

Development Working Group

Purpose:

The Development Working Group will work with the Community Relations Coordinator to develop ways and means to enhance public awareness of CCS and to help raise funds essential for the CCS budget and enhance the financial sustainability of CCS.

Duties and Responsibilities:

1. Discuss future funding trends, organizational capacity to fundraise, explore role of Council and membership in revenue generation, develop a financial sustainability plan and provide oversight for the implementation of the plan.
2. Work with Planning and Governance Committee and Central Council in setting annual priorities and in long range planning, including initiatives related to funding of general operations, the endowment fund, bursary support and other special projects.
3. Provide guidance and support to staff responsible for development.
4. Establish and support a network of volunteers across the country for mutual support, who are committed to fulfilling the goals of communication and fundraising.
5. Advertise the Endowment, Bursary and Trust Funds, and other special foci for donations.
6. Review ethical guidelines for funds acquisition and gift acceptance.
7. Participate in recruitment and training of volunteers related to development.
8. Communicate and coordinate with Communication and Finance committees.
9. Propose policy related to Development to the Central Council through the Finance Committee.
10. Evaluate strategies and work carried out.
11. Prepare and submit an annual budget to the Finance Committee each October.
12. Minute all meetings, while ensuring confidential material is filed appropriately.

Staff Responsibilities:

This is a Working Group and much of its work will be in response to the direction of the Community Relations Coordinator and in support of her/his work in the areas of fund raising and development.

Membership

3 - 5 members, including 1 student and including at least one Anglican and one United Church representative

Staff: Community Relations Coordinator

The committee shall name its own convener.

Skills among the membership

- experience and ability in areas of fundraising, alumni support, development
- broad knowledge of various CCS networks
- representative of various regions of the country
- familiarity of the history of CCS

- have knowledge of or a willingness to learn about CCS
- be willing to promote CCS in the wider community
- be willing to share in the work of the committee between meetings

Accountability

- to Central Council through the Finance with a written report at least twice annually.
- The Development Working Group will submit a written report for the Annual Report
- The convener of the Development Working Group shall be a corresponding member of the Finance Committee, attending meetings only as needed.
- Either the convener of the Working Group or the Community Relations Coordinator may ask for time at Central Council meetings for the purposes of their development work.
- Submit a copy of all minutes to Administrative Assistant for official records

Meetings

- The working group will meet as needed up to 6 times a year as a full working group.
- Working Group members will also be asked to organize small task groups for specific pieces of work needed by the Working Group.
- The committee shall meet by telephone or email.

Terms of Appointment

Two years, renewable twice

Policies in place:

- Conflict of Interest Policy
- Gift Acceptance Policy
- Privacy Policy
- Undesignated Gifts

Conflict of Interest Policy

Centre for Christian Studies

Preface

The Centre for Christian Studies (CCS) is a national theological school of the Anglican Church of Canada and the United Church of Canada. CCS is respected in both sponsoring denominations. To maintain the high-level of support and respect, it is essential that the affairs and businesses of CCS be conducted professionally, objectively and without interference or the perception of interference arising from the personal interests of individuals involved in the decision making process of CCS.

In order to achieve this goal, CCS requires that its elected members, staff, and volunteers refrain from placing themselves in a position that could foreseeably create a conflict of interest or the perception of a conflict of interest or which could potentially give rise to a conflict of interest between their own self-interest and the interests of CCS.

It is imperative that elected members, staff, and volunteers comply fully with the spirit and intent of the provisions of this policy.

1. Definition

- A. A conflict of interest occurs when the personal interests of a person (or a member of their immediate family) clash or has the potential to clash with his or her duties and responsibilities to CCS. Immediate family is defined as a married or unmarried spouse of the same or opposite sex, and their natural, adopted, step or foster children.
- B. For the purpose of this policy “personal interest” includes, but is not necessarily limited to, a business, commercial or financial interest. “Personal interest” may arise as a result of a family or marital relationship, friendships, or from former, existing or prospective business associations.
- C. A finding of conflict of interest does not depend upon willful wrongdoing by a person nor upon the issue of whether the judgment of a person has, in fact, been affected. A conflict of interest may exist whether or not a pecuniary advantage has been or may have been conferred upon the person.

