:
 - One member shall be elected by the Connecting Ministry Team from among their team members.
 - One member shall be elected by the Advocacy Ministry Team from among their team members.
 - One member shall be elected by the Governance Ministry Team from among their team members.
- The Moderator of the Ministry Team ordinarily shall be elected by the Ministry Team for a two-year term and shall preside at all Ministry Team meetings. The Moderator may be re-elected for a one- or two-year term.
- A Vice Moderator of the Ministry Team shall ordinarily be elected annually by the Ministry Team and shall preside in the absence of the Moderator. The Vice Moderator does not automatically succeed the Moderator upon the completion of the Moderator's term.
- ~~The APCE Organizational Administrator shall serve as an ex officio member with voice and no vote.~~

III. MEETINGS AND QUORUMS

- The work of the Membership Ministry Team is ongoing.
- The Ministry Team shall meet face-to-face in conjunction with the Annual Event. Additional regularly scheduled meetings may be held by means whereby all persons participating in the meeting can hear and speak to one another.
- A majority of the members of the Ministry Team shall constitute a quorum.
- Minutes of all Ministry Team meetings will be maintained and placed in the appropriate designated file storage system within 30 days of each meeting. Additional recommendations, actions, and other matters the Ministry Team deems appropriate shall be reported to the Coordinating Council.
- The Moderator is responsible for sending news and information to the Historian.

IV. RESPONSIBILITIES

- Develop a membership philosophy that is just and equitable
- Work closely with the Organizational Administrator to assist in the maintenance of an accurate, usable, and shareable database for APCE and its ministry teams
- Develop strategies to connect with new members and address membership retention
- Articulate the benefits of APCE membership and coordinate with the Advocacy and Communications & Resources Ministry Teams to find ways to promote those benefits
- Explore ways to increase APCE membership at all levels
- Develop and oversee a clear policy on sharing the APCE membership database in ways that best protect the privacy of members

- Annually review the master membership list for accuracy, and make changes as needed
- Annually coordinate with the Treasurer to assess APCE's membership fees and categories for possible adjustments and make recommendations for changes to Administrative Ministry Team
- Report to the Coordinating Council at its fall meeting about the status of membership in APCE.

V. GOALS ??

~~MEMBERSHIP DUES—Individual and organizational memberships are active for 12 months from the date of enrollment.~~

- ~~● Full-time educator/pastor—\$125~~
- ~~● Part-time educator/pastor—\$80~~
- ~~● First-time members—\$50~~
- ~~● 65 and above/retired—\$50~~
- ~~● Student—\$50~~
- ~~● Volunteer—\$50~~
- ~~● Member Organization—\$200~~

Benefits of Membership for Individuals

- Discount for In-Person Registration to the Annual Event
- Members' Only Area of the Website
- **Opportunity** to serve the wider APCE community through serving on Ministry Teams and thus Leadership Council
- **Having served on the Leadership council, is eligible to be elected an officer (~~for those who have served on the Leadership Council or Cabinet~~)**
- Ability to nominate, through the Governance Ministry Team, and vote for elected Officers and regional connectors, which may be done electronically
- Voice and vote at all Corporation meetings.
- Email communications - APCE Advocate and APCE Alert - with a wide variety of resources for educational ministry/faith formation
- Connection to denominational structures
- Active Advocacy promoting the status, standards of training and educational opportunities for those in educational ministry/faith formation
- **Access** to scholarships to help attend the Annual Event
- Ecumenical networking for those in educational ministry/faith formation
- **The APCE Advocate —a weekly blog**
- **The APCE Alert – an regular email newsletter**
- ~~May vote in elections of the appropriate region for regional/regional connector~~
- **May be elected as a connector.**
- ~~May serve on Ministry Teams and Councils.~~

Benefits of Membership for Organizations

Member Organization: a church, seminary, denominational governing body, or resource center

- o The APCE Advocate —a weekly blog
- o The APCE Alert – an regular email newsletter
- o Registration Fees at the member rate for ~~two~~ two-four individuals in your organization (depending on organization size) at an in-person Annual Event.
- o **Individuals must be named at the time of becoming a member organization and at each renewal.**
- o Connection to denominational structures
- o Connection to Regional Connectors and activities
- o Opportunities for improvement of professional skills
- o Ecumenical Networking for those in Christian education in the USA and Canada
- o Access to members only parts of the APCE website
- o Scholarship funds for in-person attendance at the Annual Event
- o **Individuals selected by the organization annually may serve on Ministry Teams, and have Voice and Vote at Annual Cooperation Meeting**

Categories of Organizations

- o Churches/Worshipping Communities

up to 200 members	\$200 (1 named)
201-500 members	\$300 (2 named)

- 501-1000 members \$400 (3 named)
 - 1001+ members \$500 (4 named)
- Organizations
 - Presbyteries/Classis/Districts \$400 (3 named)
 - Synods/Seminaries/Denominations \$500 (4 named)

Membership Categories

- Full-time educator/pastor - \$125
- Part time educator/pastor (less than 25 hours/week) - \$80
- First time members - \$50
- 65 and above/retired - \$50
- Student - \$50
- Volunteer - \$50
- ~~Member Organization - \$200~~

Canada at par.

~~**Member Organization:** a church, seminary, denominational governing body, or resource center~~

Membership in APCE is open to any individual regardless of their affiliation with a congregation or institution and any organization that seeks to support and encourage faith formation. The payment of membership dues shall constitute membership in APCE. Individual and organizational memberships are active for 12 months from the date of enrollment. Renewal notices will be sent to members 30 and 15 days before the membership expiration date.

FINANCIAL INFORMATION AND POLICIES

I. REBATES TO REGIONS

- Regional rebates shall be used by the region to connect, enrich, empower, and sustain persons in educational ministry residing in the region.
- Rebates shall be \$6.00 per member (total number of members, students, seniors, life, and organization members) residing within the geographic bounds of the region as determined by membership rolls on March 1 of each year.
- ~~The dollar amount of the rebate may be altered by the Coordinating Council when the annual budget is adopted.~~
- ~~By April 1 each year the Co-Treasurers will let the Connecting Ministry Team know what the rebate is for each region for the year. This will be based on membership numbers as of March 1.~~
- ~~Each region will determine how they want to use their rebate by July 15. The Connecting ministry team will compile the list and share it with the co-treasurers by August 1 so checks can be issued or transfers can be accomplished by the end of the fiscal year (August 31).~~
- ~~An accessible folder will be created in the Connecting MT Google Drive to receive regional financial reports as well as rebate requests.~~
- ~~Each region will find a way to use their money each year or designate how it should be used. The Treasurer will send a Regional Rebate Form to each Regional Connector no later than December 31 each year. The Regional Connector shall submit a Regional Rebate Form along with a financial statement from the region's most recent complete fiscal year to the Treasurer for review. A rebate will be issued only if a rebate form and financial statement are received by the deadline.~~
- ~~Rebates will be held by APCE in a designated account for each region. Regions are encouraged to use the funds annually.~~
- Regions may request reimbursement for expenses by submitting a reimbursement form accompanied by receipts. The amount of reimbursement will not exceed the total funds held for that region in its temporarily restricted account.
- Denominational Representatives may choose the region to which they wish to belong.

