

**Sample Request to Church Elders Board**

**Request:** *Name of AGC Church* is requesting that the Church Board affirm Refugee Sponsorship as a ministry of *Name of AGC Church* and in order to facilitate this ministry, establish a Refugee Sponsorship Fund.

**Background Information[[1]](#footnote-2):**

1. The Associated Gospel Churches (AGC) is a Sponsorship Agreement Holder (SAH) with Immigration, Refugees & Citizenship Canada (IRCC).
2. This program is overseen by the AGC Compassion & Justice Coordinator Susan Davis. Susan and Tim Davis are the SAH representatives for the AGC.
3. This enables local AGC churches to participate in IRCC’s Refugee Sponsorship Program; assisting a refugee/refugee family resettle in their community. In IRCC’s terminology, the local church is called a ‘Constituent Group.’
4. *Name of AGC Church* has made a decision to engage in a refugee sponsorship ministry and will be submitting an application to sponsor a family.
5. A refugee sponsorship resettlement involves a one-year (12-month) commitment.
6. *Name of AGC Church* has established a refugee sponsorship committee of # people. *Name of CG REP* is the leader of the team and considered the Constituent Group Representative.
	1. Other team members include: (*Please include first and last names of all Core Team members)* \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Total Funding of $ for this refugee sponsorship has been committed to by the sponsorship committee.
2. An MOU between the AGC SAH and *Name of AGC Church* has been established. (A copy of the MOU will also be provided to the Board.)
3. has committed to partner with us by (providing volunteers /providing funds/etc.).
4. *Name of AGC Church* may do additional fundraising for the refugee sponsorship fund.

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**Financial Information:**

The Canada Revenue Agency (CRA) advises that a congregation can use its registered charity tax number to give receipts for donations to its refugee sponsorship fund, provided the church board has decided that refugee sponsorship is a mission of the congregation. The refugee fund therefore operates as a benevolent fund. (As with a benevolent fund, this broader term “Refugee Sponsorship” must be used rather than naming a specific family.)

Therefore we are asking that the Board:

* 1. Approve a formal motion “that refugee sponsorship is a mission of *Name of AGC Church*.”
	2. Approve a formal motion to establish a “Refugee Sponsorship Fund.”

**Please note:**

* The Church must designate a budget line for refugee sponsorship and oversee the distribution of refugee sponsorship funds. All money must be accounted for with transactions recorded and receipts kept on file.
* and will be the sponsorship group contacts who will request funds to be disbursed and will also provide expense receipts.
* In case the money is not needed for the anticipated refugee family, it will be used for another family’s sponsorship. If *all* sponsorship initiatives fall through and the ministry ceases, then all deposits plus interest in the account will be either given back to the donors (if those deposits have been funds held in trust) or forwarded to another AGC sponsorship undertaking. This will be a joint decision made by the Core Team, the church Board with the help of the SAH representatives if requested.
* Funds can come from different resources but not from the refugees, because that is illegal.
* The church commits to providing a financial paper trail, as well as a non-financial paper trail of settlement supports according to our legal liability and responsibilities outlined in the SAH Agreement and IRCC’s financial guidelines. This proof of supports must be retained and can be requested at any time by the SAH or IRCC for up to **7 years** after the family has arrived in Canada.
1. Modify these points to include specifics as it relates to your sponsorship case. i.e. include information about co-sponsors if applicable (#8, 9) [↑](#footnote-ref-2)