

## **GUIDELINES FOR THE RENFRO TRUST FUND**

### **1. Purpose and Eligibility:**

- Under provisions of the Renfro Trust, the income from the Fund is to be used for the purpose of establishing and supporting United Methodist churches in rural areas of the United States within the Southeastern Jurisdiction of the United Methodist Church. The term "rural areas" shall be interpreted to mean towns of less than 10,000, villages, and open country.
- Situations described as unusual and challenging and for which insufficient funds are available from other local sources shall be considered as eligible for grants from the Renfro Trust Fund.
- Grants will be considered for projects involving new or existing church buildings only, not for parsonages. Repairs required to maintain the structural integrity or soundness of the church building may be included as part of a request. Major equipment directly related to the overall project may be included in a request. Grants will not be awarded for general maintenance on a church building or equipment. Grants for debt reduction will not be considered.
- The maximum amount for each grant shall be \$5,000.00. Funds are awarded as grants, not as loans.
- New applications need to be submitted each year. Grants will be made to a church for the same project only one time.

### **2. Application process:**

- Local churches should contact their conference office to obtain the Renfro Grant Application, Guidelines, and information about their conference deadline for submission.
- All questions and data must be completed in full on the application. Incomplete applications will not be considered. Give a good narrative description of what is to be accomplished by the project. Pictures, drawings, estimates, and similar attachments are not necessary.
- Each conference should set its own deadline for receiving completed applications from local churches or district superintendents to ensure that they are certified and ranked by the appropriate conference committee related to global ministries or missions prior to the September 1 deadline to the SEJ Grant Selection Committee.
- Each conference is expected to verify completeness, certify, rank, and sign applications from their conference and then submit applications as a package to the SEJ at the address below to be received no later than September 1 each calendar year. Conferences are encouraged to submit only their top five (5) applications. Conferences should use the same eligibility criteria listed above.
- All signatures and application information are required in order for an application to be considered complete.
- Application path: Local Church → District Supt. → Conference → SEJ

### **3. Award process:**

- Applications will be considered on the basis of need. Recommendations for grant awards will be considered by a committee consisting of the SEJ Conference Treasurer, SEJ Conference Secretary, and at least three conference representatives with responsibility for global/ethnic ministries/missions.
- Grants will be approved by the SEJ Committee on Coordination and Accountability at its fall meeting each year. All applicants, their District Superintendent, Director of Connectional Ministries, and Conference Secretary of Global Ministries/Missions (CSGM) will be notified after the awards have been approved.
- Award checks will be sent to the CSGM or related position in care of the Conference Director of Connectional Ministries to be forwarded to the local church.

4. Grant Recipient reporting:

Each local church receiving a Renfro Grant will be expected to submit a one-page report no later than September 1 of the following year to the SEJ address below. The report will:

- (1) share (in narrative form) how the grant was used and its impact on the life of the church and its outreach programs; and
- (2) provide a simple financial statement about how the funds were dispersed and the current balance, if any.

Questions about the application form, award process or the Renfro Fund may be directed to:

Allison Lindsey, Chairperson, Conference Secretaries of Global Ministries  
[allison@sgaumc.com](mailto:allison@sgaumc.com)  
912-393-5524

OR

Susan Hunt, Renfro Trust Grant Coordinator, Conference Secretaries of Global Ministries  
[susan@awfumc.org](mailto:susan@awfumc.org)  
334-356-8014

Completed application forms including all signatures, certification, and ranking must be received from the Conference office no later than **September 1 of the calendar year**. Mail to:

Renfro Trust Fund  
c/o Susan Hunt  
4719 Woodmere Boulevard  
Montgomery, AL 36106

**The United Methodist Church, Southeastern Jurisdiction**

**THE RENFRO TRUST FUND**

**Application Form**

- Read attached Renfro Trust Fund Guidelines before completing form.
- Local Churches - Complete all sections through Part I (pages 1-3) including signatures.
- Local church sends application to their Conference office for completion of Part II (page 4) and submission to SEJ Conference Secretaries of Global Ministries (CSGMs) for review and consideration by Renfro Trust Review Committee.
- All information, except signatures, must be typed or printed. Signatures must be made by hand.

**PART I**

We, the undersigned, for the Trustees of \_\_\_\_\_ United Methodist Church,  
in \_\_\_\_\_ County, \_\_\_\_\_ District,  
\_\_\_\_\_ Annual Conference, being authorized by the Charge Conference  
on this date, do apply for a Grant in the amount of \$ \_\_\_\_\_ for the purpose of (be specific):

Date \_\_\_\_\_

**GENERAL CHURCH INFORMATION**

Year church was organized \_\_\_\_\_. Average attendance at worship \_\_\_\_\_.

Present membership \_\_\_\_\_. Church school enrollment \_\_\_\_\_.

Average attendance at Sunday School \_\_\_\_\_. Is church incorporated? No

Will this donation, if granted, complete your project? No

If not, how will additional funds be provided? \_\_\_\_\_.

How diverse or inclusive is your congregation when it comes to age, gender, racial background, and socio-economic status?

How will the project for which you are requesting funding impact the mission and outreach programs of your church?

#### FINANCIAL INFORMATION

Other than this project, recent major expenditures or incurred debt \$ \_\_\_\_\_.

Cash on hand \$ \_\_\_\_\_. Pledges made on building \$ \_\_\_\_\_.

Building fund or debt retirement \$ \_\_\_\_\_ Other improvements \$ \_\_\_\_\_.

What is the total estimate of this project? \$ \_\_\_\_\_.

Support for this project from: Conference \$ \_\_\_\_\_ District \$ \_\_\_\_\_

#### FIELD AND OPPORTUNITY FOR GROWTH

Our church type is a station ☐ circuit ☐ consisting of \_\_\_\_\_

churches and in the \_\_\_\_\_ charge.

Church Address \_\_\_\_\_

The donation will be used to (choose one):

Complete a Building

Other – describe \_\_\_\_\_

The estimated population of the city within one mile or the town and country within three miles of our location is \_\_\_\_\_. The closest United Methodist church to our location is

\_\_\_\_\_ UMC which is \_\_\_\_\_ miles away. A recent survey of our local

community Has \_\_\_\_\_ been made. The dimension of our church lot is

\_\_\_\_\_. And it cost \$ \_\_\_\_\_. The present estimated value of the property is \$ \_\_\_\_\_.

**PRESENT STATUS OF BUILDING PROJECT**

- ☐ Early stage of planning                      ☐ Preliminary sketches prepared by an architect
- ☐ Architectural and financial plans approved by District Committee on church location
- ☐ Detailed drawing completed by an architect
- ☐ Building is under construction and date of completion is \_\_\_\_\_.
- ☐ Building is ready for use.

**CERTIFICATION BY PASTOR, CHURCH BOARD AND DISTRICT SUPERINTENDENT**

We hereby certify that we have examined the statements given in this application and they are correct. The District Board of Church Location and Building has approved the project, and we recommend a grant be considered in the amount indicated below.

**Pastor** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Pastor's E-Mail Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Chair of Church Council or Board** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**District Superintendent** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART II

### CERTIFICATION OF CONFERENCE BOARD OF GLOBAL MINISTRIES/MISSIONS (or other conference body duly authorized to certify)

At a meeting of the \_\_\_\_\_ of the \_\_\_\_\_  
Annual Conference, duly convened on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the foregoing application for a  
grant from the Renfro Trust Fund, was carefully examined, and it is recommended that a grant of  
\$ \_\_\_\_\_ be considered. This project is ranked # \_\_\_\_\_ on the conference priority list.

#### **Conference Secretary of Global Ministries/Missions**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note – DCM signature only required in place of a Secretary of Global Ministries/Missions.**

#### **Director of Connectional Ministries**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Conference Send to: **Renfro Trust Fund**  
**c/o Susan Hunt, Renfro Trust Grant Coordinator, CSGMs**  
4719 Woodmere Boulevard  
Montgomery, AL 36106

**Deadline for receipt of completed application by SEJ is September 1 each year.**

(Do not write below- Office use only)

\_\_\_\_\_

Date Received \_\_\_\_\_

Received and verified complete by \_\_\_\_\_