II. REIMBURSEMENTS FOR MEETINGS

- A. Persons required to attend Coordinating Council and Leadership Council meetings are eligible to have a portion of expenses incurred reimbursed.
- The Treasurer(s) will provide each member with a Reimbursement Form at the beginning of the meeting.
 - The Reimbursement Form must be filled out and submitted to the Treasurer along with documentation (receipts) no later than 3045 days following the meeting.
- B. Fall Meetings of the Coordinating Council
- Transportation to and from fall meetings shall be reimbursed.
 - Airfare will be reimbursed. Tickets shall be purchased well in advance to take advantage of reduced rates. Every effort shall be made to obtain the lowest possible fare.
 - Those who drive will be reimbursed at the current US Internal Revenue Service charitable mileage rate. Those who drive will make every effort to carpool. The total cost of traveling by car must not exceed the cost of air travel.
 - Travel expenses for Denominational Staff are not covered.

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- Lodging expenses incurred during the length of the meeting shall be reimbursed to each person (including Denominational Staff) at half the double occupancy rate.
 - Group meals planned as part of the meeting will be paid for by APCE. Meals consumed during travel to and from the meeting will not be reimbursed.
 -
 - C. Winter Meetings of the Coordinating Council
 - Lodging expenses incurred on the days meetings are held shall be reimbursed to each person (including Denominational Connectors) at half the double occupancy rate.
 - Lodging during the Annual Event will not be reimbursed for days the Council does not meet.
 - ~~When meetings are scheduled before or after the event, meals will be reimbursed for the day(s) the meetings are held. Meals will be reimbursed at a maximum of \$20 per meal. Alcohol and tips will not be reimbursed.~~
 - ~~Meals consumed during travel to and from the meeting will not be reimbursed.~~
 - D. D. Winter Meetings of the Leadership Council
 - Members of the Leadership Council who are not also members of the Coordinating Council will be reimbursed for lodging at half the double occupancy rate for one night prior to the Annual Event.
 - ~~When meetings are scheduled before or after the event, meals will be reimbursed for the day(s) the meetings are held. Meals will be reimbursed at a maximum of \$20 per meal. Alcohol and tips will not be reimbursed.~~
 - ~~Meals consumed during travel to and from the meeting will not be reimbursed.~~
 - E. E. Annual Event
 - Transportation and lodging for the Annual Event are at the expense of each individual.
 - Meals not included with the Annual event are at the expense of each individual.
 - F. Annual Event Ministry Team Spring Meeting
 - Members of the Annual Event Ministry Team will be reimbursed for lodging at half the double occupancy rate for each night the meeting is held.
 - ~~Meals will be reimbursed at a maximum of \$20 per meal. Alcohol and tips will not be reimbursed.~~
 - ~~Meals consumed during travel to and from the meeting will not be reimbursed.~~
- III. PAYMENTS OF HONORARIA AND REIMBURSEMENTS
- Individuals who agree to perform a service to APCE will be provided a contractual agreement to be signed by the individual, the appropriate ministry team moderator, and the treasurer.
 - The contract/agreement will include an IRS W-9 form to be completed and signed by the individual.
 - No honorarium will be issued without a W-9.
 - ~~If the contractual agreement includes reimbursement of expenses, receipts must be provided~~
 - ~~If the contract provides a given amount for expenses and does not require receipts, the expenses will have tax liability and will be included in the 1099.~~
- IV. Annual Event Refund Policy
- For those who register for the full event, APCE will retain \$75 of the registration fee for all cancellations made prior to the late registration deadline. The remaining registration fee will be refunded to the registrant/payor who cancels.

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- For those who register for a single day, APCE will retain \$30 of the registration fee for all cancellations made prior to the late date. The remaining registration fee will be refunded to the registrant/payor who cancels.
- Any request for refund by a registrant who cancels after the late date must be in writing and will be considered on a case-by-case basis.
- Requests may be mailed or emailed to APCE.

V. Banking and Investing of APCE Funds

A. Checking Account

- APCE will maintain a checking account, preferably interest bearing or with an interest-bearing linked savings account.
- The checking account will maintain a balance of two months expenses, ordinarily no less than \$10,000.
- When the checking account balance becomes less than \$5000, funds will be transferred (electronically) from the linked savings account.
- Each year after the Annual Event reconciliation, the Treasurer will bring a recommendation regarding the balance in the checking account to the Administrative Ministry Team.
- Any financial transaction exceeding \$5,000 must be verified by both treasurer and president. Verification may be by telephone, email, text message, or other means.

B. Reserve Funds

- A Reserve account has been established to invest ~~a portion of the annual~~ net profit for future use when budgeted expenses exceed budgeted income. This investment account is currently with Texas Presbyterian Foundation.
- Investments shall be maintained in a balanced fund to minimize risk while maximizing gain.
- Reserve account cash that is not immediately invested will be noted in the monthly financial reports separate from budgeted income and expenses.
- Excess funds shall be invested at least annually when the fiscal year end report is final. The Administrative Ministry Team shall be responsible for approving investments and draws on this account.

C. Endowment Funds

- ~~One~~ An Endowment account has been established to invest endowment donations for use according to Endowment Ministry Team Guidelines. This investment account is currently with Presbyterian Foundation New Covenant Funds. A second Endowment Fund was started in 2017 with Texas Presbyterian Foundation.
- Investments shall be maintained in a balanced fund to minimize risk while maximizing gain.
- Every effort will be made to maintain a minimum balance of \$100,000 in ~~each~~ the Endowment Fund.
- Ordinarily, not more than \$5000 nor less than \$4000 of Endowment cash will be held in the APCE savings account for ready disbursement of grants as directed by the Endowment Ministry Team.
- Cash in excess of \$5000 will be reviewed quarterly and investment of funds will be reviewed. More may be invested while maintaining at least \$4000 in cash.
- Endowment account cash that is not immediately invested will be noted in monthly financial reports separate from budgeted income and expenses.

