

Home Missions Perpetual Calendar

Monthly	<p>Technology Grant Applications are approved by Presbytery and forwarded to the Conference Finance Minister.</p> <p>Manse Modernization Grant applications are approved by Presbytery and forwarded to the Conference Finance Minister.</p> <p>Church Modernization Grant applications are approved by Presbytery and forwarded to the Conference Finance Minister.</p> <p>Camp or Education Centre Grant applications are approved by Presbytery and forwarded to the Conference Finance Minister.</p>
February	<p>Conference Finance Minister to send out letter regarding financial statements.</p> <p>Notification will be sent to Convenors if there are any mission units who have not submitted their audited or reviewed statements.</p> <p>Presbytery Mission Support Convenors ensure all grant recipients have forwarded their previous year's audited (or reviewed) financial statements to the Conference Finance Minister.</p>
May	<p>Conference Finance Minister and Home Missions Chair attend the National Mission Support Consultation.</p>
May or June	<p>Home Missions Committee meets to:</p> <ul style="list-style-type: none">• Review progress of current Mission Support Grant applicants;• Review requests of current Real Property maintenance requirements;• Identify broad issues;• Develop policy and materials;• Receive training;• Ensure full Committee membership;• Identify requests for "Unspents." <p>Unused portions of Mission Support Grant must be returned to the General Council office to become part of the Common Fund.</p> <p>Conferences can keep up to \$5,000 of uncommitted balances.</p> <p>A Conference is to use its uncommitted balance before it can apply to the Common Fund.</p>
July – August	<p>Mission Support Grant application forms, with supporting documentation, are distributed to potential and present Mission Support Grant recipients by the Conference Finance Minister.</p> <p>Presbytery Mission Support Convenors work with ministries to interpret the Mission Support application forms and to ensure they are completed.</p> <p>Presbytery Mission Support Convenors work with ministries to plan maintenance and repair work to Real Properties.</p> <p>Presbytery Mission Support Convenors consider requests from Mission Support Grant recipients for "Unspents" grants</p>

- September 15 Unused portions of Mission Support Grant must be returned to the General Council office to become part of the Common Fund.
- September – October Presbytery Mission Support Convenors present recommendations to their presbyteries, with supporting documentation.
- Presbyteries make decisions regarding the applications and send applications, along with recommendations, to the Conference Finance Minister.
- Presbytery Mission Support Convenors (and presbytery committee, if formed) do an evaluation of the Mission Support applications using Presbytery Evaluation Form.
- October 15 Presbytery decisions are all received by Conference Finance Minister.
- Proposals for “Unspents” are all received by Conference Finance Minister.
- Real Property Maintenance application forms are all received by Conference Finance Minister.
- October 31 Unused portions of Mission Support Grant must be returned to the General Council office to become part of the Common Fund.
- October - November Conference Finance Minister ensures all documentation is in place, using Conference Evaluation Form.
- All applications and proposals are shared with the Chair of Home Missions.
- Conference Finance Minister and Chair review all applications and proposals, compile information, identify issues, and prepare a report (with recommendations) for the Home Missions Committee.
- Home Missions Committee meets to make decisions on:
- Mission Support Grant applications;
 - Real Property maintenance and repair applications;
 - Allocation of “unspents.”
- The Conference Finance Minister forwards all approved applications with information pertaining to mission unit personnel to the General Council office, Support to Local Ministries Unit.
- Presbytery Mission Support Convenors report decisions to Mission Support Grant applicants in their presbytery.
- December 15 All MSG amounts in a Conference unused balance will revert to the Common Fund as of December 15 each year.