

Columbia Foundation

Professional Staff Publishing Support Policy and Procedures

Article I

Purpose

The purpose of the Professional Staff Publishing Support Policy and Procedures is to set guidelines for the Columbia Foundation (“Foundation”) to implement a revolving loan account under the Foundation’s Professional Staff Publishing Support Program (“Program”). These guidelines are set forth to help ensure alignment with the Foundation’s purposes, as stated in Article II of the Columbia Foundation Bylaws (“Bylaws”), specifically, to “provide financial support for educational, religious and church activities related to the mission of CBC and in support of Christ’s teachings to the Church as recorded in the Bible.” This policy provides guidance to the Loan & Grant Committee (L&GC) of the Foundation to assist it in making recommendations to the Foundation’s Board (“Board”) for a decision on any application made by CBC professional staff for self-publishing support; and to outline the procedures by which an advance funding account for such purpose. This account may be established following approval of such support to ensure uniformity in the process for the benefit of any Applicant, while protecting the financial interests of the Foundation. This policy and procedures document is intended to supplement, but not replace, any applicable provisions of the Foundation’s Bylaws.

Article II

Definitions

1. Foundation

Columbia Foundation, Falls Church, Virginia.

2. Program

Columbia Foundation’s Professional Staff Publishing Support Program.

3. Bylaws

Columbia Foundation’s Bylaws.

4. Church

Columbia Baptist Church, Falls Church, Virginia.

5. Applicant

A member of the Columbia Baptist Church’s (Church) paid professional staff, or a pastor emeritus, requesting access to a revolving publishing support loan account from the Columbia Foundation.

6. Professional Staff

A salaried employee of the Church (including associated language congregations) with ministerial duties.

7. Advance Funding Account

An advance funding account enabling an approved Applicant to seek advance funding and/or reimbursement for expenses related to their self-publishing activities with the purpose of providing Christian-themed educational materials to audiences through a publishing process that requires funding upfront to research, develop, publish, and make available books, tracts, or other written materials, including through self-publishing processes. The intent is that this support will be made through an account with a maximum advance funding amount set by the Foundation. The intent is that the account funding will be replenished by the Applicant as sales of the published materials result in revenue to the Applicant.

8. Board

The Board of Directors of the Columbia Foundation.

9. L&GC

The Loan & Grant Committee of the Foundation, a standing committee defined in the Foundation's Bylaws, which reviews any Advance Funding Account requests and makes a recommendation to the full Board on whether or not to approve the request.

10. Chairperson

The Chairperson, for purposes of processing a request for an Advance Funding Account, is generally the Board's President, but may be another Board member acting on behalf of the President due to the time-sensitivity of the request, or unavailability of the President, or at the request of the President to act on his or her behalf.

11. Agreement

The signed agreement between the Applicant and the Foundation specifying the terms and conditions for use of the Program by the Applicant.

Article III**Purpose for the Professional Staff Publishing Support Program**

The Foundation, in recognition of the opportunity to expand the reach and availability of Christian educational materials through the provision of Christian-themed publications produced by the Church's professional staff, either in the normal course of their professional duties or as an individual endeavor, established a Professional Staff Publishing Support Program to lower the financial hurdles that authors might encounter in attempting to (self-)publish their Christian-themed original work. The concept is that the Foundation would encourage such educational endeavors by establishing, upon application and approval, an Advance Funding Account for the Applicant to draw upon (up to the limit set in the approval) to fund research, writing activities, and (self-)publication costs so that the author's works could be marketed and generate funds from the sales that would then be used to replenish the standing Advance Funding Account for future (self-)publishing activities, or until the agreement is terminated.

Article IV**Advance Funding Account Policy****1. Maximum Amount for Advance Funding**

- a.** The maximum amount for any advance funding approved under by the Board under this Policy shall not exceed **\$10,000**.
- b.** This amount may be modified by the Board from time to time to reflect inflation and experiences with the success of the Program. The Board may modify the maximum amount made available under this Policy by majority vote by attaching an addendum to this Policy indicating the new maximum advance funding amount, the members voting, and how they voted. This maximum amount defined by the Foundation does not in any way imply a commitment by the Board to approve the maximum amount for any Advance Funding Account set up under this program in any particular instance.

2. Guidance for Advance Funding Request Consideration

The Board has the right to evaluate each request on its own merits, considering the particulars of the request and the current and projected financial resources available to the Foundation for such purposes. A key guiding principle of the Board in reviewing a request will be consideration of the degree the proposed publishing initiative would support the Foundation's mission to help spread the Gospel by encouraging the Church's professional staff to develop unique and marketable educational materials that might help reach more people for Christ. The amount approved for any specific Advance Funding Account will take into account the following:

- a. The description of the materials planned for publication, their relevance to a need or gap in Christian literature currently available, and a realistic favorable assessment of the marketability of the materials;
- b. Any past experience that the Applicant might present that would tend to support the likelihood of a successful publishing venture; and
- c. The Foundation's funding available for the Professional Staff Publishing Support Program.