D. Restricted Funds

1. Scholarship Funds

- Scholarship funds are collected throughout the year and at the annual event for the purpose of assisting persons wishing to attend the annual event.
 - Donations for scholarships will be held in the APCE savings account for ready disbursement as directed by the Awards and Scholarship Ministry Team.
 - Scholarship funds will be noted in monthly financial reports separate from budgeted income and expenses.
 - Monies available for scholarships to the Annual Event will not exceed the amount as stated in the most recent fiscal year end report.
 - Scholarships to the Annual Event will be awarded by code when the awardee registers for the event. Ordinarily, checks will not be issued to individual scholarship awardees. Under IRS guidelines, scholarship funds to individuals are taxable income and any check written by APCE to an individual would require a W-9 form to comply with IRS guidelines.
2. Annual Event Funds
- Donations are made to a particular annual event by individuals and organizations for the express purpose of assisting with the cost of the annual event.
 - Donations and sponsorships to particular annual events will be held in the APCE savings account for ready disbursement as directed by the Annual Event Ministry Team.
 - Annual event funds will be noted in monthly financial reports separate from budgeted income and expenses.
3. President's Discretionary Fund
- President's Discretionary Fund exists to assist persons serving on Leadership Council with meeting expenses when need arises.
 - Requests are made of APCE's president, who will then make disbursements as he or she sees fit. These disbursements shall remain confidential.
 - Amount of disbursement is limited to the balance of funds available.
 - Funds will be held in APCE's savings account for ready disbursement as directed by the President.
 - President's Discretionary funds will be noted in monthly financial reports separate from budgeted income and expenses.
- C. Custodial Accounts
1. On occasion APCE serves as custodian of scholarship funds owned by regions and/or educator groups within regions. APCE holds the funds in APCE's bank account or in a particular investment account. Monies are invested or distributed under direction of the owner of the account.
 2. Checks written by APCE as scholarships will preferably be written to the organization rather than the individual. Under IRS guidelines, scholarship funds to individuals are taxable income and any check written by APCE to an individual would require a W-9 form to comply with IRS guidelines.
 3. New Brunswick Presbytery Tapestry Scholarship Fund
 - This scholarship fund assists persons from New Brunswick Presbytery with APCE annual event expenses.
 - New Brunswick Presbytery determines who will receive Tapestry scholarships. APCE distributes the funds by check. The funds available for APCE to distribute are limited to the total of the funds being held by APCE.
 - Funds will be held in APCE's savings account for ready disbursement as directed by New Brunswick Presbytery.
 - Tapestry funds will be noted in monthly financial reports separate from budgeted income and expenses.



APCE Endowment Fund Grant Application Guidelines

*The mission of APCE is to
CONNECT * ENRICH
EMPOWER * SUSTAIN
persons serving in educational ministry
in the Reformed family of churches.*

History of the Endowment Fund

In the late 1990's, the APCE Cabinet began looking forward to a new era of educational ministry. With a new Mission Statement in hand, the APCE Cabinet began seeking to provide a solid foundation for educators in the new century. An Endowment Fund was established that would provide money for future growth, advocacy and visions for ministry. Donations come from individuals and regional groups who have a strong desire to see the work of APCE continue for years to come. As the fund has continued to grow, the APCE Cabinet formed an Endowment Committee to provide visibility for the Fund as well as guidelines for use. In 2006, the Endowment Committee proposed a grant process that would provide for limited use of the Fund during its "early growth" period.

What is the purpose of the APCE Endowment Grant?

To provide funds that will enhance educational ministry.

Who may apply for a Grant?

APCE Ministry Teams, APCE's regional groups in the Reformed family of churches, and individuals who are members of APCE may apply.

What amounts are available for Grants?

In order to continue the growth of the Endowment Fund, the Endowment Fund Ministry Team will provide grants ordinarily not to exceed \$3,000 per grant.

What is the Grant process time line?

Grants will be considered as they are received.

How does a regional group or individual apply for a Grant?

- Grant requests must be submitted using the APCE Endowment Fund Grant Application. Include a description of the project or activity that the grant funds will support, a statement of how it will seek to fulfill the mission statement of APCE, a budget for the project or activity, and a timeline of disbursement expectations.
- Grant applications may be emailed to the APCE Endowment Fund, endowment@apcenet.org; if question, call 920-404-5091
- Applicants can receive further information from the APCE Endowment Fund Ministry Team Moderator and/or the APCE Treasurer.

Revised and approved by the Coordinating Council September 2016, 2020

APCE Endowment Fund
www.apcenet.org



920-404-5091

Endowment Ministry Team Moderator endowment@apcenet.org
APCE Treasurer treasurer@apcenet.org

APCE Endowment Fund Grant Application
*The mission of APCE is to Connect, Enrich, Empower & Sustain
persons serving in educational ministry in the Reformed family of churches*

Date Prepared _____

Name of Individual or Group applying: _____

Contact Person: _____

Address: _____

Phone _____ Fax _____

Email: _____

APCE Region: _____

Project or Activity Title: _____

Amount Requested _____ **Period grant will cover** _____

Summary of Project or Activity (2-3 sentences) _____

Revised and approved by the Coordinating Council September 2016, 2020

Narrative Information

Please answer the following questions using additional pages as needed.

- 7. Describe the details of your project or activity: needs, goals, accountability and measuring achievement (feedback).

- 8. Who will benefit from your project or activity?

- 9. How does your project or activity fulfill one or more of the components of the APCE mission to connect, enrich, empower and sustain educational ministry?

- 10. When will your project or activity happen?

- 11. Who will coordinate your project or activity?

- 12. How will you report back to the APCE Endowment Fund Ministry Team when your project or activity is completed?

Budget Information

Please submit a budget with the anticipated timeline for the entire project using additional pages as needed.

