



The Archbishop Duncan Legacy Fund Guidelines

Approved by Convention, November 2021

I. Definition and Purpose

The Archbishop Duncan Legacy Fund ("The Legacy Fund") of the Anglican Diocese of Pittsburgh ("The Diocese") was formed in 2016 to honor and extend into the future the legacy of The Most Rev. Robert William Duncan, Jr., Archbishop Emeritus by facilitating ongoing support for clergy and congregations in The Diocese.

II. Governance

- A. The Board of Trustees for The Diocese shall serve as the custodian of The Legacy Fund and shall administer and disburse the assets of The Legacy Fund in a manner which furthers the objectives of The Legacy Fund, subject to the limitations set forth below, and upon the recommendation of the Capital Needs and Planned Giving Committee of the Board of Trustees (the "Committee").
- B. The Diocesan Council and the Standing Committee may provide input for consideration by the Committee with regard to any Applications.

III. Decisions of the Committee

- A. The Committee shall review and consider all applications for loans and/or grants from The Legacy Fund.
- B. The Committee may request additional information as needed and may request a meeting and/or conference call with the applicant(s) for the purpose of discussing the loan/grant application.
- C. All decisions of the Committee regarding The Legacy Fund shall be by two-thirds affirmative vote of the Committee. In cases where two-thirds of the Committee is not available to attend said meetings, the additional votes necessary shall be obtained by means of written correspondence or telephone calls.

- D. The recommendations of the Committee are submitted to and reviewed by the Board of Trustees, which must approve each loan and/or grant request and the associated disbursement of funds from The Legacy Fund.

IV. Committee Membership

- A. The Committee shall be composed of at least three (3) members of the Board of Trustees and shall be appointed by the Board.
- B. If a Committee member is unable or unwilling to complete his or her term, the Board of Trustees shall appoint someone to fill the vacancy.
- C. In addition, the Bishop or his designated representative may serve as ex-officio members.

V. Objectives

- A. The Legacy Fund is intended to provide support for congregations within The Diocese to encourage and facilitate growth both within existing congregations and with church planting efforts.
- B. The Legacy Fund is also intended to provide support for clergy within The Diocese to encourage and facilitate personal growth and well-being through sabbaticals, coaching and/or leadership training opportunities.
- C. The Legacy Fund is also intended to provide other means of support for congregations and clergy as opportunities arise.
- D. Within the context of available funds and pending requests for loans/grants, the Committee and the Board of Trustees will take into consideration relevant circumstances of the applicant, including, without limitation, the following:
 - 1. Mission/Vision of the congregation to be impacted by funds requested.
 - 2. Community to be served through the funds requested.
 - 3. Availability of other sources of financing to the requesting congregation.
 - 4. For loan requests, the ability to repay within the context of the financial status of the requesting congregation.

VI. Guidelines

- A. Both the principal of, and the income from, The Legacy Fund may be used for grants and/or loan to congregations and other groups of Anglicans when the purpose for the grant and/or loan fulfills the objectives of The Legacy Fund.
- B. Congregations may ask for grants or loans for the following by way of example only and not limitation:
 - 1. Assistance in funding building repairs, enhancements or purchase.

2. Assistance in funding new ministry initiatives such as starting a new program (youth, music, outreach, etc.) or assisting in funding a new position (Youth Leader, Worship Leader, Administrator, Nursery Supervisor, etc.)
 3. Assistance in funding the calling of a Curate
 4. Seed money for a church plant
- C. Depending on the circumstances, congregational grants may be one-time lump sum or periodic payments for one, two or three years. Loans are generally for no longer than five (5) years.
- D. Clergy may ask for grants for the following by way of example only and not limitation:
1. Coaching and/or leadership training opportunities
 2. Assistance in funding Sabbatical expenses
 3. Long term health needs
- E. Clergy grants will be either one-time lump sum or payable periodically for one year. Coaching and leadership training grants may be considered for renewal annually. Clergy with immediate or emergency financial needs should contact the Bishop's Office directly.
- F. The Legacy Fund is not intended to provide funding for the following by way of example and not limitation:
1. Grants or loans for purchase, rehabilitation or repair of any buildings that are not owned by a congregation, institution or organization of the Diocese.
 2. Grants or loans to fund normal operating expenses of a congregation, institution or organization of the Diocese.
 3. Grants or loans to fund an existing or continuing program or position of a congregation, institution or organization of the Diocese.
 4. Personal loans to Clergy (automobile, home equity, bill consolidation, etc.)

