

PURPOSE

The Keith and Carmen Reeve Fund for Outreach has been established by St. Mark's Parish to support charitable programs outside of St. Mark's according to the terms of the document "Terms of Grant/Instructions for Distribution of Proceeds" approved by the Vestry 12/9/86.

The Keith and Carmen Reeve Fund Committee has been charged by the Vestry to recommend the charitable organizations to be funded. The objective of the Committee is to provide effective stewardship of the fund by identifying and supporting worthwhile community organizations. This objective can best be achieved by:

1. Identifying a critical local social problem.
2. Securing congregational support and participation.
3. Screening and selecting organizations addressing this problem for annual funding.
4. Using incentives to encourage organizational self-help in funding.
5. Providing significant amounts of support to one or a few organizations per year.
6. Annually reviewing the appropriateness of continuing to address this problem and supporting the organization(s).

The Keith and Carmen Reeve Fund Committee will report to the Vestry through the Administration Commission. All decisions made by the Fund Committee will be reviewed by the Administration Commission, and receive Vestry approval, before those decisions are communicated to the congregation, to the Diocese, or to potential award recipients.

STRUCTURE AND ORGANIZATION

Name - The name of the Committee will be The Keith and Carmen Reeve Fund for Outreach. A shortened form of this name is The Reeve Fund. Other abbreviations should not be used.

Authority - The Reeve Fund Committee was set up by the Vestry of St. Mark's in

accordance with the "Terms of Grant/Instructions for Distribution of Proceeds" document 12/9/86. The Reeve Fund Committee will report to the Vestry through the Administration Commission. All decisions made by The Reeve Fund Committee will be reviewed by the Administration Commission and receive Vestry approval before these decisions are communicated to the Congregation, to the Diocese, or to potential award recipients.

Membership on Committee - Membership on Committee is by election by the Vestry. Members must be members of St. Mark's in good standing. Members should not also serve on the Vestry.

Term of Office - Term of office is for three years except for those appointed to fill an unexpired term. Terms of office will run from ~~January~~^{JUNE} to ~~January~~^{JULY}. Terms will be staggered so that three members will be elected each year.

Officers - Two officers will be elected each year: a chairman and vice-chairman. The chairman will chair the meetings, make committee assignments, and serve as principal spokesman. The vice-chairman will act for the chairman in the absence of the chairman. The committee may, at its discretion, also elect a secretary to take meeting minutes, prepare correspondence, and handle other duties as assigned by the chairman. The term of office for the secretary, if any, will end on the same date as the term for the chairman and vice-chairman.

Operating Procedures

1. The Reeve Fund Committee will annually identify a significant local social problem or problems that may qualify for awards.
2. The Reeve Fund Committee will consider making grants to local organizations addressing the issue.
3. One or more social problems identified by the committee will be presented at a meeting with the Congregation to solicit input and to keep the Congregation informed of the work of The Reeve Fund Committee.
4. Proposals with appropriate justification may be solicited from local organizations addressing the social problem.
5. The Reeve Fund Committee will recommend recipients to the Vestry who will advise the Diocese to distribute the money.
6. The Reeve Fund Committee may award a grant to one or more organizations for program(s) that address the social problem(s). The amount of the grant(s) may represent the total amount of funds available, a lesser amount, or no funds may be disbursed in a given year.

7. In order to maximize the effects of The Reeve Fund, each funded organization should receive a significant amount of the funds available, and grant recipients should be encouraged to provide matching contributions to accomplish the purpose of the grant. Such contributions may be in the form of cash or "in kind" services.
8. Program accomplishments of funded organizations will be reviewed annually.

This document is intended to serve as a guide for the administration of The Keith and Carmen Reeve Fund for Outreach. These guidelines are subject to review and revision by The Reeve Fund Committee with the approval of the Administration Commission and the Vestry.

APPENDIX

1. Terms of Grant/Instructions for Distribution of Proceeds
2. Proposed format and content of Review of Previous Year's Award Recipient(s).