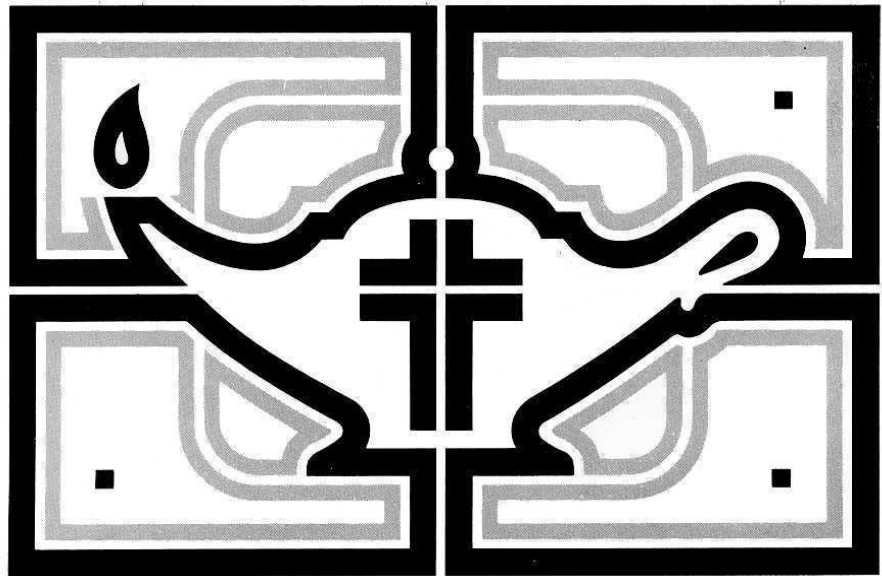
- 1. How will the APCE Endowment Fund Grant be used?

- 2. What other sources of revenue are expected for this project?

- 3. If the entire amount of your request cannot be funded, could you use a smaller amount?

- 4. When will you need the funds? Please provide an overall timeline of disbursement(s).

THE LOGO OF THE ASSOCIATION OF PRESBYTERIAN CHURCH EDUCATORS



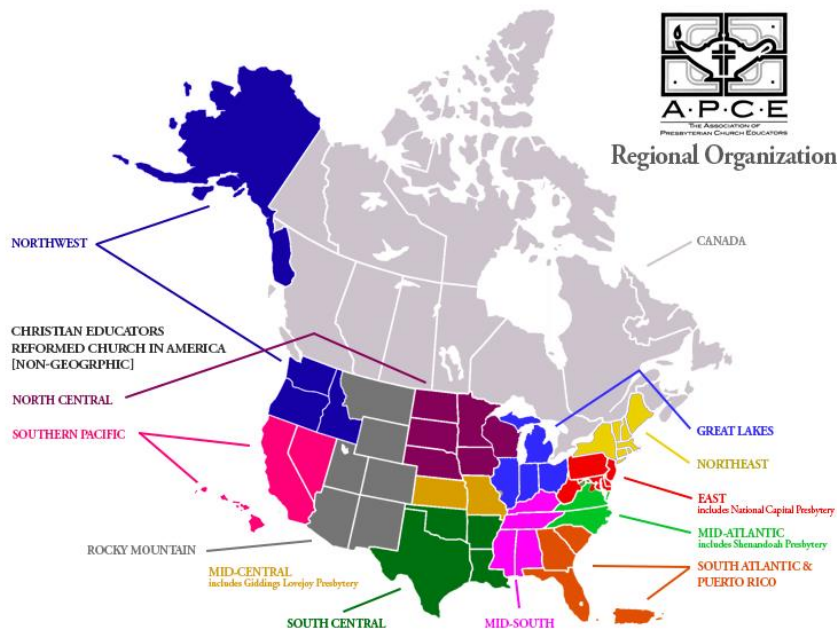
A · P · C · E

**THE ASSOCIATION OF
PRESBYTERIAN CHURCH EDUCATORS**

Since the beginning of APCE, the lamp of knowledge and education, and the flame symbolizing the spirit of our faith, have been central parts of our identification. The APCE logo not only encompasses the lamp, the flame and the cross, but also combines solid structure with the openness and free flowing movement for which APCE has become known. The lamp and cross intersect as do the educational philosophy and theological affirmations supported by APCE. This intersecting is symbolic of our organization which blends faithful beliefs and professional practices with our call to ministry.



Regional Organization



COVENANTS OF THE ASSOCIATION OF PRESBYTERIAN CHURCH EDUCATORS, INC.

APCE is related to participating denominations through the following covenants: The Presbyterian Church (U.S.A.) through the Presbyterian Mission Agency; Christian Educators Reformed Church in America (CERCA); the Canadian Ministries of The Presbyterian Church in Canada (PCC), the Association of Christian Reformed Educators and the Moravian Association of Christian Educators (MACE).



ASSOCIATION OF PRESBYTERIAN
CHURCH EDUCATORS



**FORMAL COVENANT BETWEEN
THE ASSOCIATION OF PRESBYTERIAN CHURCH EDUCATORS (APCE)
AND
CHRISTIAN EDUCATORS REFORMED CHURCH IN AMERICA (CERCA)**

The Association of Presbyterian Church Educators (APCE) has a covenantal relationship with the Reformed Church in America (RCA) through the Christian Educators Reformed Church in America (CERCA). Through this covenant, partners receive assistance to provide coordination and support to educators and ongoing information regarding developments within the educational program of the church. Through this covenant with APCE, CERCA receives a broader structure and focus for the support of its educators.

APCE members of CERCA shall pay full APCE dues as determined by the APCE Coordinating Council and shall receive the following benefits:

- Be entitled to one vote per member at the APCE Corporation meetings
- Receive the APCE *Advocate*
- Receive the APCE *Alert*
- Be invited to participate in all regional and national APCE events at the same discounted rate as all APCE members
- Access to the online APCE membership directory
- Access to the APCE website
- Be entitled to apply to the APCE Scholarship Fund (for the annual event)

Christian Educators Reformed Church in America (CERCA) may appoint one voting person to the APCE Coordinating Council. This person may be an RCA staff person or a CERCA representative. If an RCA staff person attends the APCE Coordinating Council meetings, the RCA shall be responsible for the travel costs. If a CERCA representative attends the APCE Coordinating Council meetings, CERCA (or the RCA) shall be responsible for the travel costs. APCE will pay the on-site expenses for the fall Coordinating Council meeting and some of the on-site expenses for the winter Coordinating Council meeting prior to the APCE Annual Event (some lodging and some meals).

CERCA shall appoint one voting representative to be a member of the Connecting Ministry Team of the Leadership Council. APCE will pay some of the on-site expenses for the winter Leadership Council meeting prior to the APCE Annual Event (some lodging and some meals).