2. Duty to Disclose

- A. Elected members, staff, and volunteers who:
 - i) are party to a contract or proposed contract with CCS; or
 - ii) have a personal interest in any person who or organization which is a party to a contract or a proposed contract with the CCS; or
 - iii) have any other interest in any person or organization which may give rise to a reasonable apprehension of bias in connection with the exercise of their official duties; shall immediately disclose to the Central Council of CCS, or the appropriate committee, the nature and extent of their interest. The Chairs of Council or of the appropriate committee shall maintain that information [during the time they are involved with CCS].

- B. When a person is unclear whether a conflict of interest exists, it is her or his responsibility to declare her or his interest and to seek a decision determining the matter from the Central Council.
- C. Any person who becomes aware or has reasonable cause to believe that a person is in a position of conflict of interest should discuss this concern with the person, and shall report the information to one of the Co-Chairs of Central Council or to the Chair of the appropriate committee.

3. Confidentiality

- A. Persons shall not disclose confidential or restricted information concerning the property, organization or affairs of CCS, unless a person's safety is at risk, nor shall any such information be used to benefit themselves or others.
- B. No persons shall seek to obtain personal gain for himself or herself, or for anyone with whom he or she is not dealing at arm's length, from the use of any information acquired in the course of his or her duties which is not generally available to the public.
- C. For the purposes of this policy, arm's length is defined as:
 - i) related persons shall be deemed not to deal with each other at arm's length; and
 - ii) it is a question of fact whether persons not related to each other were at a particular time dealing with each other at arm's length.
- D. No person, having attended or received minutes or other records of a "closed meeting" of Central Council or of a committee to which others have not been invited or allowed access, shall disclose to or discuss with anyone (other than a member of Central Council or of the same committee or as required in the discharge of appropriate duties) details of any discussions on matters coming before that meeting, or any decisions made by Central Council or the committee which are intended to remain confidential.
- E. The responsibility for maintaining the confidentiality of information or documents includes the responsibility to ensure that such information or documents are not directly or indirectly made available to unauthorized persons.

4. Where Conflict Exists

- A. If a person has a conflict of interest, she or he shall disclose such interest as stated above, and shall exclude herself or himself from any meeting or portion of a meeting and shall refrain from voting upon any matter where she or he may have a conflict of interest; she or he shall not receive any confidential documents, materials or minutes of any meeting relating to that matter. Nor shall she or he discuss the matter with any Central Council or committee member or staff.
- B. When a conflict of interest exists, the person in question may be relieved of certain responsibilities respecting the conflict of interest.

5. Breach Of This Policy

If any person breaches the provisions of this policy, whether by failing to declare a personal interest or a conflict of interest pursuant to Section 2 (A) or by failing to notify of a possible conflict of interest pursuant to Section 2 (B), the Central Council may take any action the Council deems appropriate.

CCS Privacy Policy

Purpose

CCS collects and gathers personal information

- to comply with regulations set out by the Government of Canada, The United Church of Canada and the Anglican Church of Canada for an educational institution.
- To administer transactions such as the creation of donation receipts.
- To build strong relationships within the community.

The purpose of this policy is to protect the privacy of collected personal information.

Policy

CCS collects and retains personal information of students, alumni/ae, staff and other parties associated with CCS. This information is used for the academic, administrative, employment-related, financial and statistical purposes of CCS, including for the administration of admissions, registration, awards and scholarships, graduation, alumni/ae relations and other fundamental activities related to being a member or supporter of the CCS community, a user of services provided by CCS or an attendee of CCS events. The information will be used, among other things, to admit, register and graduate students, record academic achievement, issue library cards and to operate academic, financial, alumni/ae and other CCS programs. Information on admissions, registration and academic achievement may also be disclosed and used for statistical and research purposes by the United and Anglican Churches, other affiliated educational institutions and the federal and provincial governments. The names of alumni/ae, award information, diplomas or certificates awarded and date of graduation are considered public information and may be published by CCS. In addition, student photographs posted by CCS in the form of individual pictures or class pictures may be publicly displayed.

Protocol

1. Definitions

Personal Information means information about an identifiable individual, and includes things such as gender, age, address information, ethnicity, financial information, registration, course, educational credit and grades information, ID numbers and any other data assigned to an individual.

Summarized Data means records which have been manipulated or combined to provide generalized or aggregated information.

Business contact information and publicly available information (e.g. telephone directories) are not considered private information.

2. Personal Information

a) Employees

Purpose for Collection: To maintain records of employment for all human resource activities including hiring, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational information; library records including card identification; academic records; transcripts; appointment and promotion information; resume; application documents; letters of reference; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.

Within CCS, this information may be shared with the Principal and Human Resources Committee. Administrative staff may also have access to this information for secretarial, filing, records and library purposes. Application information will be shared with the General Council and General Synod staff representatives for Theological Education.

b) Students:

Purpose for Collection: To create and maintain student records for enrollment and support purposes.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; religion; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; appeals; academic misconduct; disciplinary information; academic advising; counseling and medical records; financial information; sponsorship; scholarships, grants and awards.

Within CCS information may be shared with staff responsible for admissions, student records, library, those administering bursaries and student services, and externally, as necessary for students with dual enrollment with schools which offer joint degree programs with CCS, and with church judicatory bodies sponsoring students.

c) Alumni/ae:

Purpose for Collection: To create and maintain records for historic records, for ongoing connections and for soliciting of funds.

Information: In addition to the Personal information collected while the individual was a student, information may be collected on changes in the following: name; address; home telephone number; fax number; e-mail address; marital status; religion; employment history; educational history; as well as correspondence; and other information relevant to the keeping of accurate records of alumni/ae.

Within CCS, this information may be shared with those staff responsible for historic records, alumni/ae relations, public relations, and fund raising. Administrative staff may also have access to this information for secretarial, filing, records and library purposes.

d) Volunteers, Supporters, and Donors:

Purpose for Collection: To create and maintain records for historic records, for ongoing volunteer support, for connections and for soliciting of funds.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; religion; library records including card identification; correspondence; financial information for donors relevant to the keeping of accurate records of donors; employment history and educational history for volunteers related to the educational components of the program.

Within CCS, this information may be shared with those staff responsible for historic records, public relations, fund raising, educational programming and volunteer management. Administrative staff may also have access to this information for secretarial, filing, records and library purposes.

3. CCS practices:

- a) It is CCS practice to collect personal information directly from the individual the information is about. At the time the information is collected, CCS shall inform the individual of
 - (i) the purpose for which the information is collected;
 - (ii) the legal authority for the collection; and
 - (iii) the title, business address and telephone number of an officer or employee of CCS who can answer the individual's questions about the collection.
- b) CCS takes reasonable steps to ensure that Personal Information is kept safe from loss, unauthorized access, modification, or disclosure.
- c) CCS Volunteers who may have access to personal information will be asked to sign a confidentiality contract.
- d) CCS does not sell or trade Personal Information or give other bodies access to its mailing lists.

4. Access to personal information

- a) Individuals have a right of access to records containing personal information about themselves in the custody of CCS, subject to limitations, unless access to that information will or will likely cause an unreasonable invasion of a third party's privacy.
- b) Individuals have a right to request corrections to records containing personal information about themselves in the custody of CCS.

- c) To obtain access to a record, a person must make a request to the Principal in writing.
- d) If the applicant has asked for a copy and the record can reasonably be reproduced, the principal may give the applicant a copy of the record; or if the applicant has asked to examine a record or has asked for a copy of a record that cannot reasonably be reproduced, the Principal may permit the applicant to examine the record or a part of it or by giving him or her access in accordance.
- e) An applicant who has been given access to a record containing his or her personal information and who believes there is an error or omission in the information may request the Principal, in writing, to correct the information.
- f) Within 30 days after receiving a request the Principal shall
 - (i) make the requested correction and notify the applicant of the correction; or
 - (ii) notify the applicant of the Principal's refusal to correct the record and the reason for the refusal, that the request for correction has been added to the record, and that the individual has a right to make a complaint about the refusal to the Human Resources Committee.

