

# **JUBILEE MINISTRY**

## **APPLICATION REQUESTING DESIGNATION AS A JUBILEE MINISTRY CENTER**

**EPISCOPAL CHURCH CENTER  
OFFICE OF JUBILEE MINISTRY  
815 SECOND AVENUE  
NEW YORK, NEW YORK 10017**

REV. 9/1/09



## **JUBILEE MINISTRY MANDATE**

To be a “ministry of joint discipleship in Christ with poor and oppressed people, wherever they are found, to meet basic human needs and to build a just society.” This is at the heart of the mission of the church.

## **JUBILEE MINISTRY FUNCTIONS**

1. To challenge and confront Episcopalians and others to understand the facts of poverty and injustice, encouraging them to take an active role in meeting the needs of the poor and in the struggles against the causes of such suffering.
2. To locate and affirm as Jubilee Centers those congregations or ecumenical clusters directly engaged in mission and ministry among and with poor people.
3. To train clergy and lay volunteers, including poor and oppressed people, in the work of Jubilee Ministry.
4. To identify persons with gifts and skills helpful in Jubilee Ministry.
5. To select particular Jubilee Ministries as models, and communicate their work and methods to the whole church.
6. To report on issues that affect the poor, and on public policies and church policies related to those issues.
7. To cooperate with other organizations to develop an active network to respond quickly and significantly on public issues of peace and justice.
8. To promote evangelism, especially in the formation of minority-led congregations.
9. To issue grants as a concrete expression of the church’s commitment to this ministry.

*Source: General Convention Resolution 1982-A080 (Enabling legislation that created Jubilee Ministries)*

## **CRITERIA FOR JUBILEE MINISTRY RECOGNITION**

1. Must be an Episcopal Congregation, Episcopal cluster or an ecumenical cluster with Episcopal presence, and/or an agency with connections to the Episcopal Church.
2. Must be involved in mission and ministry among and with poor and oppressed people wherever they are located.
3. The mission and ministry must be rooted in worship.
4. The mission and ministry must include several programs, including at least one human rights advocacy program and one human services program.

Once designated a Jubilee Center, the ministry must be willing to:

- a) Demonstrate the operation of its programs to others as models
- b) Maintain “how to” files
- c) Act as a resource center and funnel for information
- d) Be subject to annual review.

*Source: Executive Council Resolution EXC021983.29 (Criteria for the Designation of Jubilee Center)*

***Please submit this application to your Diocesan Jubilee Officer***

*The designation process may include an on-site visit.*

**SECTION 1**

**CENTER INFORMATION**

Name of Ministry \_\_\_\_\_

\_\_\_\_\_

Site

Address \_\_\_\_\_

Mailing

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Province/Country \_\_\_\_\_

Director of the Program \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Sponsoring Parish(es) \_\_\_\_\_

Diocese \_\_\_\_\_

Bishop \_\_\_\_\_

Diocesan Jubilee Officer \_\_\_\_\_

Date Organization Started \_\_\_\_\_

For Diocesan Jubilee Office use only:

Designation Date \_\_\_\_\_ Executive Council Affirmation Date \_\_\_\_\_

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**SECTION 3**

*(These questions are designed to help us build a network and share good ideas.)*

Please describe how you train, encourage and empower your volunteers.

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Number of current volunteers\_\_\_\_\_ Number of hours given to the center per year\_\_\_\_\_

Typical funding sources for many ministries include congregational support, foundations, individual donors, endowments, special fund-raising events, etc. Please share with us your principle sources of financial support and/or successful fund-raising strategies.

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Total annual budget for this ministry \_\_\_\_\_

One of the criteria for Jubilee Ministry designation is a willingness to keep “how to” files about various aspects of ministry, so that programs may be replicated elsewhere. What “how to” files could you create, based on lessons you’ve learned and programs you’ve successfully implemented?

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**In addition, please submit the following, with this application, to your Diocesan Jubilee Officer:**

-Copies of program brochure

-Photos

-Program Budget

-Names of board members (council/vestry/committee) and contact information

-Organizational chart if applicable

-Other information you may think we ought to have

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## COVENANT

We are pleased to submit this application for designation and affirmation as a Jubilee Ministry of the Episcopal Church. If so designated, we agree we will:

- \* Demonstrate the operation of our programs to others who are interested
- \* Maintain “how-to” files
- \* Act as a resource center and funnel for information
- \* Commit to an annual review of our ministry and renewal of our covenant with the Bishop and the Diocesan Jubilee Officer.

\_\_\_\_\_ Date \_\_\_\_\_  
*(Ministry Director or Board Chair)*

\_\_\_\_\_ Date \_\_\_\_\_  
*(Sponsoring parish clergy)*

\_\_\_\_\_ Date \_\_\_\_\_  
*(Sponsoring parish Senior Warden/Bishop’s Warden)*

\_\_\_\_\_ Date \_\_\_\_\_  
*(Diocesan Jubilee Officer)*

\_\_\_\_\_ Date \_\_\_\_\_  
*(Bishop)*

Comments from the signers above should be attached to the application.

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