

## Terms of Reference

### **St. Matthew's Anglican Church in the Glebe**

#### **Centennial Capital Campaign Committee**

**"Rooted in Faith. Renewed for the Future."**

**As St. Matthew's celebrates its centennial in 2030, we honour a century of worship, music, outreach, and community. This campaign is a bold step toward preserving our sacred space, revitalizing our mission, and ensuring that future generations inherit a church as vibrant and welcoming as the one we cherish today.**

**Through prayerful stewardship and generous giving, we will restore and renew our facilities, capacities, enhance accessibility, and invest in ministries that reflect the heart of Christ in the Glebe and beyond. Together, we build not just for today—but for the next hundred years.**

#### **1. Purpose**

The Centennial Capital Campaign Committee ("the Committee") is established to plan, coordinate, and execute a fundraising campaign in celebration of the 100th anniversary of St. Matthew's Anglican Church in the Glebe to be celebrated on December 21, 2030. The campaign will support capital improvements, heritage preservation, and key strategic initiatives that ensure the church's continued vitality, our unique presence/key offerings and service to the community.

#### **2. Objectives**

- Develop/implement a comprehensive fundraising strategy aligned with Centennial Goals
- Identify and prioritize capital projects and funding needs in consultation with Corporation
- Engage parishioners, alumni, and the broader community in the campaign
- Cultivate major donors, corporate sponsors, and grant opportunities
- Ensure transparency, accountability, and stewardship throughout the campaign lifecycle

#### **3. Membership**

The Committee shall consist of 7-8 members, appointed by the Church Corporation, representing a cross-section of the parish community. Members may include:

- Rector (ex officio)
- Churchwardens (1–2 representatives)
- Parishioners with expertise in fundraising, communications, finance, project management
- Honorary members or alumni with historical ties to the church
- Campaign Chair (jointly appointed by the Rector and Corporation)

#### **4. Roles and Responsibilities**

Committee members shall:

- Attend regular meetings and actively contribute to planning and execution of the campaign

- Serve as ambassadors of the campaign within and beyond the parish
- Participate in donor outreach, events, and promotional activities linked to this campaign
- Review budgets, timelines, and progress reports directly related to revenues generated
- Uphold the mission and values of St. Matthew's Anglican Church

The Campaign Chair shall:

- Lead the Committee and coordinate its activities
- Liaise with the Rector, Corporation, and external consultants, if and when appointed
- Report regularly to Vestry on a semi annual basis and to Corporation on a monthly timeline
- Ensure alignment with possible related centennial celebrations and strategic priorities

### **5. Meetings**

- The Committee shall meet monthly or as required during key phases of the campaign
- Meetings may be held in person or virtually
- Quorum shall consist of 50% of members plus the Chair
- Minutes shall be recorded and shared with the Corporation

### **6. Reporting and Accountability**

- The Committee shall report to Corporation at regular intervals, as noted above, and will provide regular updates to the Parish.
- Financial reports shall be prepared on a regular basis to Corporation, and reviewed annually by St. Matthew's Finance & Stewardship Committee, as well as by the church external Accountants.
- All fundraising activities shall fully comply at all times with CRA guidelines and Anglican Church of Canada policies and procedures
- All cheques and donations shall be made out to: St. Matthew's Anglican Church: Centennial Capital Campaign noted on the cheque reference line
- Any expenditure from this campaign shall be approved/directed solely by Corporation from its regular financial administration systems and shall then be reviewed annually by our Accountants.

### **7. Term**

Active until completion of the capital campaign, December 31, 2030 at which time it shall disband.

### **8. Review**

These Terms of Reference shall be reviewed annually by Corporation and updated as necessary to reflect evolving needs and priorities.