An APCE officer may attend CERCA board meetings as needed for specific matters of joint concern and/or action. APCE shall be responsible for all travel and on-site costs for the APCE officer.

RCA, on behalf of CERCA, will cover full mailing and distribution costs of publicity in relation to the APCE Annual Event, and other general mailings related to APCE, within the RCA.

This covenant, agreed upon by action of APCE and CERCA is intended to be a continuing relationship and shall be reviewed every three years.

Signed by:

President of APCE

Date

Bethany Oplet

President of CERCA

6/21/2021

Date

ATTACHED

RCA Representative

Date *May 24, 2021*

**FORMAL COVENANT BETWEEN
THE ASSOCIATION OF PRESBYTERIAN CHURCH EDUCATORS (APCE)
AND
CHRISTIAN EDUCATORS REFORMED CHURCH IN AMERICA (CERCA)**

The Association of Presbyterian Church Educators (APCE) has a covenantal relationship with The Christian Educators Reformed Church in America (CERCA). Through this covenant partners receive assistance to provide coordination and support to educators, and ongoing information regarding developments within the educational program of the church. Through this covenant with APCE, CERCA receives a broader structure and focus for the support of its educators.

APCE members of CERCA shall pay full APCE dues as determined by the APCE Coordinating Council and shall receive the following benefits:

- Be entitled to one vote per member at the APCE Corporation meetings.
- Receive the APCE *Advocate*
- Be invited to participate in all regional and national APCE events at the same rate as all APCE members.

The Reformed Church in America (RCA) may appoint one voting staff person to the APCE Coordinating Council. The RCA shall be responsible for the travel costs for the RCA staff person to attend APCE Coordinating Council meetings. APCE will pay the on-site expenses for the fall Coordinating Council meeting and some of the on-site expenses for the winter Coordinating Council meeting prior to the APCE Annual Event (some lodging and some meals).

CERCA shall appoint one voting representative to be a member of the Connecting Ministry Team of the Leadership Council. APCE will pay some of the on-site expenses for the winter Leadership Council meeting prior to the APCE Annual Event (some lodging and some meals).

An APCE officer may attend CERCA board meetings as needed for specific matters of joint concern and/or action. APCE shall be responsible for all travel and on-site costs for the APCE officer.

RCA, on behalf of CERCA, will cover full mailing and distribution costs of publicity in relation to the Annual Event, and other general mailings related to APCE, within the RCA.

This covenant, agreed upon by action of APCE and CERCA is intended to be a continuing relationship and shall be reviewed every three years.

Signed by:

President of APCE

Date

President of CERCA
Date

**FORMAL COVENANT BETWEEN
THE ASSOCIATION OF PRESBYTERIAN CHURCH EDUCATORS (APCE)
AND
THE CANADIAN MINISTRIES OF THE PRESBYTERIAN CHURCH IN CANADA (PCC)**

The Association of Presbyterian Church Educators (APCE) has a covenantal relationship with Canadian Ministries of The Presbyterian Church in Canada. Through this covenant partners receive assistance to provide coordination and support to educators, and ongoing information regarding developments within the educational program of the church. Through this covenant with APCE, PCC Canadian Ministries receives a broader structure and focus for the support of its educators.

APCE members from the PCC shall pay the full APCE dues as determined by the APCE Coordinating Council and shall receive the following benefits:

- Be entitled to one vote per member at the APCE Corporation meetings.
- Be invited to participate in all APCE events regionally and nationally at the same rate as all APCE members.

Canadian Ministries shall appoint one voting staff person, or an authorized representative, to the APCE Coordinating Council. APCE will pay the on-site expenses for the fall Coordinating Council meeting and some of the on-site expenses for the winter Coordinating Council meeting prior to the APCE Annual Event (some lodging and some meals).

The Canadian Region will also appoint one voting representative to the Connecting Ministry Team of the Leadership Council.

An APCE officer may attend meetings of Canadian Ministries for specific matters of joint concern and/or action, as needed. APCE would be responsible for any travel and on-site expenses for the APCE officer.

Canadian Ministries of PCC will cover full mailing and distribution costs of publicity in relation to the Annual Event, and other general mailings related to APCE within The Presbyterian Church in Canada.

This covenant, agreed upon by action of APCE and the (former) Board of Congregational Life Executive in 1991, is intended to be a continuing relationship, and continues the practice and intent of the relationship begun in 1970 and shall be reviewed every three years.

Signed by:

President of APCE

Date

J. de Courbe

Associate Secretary for Canadian Ministries
The Presbyterian Church in Canada

28/09/21

Date

Canadian Ministries of the Presbyterian Church in Canada

**FORMAL COVENANT BETWEEN
THE ASSOCIATION OF PRESBYTERIAN CHURCH EDUCATORS
AND
THE FAITH FORMATION MINISTRY OF THE CHRISTIAN REFORMED CHURCH**

The Association of Presbyterian Church Educators (APCE) has a covenantal relationship with Faith Formation Ministries (FFM) of the Christian Reformed Church (CRC). Through this covenant partners receive assistance to provide coordination and support to educators and ongoing information regarding developments within the educational program of the church. Through this covenant with APCE, FFM receives a broader structure and focus for the support of its educators.

APCE members of the CRC shall pay the full APCE dues as determined by the APCE Coordinating Council and shall receive the following benefits:

- Be entitled to one vote per member at the APCE Corporation meetings.
- Be invited to participate in all regional and national APCE events at the same rate as regular APCE members.

FFM may appoint one voting staff person or an authorized representative, to the APCE Coordinating Council. CRC shall be responsible for the travel costs for the FFM representative to attend the APCE Coordinating Council meetings. APCE will pay the on-site and travel expenses for the fall Coordinating Council meeting and some of the on-site expenses for the winter Coordinating Council meeting prior to APCE Annual Event (some lodging and some meals) for the CRC representative.

Should a time arise in which FFM is in a position to appoint one voting representative to be a member of the Connecting Ministry Team of the Leadership Council, it will do so after notifying the President of APCE and the Moderator of the Connecting Ministry Team. Once such a representative joins the Connecting Ministry Team, it is understood that APCE will pay some of the on-site expenses for that representative to attend the winter Leadership Council prior to the APCE Annual Event (some lodging and some meals).

In those APCE regions where there are concentrations of Christian Reformed churches, a FFM representative may be designated to serve on the regional planning committee. FFM shall be responsible for any travel and on-site expenses for the FFM representative.

