



## 2026 Outreach Commission Member Application (Revised October 15, 2024)

Thank you for your interest in serving on the Outreach Commission! Please review the process carefully, complete the application, and submit it to [office@stmattsaustin.org](mailto:office@stmattsaustin.org) by 11/28/25.

**From the Bylaws:** *The purpose of the Outreach Commission is to help the parish live out its passion for service to the community and to propose to the Vestry a distribution of the parish's Outreach budget to qualified organizations. Major responsibilities of the Outreach Commission per its Bylaws include: 1) Familiarity with the current issues and needs of each Passion Area as identified in the parish's most recent Strategic Plan; 2) Identifying service opportunities for all ages within each Passion Area, emphasizing opportunities for the parish to serve together; 3) Reviewing funding requests and making funding decisions using a uniform process that is fair and transparent in accordance with the Strategic Plan; 4) Ensuring annual funding allocations reflect the passion areas of the parish as a whole; and 5) Reporting on all Commission activities to the Vestry regularly and to the parish annually.*

The Commission is comprised of Members and Ex-Officio members (the Rector and Senior Warden). Members serve a one-year calendar year term (may reapply annually with no term limit).

### **Members (appointed by the Vestry upon the advice and consent of the Rector):**

- Represent the parish as a whole, not individual organizations or ministries.
- Disclosure any and all relationships with applicant organizations.
- Review and score all applications for funding in all Passion Areas.
- Participate in creation of and vote on funding allocations of the annual Outreach budget.
- Are encouraged to lead and/or assist in planning at least one service opportunity for the parish.
- Are invited to suggest/plan educational opportunities for parish to learn about our Passion Areas

**By submitting this, I attest that I have read and understand the Purpose and Responsibilities of the Outreach Commission, as well as the roles of the Members.**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: N/A (Your email submission of this application serves as a digital signature)

### **FYI - Important Outreach Member Dates for 2026**

2/03 - Welcome & Orientation Meeting; "How to Apply for Grant" workshop

2/13 - Grant Applications due

2/20 - Members' questions regarding applications due to Chair via email

3/03 - Optional in-person grant application presentations to Commission (final Q&A opportunity)

3/16 - Member grant scoring due; 3/22 - Member grant funding allocation workshop/vote

3/24 - Vestry votes on proposed funding; 3/29 Grant recipients presented to the parish