VII. Application

- A. An "Application for Loan/Grant" form will be made available on the website of The Diocese. The application may also be sent to an interested party upon request.
- B. Applicants should include information in the application that addresses (i) one or more of the objectives of The Legacy Fund, and (ii) how this request for funds fits into the overall long-range strategic plan and mission of the applicant borrower/grantee.
- C. In addition to the completed application, applicants are asked to submit copies of the following documents: a cover letter, the organization's annual budget, and a detailed budget of the requested project.
- D. A form of "Certificate of Resolution of Vestry" is available upon request for use by the requesting congregation. The Certificate of Resolution of the Vestry, if utilized, is intended

to be completed by the secretary of the vestry or appropriate governing body of the congregation which is submitting an application for a loan and/or a grant from The Legacy Fund.

- E. The completed application should be directed to The Diocese in care of the director of administration, as follows: by mail to The Anglican Diocese of Pittsburgh, 907 Middle Street, Pittsburgh, PA 15212, or by email to the director of administration, who is currently Sarah Kwolek, at skwolek@adpgh.org.

VIII. Loans

- A. Loans generally will bear interest at a rate and for a period of time to be determined by the Committee. Interest rates for loans will be established as economic conditions warrant. While generally loans will bear a reasonable interest rate, the Committee has discretion to issue loans with no interest as warranted.
- B. Loans will generally be secured by a promissory note as prescribed by the Committee, as the same may be updated from time to time. Any such promissory notes shall be made payable to The Diocese in care of the Board of Trustees and shall be signed by two (2) officials with authority to bind the congregation which is receiving the loan (generally, the Rector, secretary, treasurer, senior warden or other vestry member).
- C. The schedule of repayment of loaned funds, or of other disbursements of funds, together with the interest rate on the outstanding balance, shall be based upon the recommendations of the Committee and shall be memorialized and agreed in writing. If such Committee repayment recommendations are approved by the Board, they must be agreed to in writing by the congregation, person, group or corporation receiving the loan.
- D. Multi-year grants and/or loans are typically contingent on progress and reporting. With respect to multi-year grants and/or loans, the requesting congregation must provide the Committee and the Board of Trustees with information regarding the progress made towards the goal or project at issue after the first year in order to secure funding for each successive year of the subject grant and/or loan.
- E. In the event that a new congregation is to be formed, built or supported with the money loaned from The Legacy Fund, the promissory note and/or other agreement for the repayment to The Legacy Fund shall be secured from the congregation which occupies such church as soon as such congregation is organized.
- F. Interest shall be charged at a rate not in excess of current bank rates for secured loans.
- G. In the case of congregations that have a heavy burden of debt and seem to be in a non-growth situation, as determined by the Ecclesiastical Authority of The Diocese, consideration may be given to cancellation of a portion of their indebtedness to The Legacy

Fund, provided that some portion of the indebtedness, as determined by Committee and the Board of Trustees, is raised by the congregation for payment to The Legacy Fund.

- H. The forgiveness of a loan, or portion thereof, is at the discretion of the Committee subject to approval and ratification by the Board of Trustees.

IX. Solicitation and Communication

- A. The source of funding for The Legacy Fund may include gifts, grants, donations and other contributions from individuals and congregations, both inside and outside of The Diocese. All contributions shall be reviewed for acceptance by the Board of Trustees and shall be consistent with any policy of The Diocese on gifts, grants and donations.
- B. The Committee shall, from time to time, recommend to the proper Diocesan authorities the means of soliciting contributions to The Legacy Fund and shall supervise and assist in the facilitation of such solicitation.
- C. The Committee shall communicate to the clergy and congregations, institutions and other organizations of The Diocese both the need, the opportunity and the results of supporting each other in The Diocese through donations to The Legacy Fund.

X. Amendments of Guidelines

These guidelines have been established by the Committee, as approved by the Board of Trustees, and may be amended or set aside in specific cases by a two-thirds vote of the Committee and upon approval by the Board of Trustees.