

# **POLICY GUIDELINES FOR ONGOING RELATIONSHIPS THE BOARD OF TRUSTEES OF WILLIAM H. DUNLAP ORPHANAGE**

## **Foreword**

The **primary** purpose of the William H. Dunlap Orphanage (Dunlap) is to provide (and/or support homes which provide) comprehensive physical care; literary, educational, moral and religious training; and emotional and spiritual care in a Christian environment for children when the parent or parents are unable to do so.

In June 1978, the General Synod chose to close its existing home for children and to use assets gathered for that purpose to endow a fund, the earnings of which would be used to support homes providing comprehensive care in the tradition of the William H. Dunlap Orphanage. Since that time, Dunlap, through the General Synod, its presbyteries, and congregations, has identified existing or proposed residential care programs which provide total care of children in a Christian environment. Normally, funding for such programs has been limited to five years and has been on a declining basis.

Recognizing that there are homes which are doing what the William H. Dunlap Home did in the past, the Trustees have adopted these guidelines for establishing relationships which will enhance the involvement of Associate Reformed Presbyterians in the “care, support, maintenance and education of orphaned, or fatherless, or helpless, or needy children.”

## **Guidelines**

The following criteria must be met before Dunlap shall consider the establishment of an ongoing relationship:

- a. The primary purpose of the ministry must be to provide a home where children receive comprehensive physical, educational, emotional, and spiritual care in a Christian environment.
- b. The ministry must have been approved for funding under the *Policy Guidelines for the Board of Trustees of William H. Dunlap Orphanage* and must have been approved for funding for at least three consecutive years.
- c. The ministry must
  - 1) reflect the involvement of an Associate Reformed Presbyterian Church, OR
  - 2) have an Associate Reformed Presbyterian on the board or governing body.
- d. The ministry must be willing to have a member of the Dunlap Board
  - 1) serve as an ex-officio member of their governing board (voice and vote), OR
  - 2) serve as an advisory member of their governing board, but with the right to receive notice and to attend all meetings of the board, including executive session.
- e. Not more than 50% of the board’s funding after the Erskine Scholarship allocation shall be allocated under these guidelines. With the unanimous consent of the Trustees present and voting, more than 50% of the funding may be allocated. (Amended April 16, 2003)

## **Formal Agreement**

At the meeting in which the third-year funding is approved, Dunlap shall determine if there is sufficient interest to pursue an ongoing relationship. If such interest is indicated, the Administrative Officer shall be directed to work with the ministry and ARP entities or individuals currently involved in the ministry to prepare a formal agreement for submission to the ministry board and to Dunlap at its next meeting. The formal agreement shall include:

- a. The proposed funding for the year following the approved agreement.
- b. The type of representation from Dunlap.
- c. The reporting requirements of the ministry. Reporting requirements shall include
  - 1) an annual audit
  - 2) use of allocated funds
  - 3) statement of how the ministry is maintaining comprehensive physical, educational, emotional, and spiritual care in a Christian environment for the children
  - 4) statement of any significant changes in the purpose or operation of the ministry
  - 5) identification of readily, identifiable involvement of Associate Reformed Presbyterian churches or individuals.
- d. Dunlap Responsibilities. Examples of items which might be included:
  - 1) Dunlap shall report annually to the General Synod, listing the name, address, and contact person of the ministry.
  - 2) Dunlap shall provide the ministry with a mailing list of Associate Reformed Presbyterian Churches in its geographical area.
- e. Terms for ending relationship.