**Community of Faith: Financial Viability Worksheet**

**PURPOSE**: To provide information about the Community of Faith’s financial ability to support ministry.

**WHO USES IT:**Communities of Faith in gathering their profile information for ChurchHub and preparing their Living Faith Story.  Regional Council as background for decision making on all matters requiring covenant commission approval. Copies are sent to the Regional Council in digital form.

**IMPORTANT:** If this is for the purpose of beginning a search for ministry personnel, the recommendation on the final page regarding hours, COL group, category (A-F) and percent above minimum **MUST** be completed or the Covenant Commission **will not** be able to approve the congregation for search.

Community of Faith:

Address:

Pastoral Charge:

Regional Council:

Date:

**Please append a recent financial statement to this worksheet.**

We have attached a copy of our recent financial statements [ ]

The following is a collection of background information. It is designed to help you look for trends over the last 6 years. This information is to help prepare your Living Faith Story, to determine your ability to support ministry, and to send to the Regional Council. **Please read the CoF Profile Handbook before completing this form.**

1. **Do your expenses exceed your revenues?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Total****Revenues****(incl. PAR, envelopes, fundraising, other income)** | **Amount given through envelopes** | **Amount given through PAR** | **Expenses** | **Do expenses exceed revenues? (yes/no)** | **Bank balance at end of year** |
| Current year to date | $ | $ | $ | $ |  | $ |
| One year ago | $ | $ | $ | $ |  | $ |
| Two years ago | $ | $ | $ | $ |  | $ |
| Three years ago | $ | $ | $ | $ |  | $ |
| Four years ago | $ | $ | $ | $ |  | $ |
| Five years ago | $ | $ | $ | $ |  | $ |
| Six years ago | $ | $ | $ | $ |  | $ |

**Comments:**

Please include any comments you think are pertinent to your consideration—renovations, special fundraising, money that comes in as revenue but you really don’t have use of because it goes out to organizations, GICs, term deposits, memorial fund, support of M&S, no minister, or minister on sabbatical. These comments help you understand why expenses might grow one year and revenues another.

1. **Please list any investments, special funds, and other monies your community of faith holds. What are the rules/restrictions around the use of those funds?**

|  |  |  |
| --- | --- | --- |
| **Investment / Fund / other** | **Amount** | **Rules/Restrictions** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Payroll Costs:**

At present we have called or appointed the following paid staff:

Ministry Personnel: hours per week

Secretary: hours per week

Custodian: hours per week

Other (youth, Sunday School, etc.): hours per week

Our [Cost of Living Group](https://www.united-church.ca/leadership/church-administration/compensation-and-benefits/compensation-ministry-personnel-0) is

Cost of payroll ($ paid plus employer contributions (EI, etc.) for everyone.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current year** | **One year ago** | **Two years ago** | **Three years ago** | **Four years ago** | **Five years ago** | **Six years ago** |
| $ | $ | $ | $ | $ | $ | $ |

1. **Do utilities, maintenance, and repairs exceed 25% of revenues?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Utilities****(Power & Water)** | **Fuel** | **Maintenance** | **Total** | **Exceeds 25% of Revenues****(Yes or No)** |
| Current year | $ | $ | $ | $ |  |
| One year ago | $ | $ | $ | $ |  |
| Two years ago | $ | $ | $ | $ |  |
| Three years ago | $ | $ | $ | $ |  |
| Four years ago | $ | $ | $ | $ |  |
| Five years ago | $ | $ | $ | $ |  |
| Six years ago | $ | $ | $ | $ |  |

1. **Have you experienced a deficit for more than two consecutive years in the last six years?**

[ ]  No[ ]  Yes

1. **Are there any outstanding loans?** [ ]  No[ ]  Yes *if yes*, *please list?*

Click or tap here to enter text.

1. **How many contributors support your congregation?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current year** | **One year ago** | **Two years ago** | **Three years ago** | **Four years ago** | **Five years ago** | **Six years ago** |
|  |  |  |  |  |  |  |

1. **How many contributors would you have in each age group this year?**

|  |  |
| --- | --- |
| 0-20 years |  |
| 21-30 years |  |
| 31–40 years |  |
| 41-50 years |  |
| 51–60 years |  |
| 61–70 years |  |
| 71-80 years |  |
| 81+ years |  |

1. **Is there a reliance on a few generous contributors where 50% of the revenues come from one or two contributors?** [ ]  No[ ]  Yes
2. **Contributors and Givings**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Annual giving** | **Number of givers: Current year** | **One year ago** | **Two years ago** | **Three years ago** | **Four years ago** | **Five years ago** | **Six years ago** |
| $0–$100 |  |  |  |  |  |  |  |
| $101–$500 |  |  |  |  |  |  |  |
| $501–$1,000 |  |  |  |  |  |  |  |
| $1,001–$5,000 |  |  |  |  |  |  |  |
| $5,001+ |  |  |  |  |  |  |  |

**11. Have you taken part in a stewardship project (campaign) in the past two years?**

[ ]  No project

[ ]  Letters to congregation when we have the need

[ ]  Regular information and letters sent to all members and adherents

[ ]  Program such as Called to Be the Church with information during worship, letters, and a request for commitment

[ ]  Program and information presented at a congregational get-together

[ ]  All-member visitation

[ ]  Other

If you did, what were the results?

Click or tap here to enter text.

Have you encouraged members, at least yearly, to increase PAR givings? [ ]  Yes [ ]  No

**If you are planning to search for new ministry personnel, the recommendation on next page must be completed.**

**Information Required for Approval to Search**

**RECOMMENDATIONS**

*This section must be completed* ***if you are preparing to enter a search*** *for new ministry personnel.  If it is left blank the worksheet will be received for information only.*

*Need help making a recommendation? Contact the Minister, Congregational Support for assistance.*

Please click here to find the [Ministers’ Salary Schedule and Cost of Living Group](https://www.united-church.ca/leadership/church-administration/ministers-salary-schedule-and-cost-living-groups).

\*\* When your congregation approves this document it is approving the recommendation below:

Recommendation:

Name of Community of Faith

is viable to call/appoint a minister up to Category (A-F)

forhours per week.

Date of Community of Faith meeting: