

**The United Methodist Church**  
**WORLD SERVICE CONTINGENCY FUND**

Historical Document and Criteria for Grant

Updated 3/21/2022

**PURPOSE:**

The World Service Contingency Fund provides support for emerging needs in the general program agencies related to the World Service Fund that occur during a quadrennium. A portion of the contingency fund provides money to allocate to program agencies for new programs to address unanticipated needs. (page13 of “The Financial Commitment Book of The UMC 2017-2020)

At its November 2002 meeting GCFA established a base reserve of \$1,700,000 for this fund.

¶806.1b(3)d) (2016 BOD p. 551)

Before the beginning of each year, the General Council on Finance and Administration shall estimate and communicate to the Connectional Table the sum available at that time from World Service contingency funds to meet requests for additional funding from the general program agencies. The amount available per year adjusts based upon the percentage of apportionment dollars that GCFA receives for the World Service Fund. This amount available adjusts annually based upon the Book of Discipline. (¶806.1b(3)d) (2016 BOD p. 551) It is the understanding that CT can request as much or as little of the whole balance of the World Service Contingency Fund minus the required base reserve as is deemed necessary to support unanticipated ministry needs.

The Connectional Table shall be authorized to approve allocations to the general program agencies for additional program funding up to the limit so established. No money shall be allocated by the Connectional Table from this source for general administrative costs, fixed charges, or capital outlay without approval by the General Council on Finance and Administration. The Connectional Table itself cannot be a recipient of these funds.

**The recommended process for World Service Contingency Fund grants for the 2021-2024 Quadrennium is:**

- A. Ensure participation of all general agencies in prioritizing use of the funds, and prompt collaboration among general agencies in funding ministries.
- B. Upon identification of a need, the general secretaries of the general agencies will meet to consider, refine, identify synergies and then recommend funding to the Connectional Table.
- C. The World Service Contingency Fund Committee reviews each request and recommendation and makes a recommendation. The recommendation goes to the CT Executive Committee, which can act on behalf of the CT between meetings. The final approval process usually involves the full Connectional Table when possible.
- D. Priority for grants will be given to those requests that enable the Church to be more effective at making disciples of Jesus Christ for the transformation of the world, as the Church carries out its mission and as it relates to the priorities of the denomination set forth by General Conference.
- E. Requests will be granted in order of date received and when funds are actually available.

**Reporting to the Connectional Table:**

When an agency receives World Service Contingency funds, the Connectional Table requests that an annual progress/final report be submitted.

**Annual Progress Report:** Following the first 12 months of the project, agencies will be asked to submit a 1-2 page written summary report two weeks in advance of the next Connectional Table meeting following the 12-month period. The report should include:

- 1) Progress on anticipated outcomes as articulated in the application form,
- 2) Learnings from the past 12 months, and
- 3) Resulting changes in the project (i.e. scope, direction, new partners, new funding sources, etc.).

Upon completion of the project or at the end of the quadrennium (whichever comes first), the agency will be asked to submit a final report to [connectionaltable@umc.org](mailto:connectionaltable@umc.org) that includes a summary of expenses showing how the contingency funds were used. If there are contingency funds remaining, they are to be returned to the World Service Contingency Fund/GCFA within 90 days of the completion/cancellation of the project (per guidelines), unless otherwise arranged with the Connectional Table and GCFA.