



# RARE CIRCUMSTANCE ADJUSTMENT APPLICATION

## Application Instructions

The Rare Circumstance Adjustment (RCA) is designed for churches that experience events that are clearly outside of the church's normal activity and may adversely affect the congregation's ability to achieve their allocation goals for the World Evangelism Fund (WEF) and Pensions & Benefits Fund (P&B), as well as Educational (EDU) allocations.

The RCA Committee consists entirely of district superintendents, pastors, and laypeople. Stewardship Development assists the committee with requests, communication, and record keeping.

***There is no need to include this page with your submitted request.***

### Things to keep in mind:

The committee seeks to exercise flexibility and grace for churches in unusual circumstances. Even so, the committee consults several measurable criteria prior to making a decision. While these criteria are not set in stone, they are benchmarks that the committee keeps as a reference to ensure a level of consistency. Knowing the following criteria may help your church leadership decide whether or not an RCA request is the best option in your circumstance:

1. Gift/circumstance creates a financial hardship for the church
2. Unsolicited, designated gift to a church without a written designated gift policy (see last section of application)
3. Gift is from a single donor
4. Gift is not related to an ongoing capital campaign or debt reduction campaign
5. Gift is greater than or equal to \$50,000  
(If the gift is less than \$50,000, it should be at least 25% of church's income.)
6. Gift has already been received
7. Unexpected expense related to disaster or extreme/unusual circumstance

### After receiving an extraordinary gift or experiencing an unusual event:

1. Complete this application.
2. \*Obtain the signature and recommendation of the district superintendent.
3. Remit completed form to [rca@nazarene.org](mailto:rca@nazarene.org) or Stewardship Development, 17001 Prairie Star Parkway, Lenexa, KS 66220.

\*Please attach a written summary to the application. Providing details about the gift, its designation, and any other pertinent information will help the committee to render a consistent, well-informed decision.

### After submitting an RCA request:

1. Within a week, the applicant will receive an email confirmation that the application has been received.
2. Within 45 days, the RCA Committee will review the application and make a decision.
3. Within 60 days, a written response will be sent to the pastor. A copy will be sent to the district superintendent, jurisdictional general superintendent, and USA/Canada regional director.

# Rare Circumstance Adjustment Application

## Application Information

Any item left blank on the form could cause an unnecessary delay in the committee's response.

Church Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Church Number: Pastor: \_\_\_\_\_ Church Fax: \_\_\_\_\_  
 District Name: \_\_\_\_\_ Pastor's Email: \_\_\_\_\_  
 District Superintendent: \_\_\_\_\_ DS's Email: \_\_\_\_\_  
 \_\_\_\_\_

Total Gift Amount: \_\_\_\_\_  
 Amount Requested for exclusion from allocations: \_\_\_\_\_  
 Assembly year to which the exclusion should be applied: \_\_\_\_\_  
 Donor's gift designations (input "none" if undesignated by donor):

NOTE: If this request is for a non-cash donation or rare circumstance of an unconventional nature, please provide sufficient details in your written summary.

### History of Allocations

	Allocation Goal	Amount Contributed
<b>2016</b> 2015-2016	WEF _____	
	P&B _____	
	EDU _____	
	Church Income _____	
<b>2017</b> 2016-2017	WEF _____	
	P&B _____	
	EDU _____	
	Church Income _____	
<b>2018</b> 2017-2018	WEF _____	
	P&B _____	
	EDU _____	
	Church Income _____	

### Please Check One

(If you cannot choose from these three, please include a short explanation of your current policy in your written summary.)

- Our published, written policy states that we use a portion of each designated gift to meet the associated allocation goals.
- Our published, written policy states that we use our general operating budget to meet the allocations associated with each designated gift.
- We have not yet adopted or published a written policy explaining how we meet allocation goals on designated gifts.
- I have attached a complete written summary of the gift or event, including reasoning as to how this gift or event creates a financial hardship for the local church.

\_\_\_\_\_  
 Pastor's Signature                      Date                      District Superintendent's Signature                      Date

Church Name: \_\_\_\_\_

District: \_\_\_\_\_

**Please answer the following prompts to help the committee understand the nature of your request. Please be as complete and transparent as possible.**

**Donation/Unexpected Situation Specifics**

Yes  No Does the gift/circumstance create a financial hardship for the church in meeting giving goals for worldwide ministry? If so, explain how.

Yes  No Is the gift/circumstance related to ongoing capital campaign or debt reduction campaign?

Yes  No Has the gift already been received? Or, if no gift, has the expense been incurred? If no, why not?

Yes  No Is there an existing unexpected expense related to disaster or extreme/unusual circumstance? Please describe.

**Donor Information**

*(If no identifiable gifts have been received or anticipated, please skip this section)*

Yes  No Was the gift unsolicited? If so, how did the gift come about?

How many donors is the gift from? \_\_\_\_\_

Yes  No Is the donor open to sending a percentage toward denominational interests? If no, why?

What is the relationship between the donor and the church?