An APCE officer may attend meetings of FFM for specific matters of joint concern and/or action, as needed. APCE would be responsible for any travel and on-site expenses for the APCE officer.

FFM will be responsible for distribution cost of publicizing the Annual Event and with other general information related to APCE within FFM's communication channels.

This covenant agreed upon by action of APCE and the FFM of the CRC, is intended to be a continuing relationship and shall be reviewed every three years.

Signed by:

Chris Schoon

Date

Team Leader

Jill Benson

Faith Formation Ministries, Christian Reformed Church in

Date

North America

The Missional Partner Relationship Between the Association of Presbyterian Church Educators (APCE) and the Presbyterian Mission Agency of the Presbyterian Church (U.S.A.)

Prologue

In order that Christ's church faithfully joins God's mission to the world, we recognize the mutual support for ministry and good relationship between the Association of Presbyterian Church Educators (APCE) and the Presbyterian Mission Agency (PMA) of the Presbyterian Church (U.S.A.). This relationship, mainly connected through the Theology, Formation, and Evangelism Ministry Area, celebrates the many ways PMA and APCE work together to inspire, equip, and connect Presbyterians in mission and ministry.

1. Purpose

The purpose of APCE is to advance education in the church and to increase the ongoing witness of our faith in the Gospel of Jesus Christ. The mission of the PMA is to inspire, equip, and connect the Presbyterian Church (U.S.A.), in its many expressions, to serve Christ in the world through new and existing communities of faith, hope, love, and witness.

The purpose of this document is to define, strengthen and inform the missional relationship between the PMA and APCE.

The PMA and APCE, in mutual relationship, will:

- Provide a vision of educational ministries.
- Interpret APCE to councils and mid-councils.
- Raise awareness of the ministry of all serving in educational ministries.
- Acknowledge the expertise of educators, calling forth their skills and insights to the benefit of the church.
- Recognize and communicate the accomplishments of church educators.
- Engage seminaries regarding educator preparation, instruction, and support.

2. Composition and structure of the missional relationship

APCE is made up of individual members who are serving or who have served or who will be serving in educational ministry in the Presbyterian Church (U.S.A.), the Reformed Church in America, The Presbyterian Church in Canada, the Moravian Association of Church Educators, and the Christian educators of the Christian Reformed Church. The APCE governing cabinet includes an executive committee of officers elected by the association's membership. The APCE Coordinating Council includes an executive committee of officers, ministry team moderators, and denominational representatives who are appointed by the associated denominations.

The PMA is one of six General Assembly agencies, established and described in the *Organization for Mission* of the Presbyterian Church (U.S.A.). APCE shall relate structurally to the PMA through the Theology, Formation, and Evangelism Ministry Area.

A designee of Theology, Formation, and Evangelism shall be appointed as liaison to the APCE Coordinating Council as a voting member. The APCE executive committee shall appoint a liaison from the executive committee to represent APCE in missional partner relationship discussions and celebrations. If the APCE missional partner relationship representative is invited to attend a celebration of the relationship at a PMA meeting, the respective PMA mission office will pay. If PMA representative/liaison attends APCE Coordinating Council or other APCE meetings, APCE and the

PMA will share expenses. APCE will pay room and board for denominational liaison. The respective PMA mission office will pay APCE denominational liaison's travel expenses.

3. Core functions and mutual responsibilities

The PMA and APCE will relate in the following ways.

The Association of Presbyterian Church Educators (APCE), for the mutual benefit of the relationship:

- Shares and receives grassroots education information and concerns.
- Provides information regarding concerns and needs of those involved in the educational ministry of the church.
- Promotes the PCUSA's processes for supporting those called to educational ministry.
- Advocates the gifts, contributions, and value of educators to the whole church especially the councils of the PCUSA.
- Provides a certification-approved course at the APCE event and at meetings of the General Assembly.
- Plans and facilitates events to resource and network with those involved in the educational ministry of the church.

Theology, Formation, and Evangelism to APCE, for the mutual benefit of the relationship:

- Identifies a representative/liaison from Theology, Formation, and Evangelism who:
 - Offers assistance to the APCE event committee as they design, plan, and implement the program.
 - Helps APCE understand its relationship to the goals and objectives of the PMA.
 - Attends the APCE event, Annual Event Ministry Team Meeting, and Coordinating Council meetings, as budget and time permits.
 - Shares trends and issues arising in ministry and church leadership.
 - Interprets the needs of church educators and provides resources in the areas of APCE membership support and promotes APCE within the denomination's structure.
 - Interprets the processes of educator certification through the Educator Certification Committee, including the recognition of educators achieving certification.

4. Principles of the missional partner relationship

This document describes a missional partner relationship with the PMA of the PC(USA) and is not a contract. It is based on relationships and trust with specific responsibilities for both organizations. Each entity assumes sole responsibility for its own actions and neither party is legally liable for the actions or omissions of the other.

In order for APCE to use the PC(USA) name, seal, or symbol, a written license must first be secured from the Stated Clerk of the General Assembly. This missional partner relationship document does not confer the right to use these to APCE, as the PMA does not possess the authority to grant such rights. Similarly, APCE must receive prior written permission to use the PMA's name or symbol. Further, neither APCE nor PMA may publicize this missional partner relationship without prior authorization.

1. Approval, review, and evaluation

This missional partner relationship shall be effective when this document is signed by the appropriate representatives of the APCE Coordinating Council and by the PMA Leadership Cabinet. It will be reported at the next meeting of PMA and the missional partner relationship will be celebrated. This document shall be formally reviewed by elected representatives and representatives of the missional

partners at least every four years to coincide with the PMA mission planning cycle. The next review is expected in 2016. Either missional partner may request a review at any time.

A part of the review and renewal process shall include the reaffirmation and celebration of the benefits of this missional relationship along with the reiteration of mutual support.

Written notice of a request to alter the missional partner relationship shall be submitted to each missional partner, providing a three month period for both partners to discuss the request. Following that period, a formal meeting of representatives of the missional partners will create a proposal to be submitted to each partner for action. Either missional partner may dissolve this relationship at any time, with or without cause with 90 days advance written notice to the other partner.