5. Disclosures

Under certain circumstances, CCS will disclose Personal Information:

- a) when the individual has consented to the disclosure;
- b) to fulfill the purpose for which the Personal Information was collected or for a purpose reasonably consistent with that purpose;
- c) when the services CCS is providing to the person requires CCS to give information to third parties, such as the educational institutions with which a student is registered, church judicatory bodies or governmental bodies;
- d) where it is necessary to collect fees;
- e) if CCS engages a third party to provide services (such as computer back-up services, archival file storage, or client research) and the third party is bound by confidentiality obligations;
- f) if the information is already publicly known; and/or
- g) when CCS is required or authorized by law to do so.

CCS may also use Personal Information to generate Summarized Data for internal use and for sharing with educational institutions and government bodies with which CCS does business. Individual's identity and Personal Information will be kept anonymous in Summarized Data. Summarized Data may be used for research, marketing, or planning purposes.

6. Privacy Breaches

The most common privacy breaches happen when personal information about students, constituents or employees is stolen, lost or mistakenly disclosed. The Manitoba Ombudsman has identified four key steps for public bodies to take in responding to a breach. These steps will guide CCS actions in case of a breach: contain the breach, evaluate the risks associated with the breach, decide who to notify about the breach (this may include affected individuals, police, technology providers, regulatory bodies), and take steps to prevent future breaches.

7. Disposal of private information

Educational institutions may dispose of personal information in the following ways only:

- a) By destroying the personal information.
- b) By transferring it to the archives of another educational institution, in accordance with an agreement between the educational institutions authorizing the transfer.
- c) By transferring it to the provincial or church Archives.

8. Consent

By providing Personal Information to CCS, people voluntarily consent to the collection, use and disclosure of Personal Information as specified in this policy. Without limiting the foregoing, CCS may on occasion ask for written or oral consent when CCS collects, uses, or discloses Personal Information in specific circumstances. Sometimes consent will be implied through a person's conduct with CCS if the purpose of the collection, use, or disclosure is obvious and the person voluntarily provides the information. In addition, CCS may collect, use, and disclose Personal Information without consent when required or authorized by law to do so.

Centre for Christian Studies Gift Acceptance Policy

A. Scope of Acceptable Gifts

The Centre for Christian Studies Canada, Inc. (CCS) can accept gifts for unrestricted use or for any one of its many established special funds.

The Centre for Christian Studies can also accept a gift designated for a specific purpose for which no special fund has been established, as long as that purpose is within the scope of CCS's mission and mandate.

Interpretation of this policy will be the responsibility of the Central Council, who may seek advice from the Development Committee or its equivalent, or empower the Development or Finance Committee to act on their behalf.

B. Gifts requiring consideration

1. Gifts that may expose CCS to adverse publicity, require expenditures beyond its resources, or involve CCS in unexpected responsibilities because of their source, conditions or purposes will be referred to the Central Council for consideration.

C. Unacceptable Gifts

1. Gifts which CCS accepts must not inhibit CCS from seeking gifts from other donors.
2. No gift can be received that limits CCS's academic freedom, or in any other way compromises the integrity of its program or governance.
3. CCS can not accept gifts that involve unlawful discrimination based upon race, religion, orientation, sex, age, national origin, colour, physical limitation or any other basis prohibited by federal, provincial or local laws and regulations. Nor can CCS accept gifts that obligate it to violate any other applicable law or regulation, or that violate CCS's constitution or by-laws.

D. Responsibility to Donors

1. **Conflict of Interest:** In all matters involving the donor, the interest and well-being of the donor must take priority.
2. **Ethics:** All staff, volunteers and members of Central Council will conduct themselves in accordance with accepted professional standards of accuracy, truth and integrity. They will inform, serve, guide and otherwise assist donors who wish to support CCS's activities but not pressure or unduly persuade.
3. **Legal and other Professional Counsel:** In the case of substantial gifts and Planned Giving gifts, staff and volunteers shall encourage the potential donor to discuss the proposed gift with an independent financial planner, legal adviser, tax adviser or other adviser (at their expense), to ensure that the donor receives a full and accurate explanation of all aspects of the proposed charitable gift. In some cases, CCS may decline the gift if this is not done.

In all cases of gifts other than cash, CCS will consult with an appropriate financial planner, legal adviser, tax adviser or other adviser to ensure that the gift and the process of transfer are conducted in appropriate and legal manner.

