

ADNE Ministries Guidelines for writing a Ministry Charter

INTRODUCTION

The Standing Committee of the Anglican Diocese of New England (ADNE) is blessed with several ministries that have joined us as we began our missionary diocese. Putting things in right order as we go forward, the Standing Committee needs to integrate existing ministries and any new ministries into the ADNE mission in an orderly and consistent way. Therefore, we are asking existing ministries in the ADNE and any new ministry making applications for recognition by the ADNE diocese to submit a Ministry Charter for recognition and integration of those ministries into the structure and mission of the diocese. These charters will include and describe the approach to the lines of authority in the ADNE, budget oversight, fund-raising, reporting and accountability. Each ministry will be required to have some form of board of advisors, whose membership is subject to Standing Committee approval, including a chair, clerk and treasurer. The charter needs to address how the ministry will be governed, who will be on their board and what part of the membership will be members of the ADNE.

The general process of incorporation into the ADNE is as follows:

- Creation of a Ministry Charter using the following guidelines, which includes the development of a Board of Directors and Mission Statement.
- Completion of background checks on ministry leadership, along with the approved Ministry Safe training provided by the ADNE.
- Review and affirmation of the ADNE Diocesan Financial Guidelines.
- Approval by the ADNE Standing Committee.
- Resolution of any financial questions and the development of line item in the ADNE budget in partnership with the Diocesan Treasurer.
- Submission of Ember Day Letters to the Bishop throughout the year, reporting on Ministry updates and issues.

Please follow the guidelines below and create your Ministry Charter for review and approval by the Bishop and Standing Committee.

DEFINITIONS

Vision: a preferred picture or a preferred future that stakeholders in an organization share. That is, it describes an ideal to be pursued based on common values.

Mission: the fundamental purpose of an organization or an enterprise, succinctly describing why it exists and what it does to achieve its vision.

A Mission Plan: the actions we will take in each ministry of the ADNE to take the next steps in our mission together this year and over the next few years.

Patrimony Level of ADNE Ministry: an ADNE ministry recognized and approved by and accountable to the Bishop and Standing Committee of the ADNE. They are entitled to receive the name and connection to the Anglican Diocese in New England, the Anglican Church of

North America, and to the whole of the Anglican Communion through the approval of their charter by the ADNE Standing Committee and the Bishop's recognition of their ministry. These ministries raise their own funds, but they have access to the 501(c) (3) tax status, accounts for the recording and deposit of donations and a separate line item of their accounts, and supervision of ministry through the ADNE.

Paid ADNE Staff Position: a position that has all the above benefits, plus a salary from the ADNE budget, approved of by the Standing Committee of the ADNE, along with position descriptions, mid-year and end-of-year evaluations, based on performance of mutual ministry plan steps.

SUMMARY OF PATRIMONY LEVEL

The support of the diocese comes in a variety of forms:

- a.) Recognition as an Anglican ministry connected to ADNE, ACNA, and the worldwide Anglican Communion by its designated status as an ADNE Designated Ministry under an Anglican Bishop.
- b.) Prayer, counsel, and supervision of the diocese and diocesan staff to the ministry.
- c.) Establishing the ministry under the Section 501(c)(3) status of the diocese.
- d.) Providing bookkeeping support and/or advice as needed through diocesan bookkeepers and treasurer if requested.
- e.) Providing benefits of using the diocesan payroll accounting to manage taxes and monthly pay, if the ministry leader submits a W-4 form.

The diocese is not responsible for:

- a.) The ongoing success of the program or ministry.
- b.) Financial underwriting or fund raising of any ADNE recognized/approved Ministry.
- c.) Compensation and benefits for the ministry leader.
- d.) Management of revenue and expenditures except to report the money received and released from a designated account for the ministry through our bookkeepers.
- e.) The program, planning, or implementation of the same.

GUIDELINES

The Ministry Charter of each of the various ministries of the ADNE will be created using the following guidelines and submitted to the standing Committee for approval. All future ministries seeking to qualify for status as an ADNE ministry will submit a ministry charter following these guidelines to the Standing Committee for approval.

Please answer the following questions in the creation of your ministry charter. You may structure it using the following sections:

1. **VISION & MISSION:** What is the vision and mission of your ministry, and how do these relate to the ADNE Vision and Mission?
2. **LEADERSHIP:** Describe the position of clergy leadership in this ministry, and how their work will most affect the overall mission of the ministry.
3. **ADVISORY BOARD:** What are the procedures for selecting members of the advisory board, staff, and volunteers? Please list the names of board members, with their respective roles.
4. **ACCOUNTABILITY:** How often will the leadership of this ministry report to the ADNE (e.g. through emails, phone calls, and face to face meetings) and with whom? What plans or systems do you have in place for financial accountability?
5. **PARTNERSHIP:** Describe the following ways your ministry will enhance the common mission it shares with the ADNE as they partner together over the next year to 18 months:
 - How will this ministry hope to advance the ADNE mission in the next 18 months through teaching and training ministry, services to missions, churches and parishes of the ADNE, or through consults with clergy and lay leaders?
 - How would you describe the benefits of this ministry to the constituents of ADNE in their work of making disciples and planting churches?
 - How can the Mission Stations, Missions, Churches and Parishes of the ADNE access your ministry?
 - How would you see your ministry assisting the Bishop and his staff in ADNE Mission Events, ADNE Mission Groups, Conferences and Consults in the Diocese?