Signed by the Association of Presbyterian Church Educators (APCE) Representative, [date]

_____ / _____

Signed by the PMA Executive Leadership Team of the Presbyterian Church (USA), [date]

_____ / _____

FORMAL COVENANT BETWEEN
THE ASSOCIATION OF PRESBYTERIAN CHURCH EDUCATORS (APCE)
AND
THE MORAVIAN ASSOCIATION OF CHRISTIAN EDUCATORS (MACE)

The Association of Presbyterian Church Educators (APCE) has a covenantal relationship with The Moravian Association of Christian Educators (MACE). Through this covenant partners receive assistance to provide coordination and support to educators, and ongoing information regarding developments within the educational program of the church. Through this covenant with APCE, MACE receives a broader structure and focus for the support of its educators.

APCE members of MACE shall pay the full APCE dues as determined by the APCE Coordinating Council and shall receive the following benefits:

- Be entitled to one vote per member at the APCE Corporation meetings.
- Be invited to participate in all regional and national APCE events at the same rate as all APCE members

MACE may appoint one voting staff person, or an authorized representative, to the APCE Coordinating Council. MACE shall be responsible for the travel costs for the MACE representative to attend the APCE Coordinating Council meetings. APCE will pay the on-site expenses for the fall Coordinating Council meeting and some of the on-site expenses for the winter Coordinating Council meeting prior to the APCE Annual Event (some lodging and some meals) for the MACE representative.

MACE shall appoint one voting representative to be a member of the Connecting Ministry Team of the Leadership Council. APCE will pay some of the on-site expenses for the winter Leadership Council Meeting at the APCE Annual Event (some lodging and some meals).

In those APCE regions where there are concentrations of Moravian churches, a MACE representative may be designated to serve on the regional planning committee. MACE shall be responsible for any travel and on-site expenses for the MACE representative.

An APCE officer may attend MACE board meetings as needed for specific matters of joint concern and/or action, as needed. APCE shall be responsible for all travel and on-site expenses for the APCE officer.

MACE will cover full mailing and distribution costs of publicity in relation to the Annual Event, and other general mailings related to APCE, within the MCNA.

This covenant, agreed upon by action of APCE and MACE in 2008 and formalized in 2009, is intended to be a continuing relationship and shall be reviewed every three years.

Signed by:

President of APCE

Date

Signing for MACE

Date

Position _____



**FORMAL CONTRACT BETWEEN
THE ASSOCIATION OF PARTNERS IN CHRISTIAN EDUCATION (APCE)
AND
THE CUMBERLAND PRESBYTERIAN CHURCH (CPC)
THROUGH THE DISCIPLESHIP MINISTRY TEAM (DMT)**



MINISTRY COUNCIL
of the
Cumberland Presbyterian Church

The Association of Partners in Christian Education (APCE) has a covenantal relationship with The Cumberland Presbyterian Church (CPC) through The Discipleship Ministry Team (DMT). Through this covenant partners receive assistance to provide coordination and support to educators, and ongoing information regarding developments within the educational program of the church. Through this covenant with APCE, CPC-DMT receives a broader structure and focus for the support of its educators.

APCE members of CPC/DMT shall pay full APCE dues as determined by the APCE Coordinating Council and shall receive the following benefits:

- Be entitled to one vote per member at the APCE Corporation meetings.
- Be invited to participate in all regional and national APCE events at the same rate as all APCE members.

The Discipleship Ministry Team (DMT) may appoint one voting staff person, or an authorized representative, to the APCE Coordinating Council. The DMT shall be responsible for the travel costs for the DMT staff person to attend APCE Coordinating Council meetings. APCE will pay the on-site expenses for the fall Coordinating Council meeting (when held in-person) and some of the on-site expenses for the winter Coordinating Council meeting prior to the APCE Annual Event (some lodging and some meals).

An APCE officer may attend DMT board meetings as needed for specific matters of joint concern and/or action. APCE shall be responsible for all travel and on-site costs for the APCE officer.

DMT will cover full mailing and distribution costs of publicity in relation to the Annual Event, and other general mailings related to APCE, within the DMT.

This covenant, agreed upon by action of APCE and DMT is intended to be a continuing relationship and shall be reviewed every three years.

Signed by:

President of APCE

Date

DMT Team Leader of CPC

Date

APCE & MOU Partners

APCE has a Memorandum of Understanding (MOU) with the partner denominations or organizations within them listed below. As per an MOU, APCE and the partner organization will enter into a three year agreement and commit to the following:

- Pray for each other's ministries
- Engage in dialogue to facilitate collaboration and to discuss and address common concerns.
- Build relationships between regional representatives and chapters so that they can support each other's ministry in the region, including sharing resources and apprising each other of local events.
- Invite and encourage members to attend each other's regional and national/international gatherings at the member rate.
- Exchange publications and resource materials.

Any Memorandum of Understanding shall remain in effect for three (3) years from the date of signing. It may be renewed for additional periods upon written agreement of both parties. Either party may terminate this agreement upon sixty (60) days of written notice.

Denominations/Organizations:

Cumberland Presbyterian Church

Association of United Church Educators (AUCE) of the United Church of Christ

FORMA, the Network for Christian Formation for the Episcopal Church

CEN, Christian Education Network of the Evangelical Lutheran Church in America.

APCE POLICIES

I. PRESS POLICY

- Press are welcome to cover all APCE events. A press nametag will be provided and will admit the press to the Annual Event. APCE reserves the right to restrict press coverage of events which may be in conflict with previous contractual obligations.
- All press must check in with the on-site registrar to receive a PRESS name-badge.
- The press pass does not include meals.
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I. CONFLICT OF INTEREST POLICY

- Conflict of interest arises whenever the personal or professional interest of a Council member (Council, in this document, refers to both the members of the Coordinating Council and the Leadership Council) is potentially at odds with the best interests of APCE. Although the legal standards for avoiding conflict of interest for nonprofit organizations are fairly limited, APCE will avoid where possible even the appearance of impropriety.
- Individuals and businesses qualified to provide goods and services in the APCE area are limited, and therefore situations may arise where Council members are commercially engaged by APCE, or hired by APCE for projects or services.
- Because these situations all involve potential conflict of interest, the following procedures apply. If any issue is to be decided by the Council that involves potential conflict of interest for a Council member, the Council member will:
 - Identify the potential conflict of interest.
 - Remove him or herself from the physical space while the potential conflict is discussed
 - Not vote on the issue.
- It is the responsibility of the Council to:
 - Only decide to hire or contract with the Council member if they are the best qualified individuals available and willing to provide the goods or services needed at the best price
 - Record in the minutes of the Council meeting the potential conflict of interest, the use of the procedures and criteria of this policy and the decision regarding the conflict.
- It is not a conflict of interest to reimburse Council members for expenses incurred (such as the purchase of supplies). Council members are prohibited by law from being paid for serving on the Council. Generally, Council members will not receive pass-through dollars for individual projects.