E. Outright Gifts

1. **Cash:** CCS accepts cash, cheques, bank transfers or money orders.

2. **Marketable Securities:** CCS accepts gifts of publically traded stocks and bonds. The ownership of the securities must be transferred to CCS, thereafter they may be either held or sold.
3. **Other stocks:** To be accepted, such stocks must be reviewed by Centre staff or advisors and deemed appropriate for CCS to accept.
4. **Real Estate:** All real estate gifts must be approved by the Central Council. Prior to approval, such gifts are reviewed by staff and legal counsel. Concerns include legality, mortgages, easements, restrictions, and environmental considerations. Until the ownership of the property is transferred to CCS, the donor must provide for obligations such as taxes and insurance.
5. **Tangible Personal Property:** The property must be saleable and the donor must agree that the property can be sold, unless CCS agrees to use the property for its own purposes. At least one qualified appraisal by an independent professional is required.

F. Deferred Gifts

1. **Bequests:** CCS receives bequests from persons who have directed in their wills that certain assets be transferred to CCS. The legal name of CCS is, *Centre for Christian Studies Canada Incorporated*.
2. **Life Insurance:** CCS accepts life insurance policies for which the donor has relinquished ownership by assigning all rights, title and interest in the policy to CCS. CCS shall be both the owner and the beneficiary of the policy. If the insurance policy is not fully paid up, the usefulness of the gift is judged on a case-by-case basis. If the policy is accepted, CCS may choose either to cash it in for the current surrender value or continue to pay the premium, if the donor has also given sufficient funds for this purpose, or if deemed an appropriate action by the Central Council.
CCS may also accept Life Insurance Policies where the ownership of the policy is held by The Anglican Church of Canada or The United Church of Canada and CCS is the beneficiary.
3. **Life Income Arrangements:** CCS may accept deferred giving arrangements, but would work with The Anglican Church of Canada, or The United Church of Canada, to set up and administer these arrangements. Life income arrangements include: Gift Annuities, Charitable Remainder Trusts and Gifts of Residual Interest.

G. Donor Recognition

1. **Expression of Appreciation:** All gifts that are received by CCS will be acknowledged with appropriate expressions of gratitude that may include written or verbal thanks from staff and volunteers.
2. **Lists of Donors:** CCS may ask donors for permission to publish their names. Donors will be given the option to remain anonymous. Published lists will not include the size of donations.
 - **Public Recognition:** If the donor so requests, public recognition may be arranged with CCS, as long as the recognition is in keeping with the ethos of CCS. Some examples of public recognition that would be appropriate are: book plates in donated library books, named funds, acknowledgment of Foundation support in advertising, wall plaque accompanying art. If the recognition desired by the donor is judged to be unacceptable to CCS then the gift may be declined.

4. **Memorial Recognition:** The names of those in whose memory or honour a gift is received will be recorded through a vehicle such as a “Memorial/Honouring Gift Book”. (This might be on display at such public occasions as the Annual Service of Celebration.)

Centre for Christian Studies
Policy regarding
Use of Undesignated Gifts Received
by the Centre for Christian Studies

1. For undesignated major gifts, bequests, or gifts that are sold for cash, received by the Centre for Christian Studies Canada Inc.:
 - a) that are less than or equal to \$5,000, up to 100% of an individual gift can be used towards the current year's budget.
 - b) that are greater than \$5,000, normally, a maximum of \$5,000 of an individual gift can be used towards the current year's budget.
 - c) if a deficit of over \$5,000 is projected for the year, the Finance Committee can recommend that all or a proportion of the gift be used to offset the deficit.

If only a portion of an undesignated major gift, bequest or gift that is sold for cash is used towards the current year's budget, then the remainder of the gift is to be added to the Endowment Fund.

EXAMPLE:

| Amount of gift | Amount that can be used towards current year's budget | Amount added to the Endowment Fund |
|----------------|--|---------------------------------------|
| \$3,500 | up to \$3,500 | \$0 (or more) |
| \$5,000 | up to \$5,000 | \$0 (or more) |
| \$20,000 | up to \$5,000 | \$15,000 (or more) |

Discretion within these restrictions is provided to the Centre for Christian Studies' Finance Committee, which reports to the Central Council.