II. WHISTLEBLOWER POLICY

- General
 - The APCE Code of Conduct (hereinafter referred to as the Code) requires officers, other volunteers, and consultants to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.
 - The objectives of the APCE Whistleblower Policy are to establish policies and procedures for
 - Submission of concerns regarding questionable accounting or auditing matters by directors, officers, and other stakeholders of the organization, on a confidential and anonymous basis.
 - Receipt, retention, and treatment of complaints received by the organization

- regarding accounting, internal controls, or auditing matters.
 - Protection of officers, volunteers and consultants reporting concerns from retaliatory actions.
- Reporting Responsibility
 - Each officer, volunteer, and consultant of APCE has an obligation to report in accordance with this Whistleblower Policy
 - Questionable or improper accounting or auditing matters, and
 - Violations and suspected violations of the APCE Code (hereinafter collectively referred to as Concerns).
- Authority of the Administrative Ministry Team
 - All reported concerns will be forwarded to the Administrative Ministry Team in accordance with the procedures set forth herein. The Administrative Ministry Team has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations. The Administrative Ministry Team shall be responsible for investigating and making appropriate recommendations to the Officers and Executive Council with respect to all reported Concerns.
- No Retaliation
 - This Whistleblower Policy is intended to encourage and enable officers, volunteers, and employees to raise Concerns with the Organization for investigation and appropriate action. With this goal in mind, no officer, volunteer, or consultant who, in good faith, reports a Concern shall be subject to retaliation or in the case of a consultant, adverse contractual consequences. Moreover, a volunteer or consultant who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of the contract arrangement.
- Acting in Good Faith
 - Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Codes. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of the consulting contract. Such conduct may also give rise to other actions, including civil lawsuits.
- Confidentiality
 - Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
 - Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline. Such conduct may also give rise to other actions, including civil lawsuits.

I. DOCUMENT RETENTION POLICY

PERMANENT:

- Articles of Incorporation
- Bylaws (Constitution)
- Leases
- Copyright and Trademark Registrations

PROPOSED GENERAL RECORDS RETENTION SCHEDULE FOR APCE

<u>Records Title and Description</u>	<u>Retention</u>	<u>Disposition Instructions</u>
<u>Accounts Payable</u>	<u>3 years</u>	<u>Destroy</u>
<u>Accounts Receivable</u>	<u>3 years</u>	<u>Destroy</u>
<u>Annual Fiscal Reports</u>	<u>Permanent</u>	<u>Transfer to the Archives in Philadelphia</u>
<u>Annual Reports</u>	<u>Permanent</u>	<u>Transfer to the Archives in Philadelphia</u>
<u>Budget and Expense Reports</u>	<u>3 years</u>	<u>Destroy</u>
<u>Budget Code List</u>	<u>3 years</u>	<u>Destroy</u>
<u>Contracts: Repairs, Leases</u>	<u>Expiration + 6 years</u>	<u>Destroy</u>
<u>Contracts: Personal Service</u>	<u>Expiration + 6 years</u>	<u>Destroy</u>
<u>Correspondence - General: requests for information or publications, payments, receipts, routine courtesies (includes e-mail). Does not include non-business related messages, junk mail, and duplicate copies of general announcements. Delete these when no longer useful.</u>	<u>3 years</u>	<u>Destroy</u>
<u>Grants - Funded</u>	<u>Permanent</u>	<u>Transfer grant files to the Archives in Philadelphia (keep applications, proposals, final report, and official correspondence)</u>
<u>Grants - Not Funded</u>	<u>2 years</u>	<u>Destroy</u>

<u>Records Title and Description</u>	<u>Retention</u>	<u>Disposition Instructions</u>
<u>Grievance Case Files (unit copy, may be in Human Resources only)</u>	<u>Settlement + 3 years</u>	<u>Destroy</u>
<u>Invoices</u>	<u>2 years</u>	<u>Destroy</u>
<u>Journal Vouchers</u>	<u>3 years</u>	<u>Destroy</u>
<u>Mailing Lists</u>	<u>Active</u>	<u>Destroy when no longer useful or superseded</u>
<u>Meeting Arrangement Files (may include hotel folios, catering materials, conference room information, registrations)</u>	<u>3 years</u>	<u>Destroy</u>
<u>Minutes of Executive & Coordinating Council/Ministry Teams</u>	<u>Permanent</u>	<u>Transfer to the Archives in Philadelphia</u>
<u>Pay Authorization Records</u>	<u>5 years</u>	<u>Destroy</u>
<u>Personnel Records (departmental copy)</u>	<u>Employment + 7 years</u>	<u>Destroy 7 years after termination of employment</u>
<u>Photographs</u>	<u>Permanent</u>	<u>Transfer to the Archives in Philadelphia</u>
<u>Policies and Procedures Manuals/Statements</u>	<u>Permanent</u>	<u>Transfer one copy of each to the Archives in Philadelphia</u>
<u>Publications (may include newsletters, brochures, promotional materials, and published reports)</u>	<u>Permanent</u>	<u>Transfer one copy of each to the Archives in Philadelphia</u>
<u>Records Transfer Lists (documents the records from the office sent to the Archives or Records Center)</u>	<u>Permanent</u>	<u>Retain in Office</u>
<u>Reference Materials (external publications used for information purposes)</u>	<u>Active</u>	<u>Destroy or discard when no longer useful</u>
<u>Requisitions</u>	<u>Current + 2 years</u>	<u>Destroy</u>
<u>Requisitions for items under warranty</u>	<u>Length of warranty</u>	<u>Destroy</u>
<u>Shipping and Freight Records Files</u>	<u>Current + 1 year</u>	<u>Destroy</u>
<u>Telecommunications Reports (Telephone Charge Records)</u>	<u>3 years</u>	<u>Destroy</u>

<u>Records Title and Description</u>	<u>Retention</u>	<u>Disposition Instructions</u>
<u>Videos (produced by the Office)</u>	<u>Active</u>	<u>Transfer one copy of each to the Archives in Philadelphia</u>
<u>Vouchers (includes travel, hotel, food, mileage, etc.)</u>	<u>3 years</u>	<u>Destroy</u>
<u>Ministry Team Files (may include minutes, reports, budgets, and correspondence)</u>	<u>Permanent</u>	<u>Transfer to the Archives in Philadelphia</u>

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