3. Expiration Date for an Approved Advance Funding Account

Any Advance Funding Account established by the Foundation for an Applicant shall expire after no more than two (2) years from the date of signing of the associated Agreement without review and approval by the Board and renewal of the associated Agreement with the Applicant.

4. Source for the Program Funding

The funding for this Program shall come from unrestricted funds available to the Foundation.

5. Terms for the Advance Funding Account

- a. An Agreement between the Applicant and the Foundation will be signed to initiate the Applicant's participation in the Program.
- b. The Agreement will specify:
 - 1) The maximum amount of funding available to the Applicant in the Account;
 - 2) The date by which any unreimbursed balance remaining in the Advance Funding Account established for the Applicant must be paid back to the Foundation by the Applicant, which shall become the Advance Funding Account's expiration date; and
 - 3) Any advance funding provided to the Applicant will be fully due and payable upon:
 - i) Failure by the Applicant to demonstrate reasonable progress has been made towards completion of any materials for publication during annual reviews; or
 - ii) The termination of the professional staff member from employment by Church for any reason whatsoever; or
 - iii) Failure by the Applicant to provide any requested written documentation, as requested by the Board and satisfactory to the Board, that demonstrates the proper use of the funds received from the Account.

6. Accounting for the Program

- a. At least annually (or more frequently upon request by the Board), the Applicant for whom an Advance Funding Account has been established under this Program shall provide a written statement to the Board to include:
 - 1) The status of efforts in regard to any planned, underway, or existing publications;

- 2) The number of copies of any literature printed; sold; or downloaded from an 'on-demand' publishing source and their price(s);
- 3) The amount of funds received for publications; any expenses paid; an accounting for all monies received by the Applicant under this Program; and
- 4) Any other relevant information related to the Applicant's activities or plans regarding the literature produced that the Board requests to assess the success of the Program.

7. Confidentiality of the Process

The Board will maintain strict confidentiality concerning any information, financial or otherwise, made available by the Applicant in support of the request and concerning any deliberations by the Board in evaluating the request.

8. Implementation of Policy

The Board retains the right to interpret and implement this Policy and Procedures document in such a manner as to protect the interests of the Foundation.

Article V Program Procedures

1. Request for an Advance Funding Account

- a. The first step in the process for establishing a Professional Staff Publishing Support Advance Funding Account under this Program is for the Applicant to make a request in writing via submission of a *Professional Staff Publishing Support Application and Agreement* form. The Board may request the Applicant supplement the submission of the form with a presentation in person (at a scheduled quarterly Board meeting) to the Foundation.
- b. The request shall describe the Applicant's publishing intentions, a description of the literature planned to be produced, an estimate for the expenses to be incurred by the Applicant in producing the publication(s), the estimated time period until publication, estimates for the quantity of sales and expected pricing, and the limit amount of the advance funding requested.

2. L&GC's Recommendation to the Board

- a. After discussing the Applicant's request, the L&GC will make its recommendation on the request to the full Board. In the case that the L&GC recommends approval of the Applicant's application to participate in the Program, the L&GC will prepare a draft Agreement outlining the conditions for the establishment of an Advance Funding Account under the Program. Their recommendation and copy of the draft Agreement will be presented to the Board for vote to accept the recommendation or not.

3. Board Action on a Recommendation

- a. Upon receipt of the recommendation from the L&GC, each Board member will consider the recommendation in light of the Foundation's Program's purpose as outlined in this Policy document, assessment of the Applicant's proposed publishing initiative, and prayerful consideration. Board members may request additional information from the L&GC, to include additional information to be provided by the Applicant, or seek other clarification, as needed.
- b. Board members should provide their response on the recommendation in a timely manner as an approval or disapproval vote, but may offer alternatives for the Board to consider, or set conditions for their approval.
- c. Upon receipt of the Board's vote to approve the Applicant's request, the Agreement will be executed by the Board's President or Vice President and presented to the Applicant for their acceptance, as demonstrated

by their signature on the Agreement.

4. Termination of the Agreement

- a.** At the request of the Applicant, or in the situation where the Foundation determines that the Advance Funding Account established under this Program should be terminated, the Treasurer will prepare an account payoff statement setting the amount and time period for reimbursement of any outstanding balance which will be provided to the Applicant as part of the termination activities for the Account.
- b.** In the event that the termination is due to the timely conclusion of the Program and all terms and conditions have been satisfied by the Applicant, the Treasurer will provide the Applicant with notification of satisfaction of the payoff of any outstanding balance.

Columbia Foundation

Professional Staff Publishing Support Policy and Procedures

IN WITNESS WHEREOF, we all being Directors of the Board of the Columbia Foundation, Falls Church, Virginia, have hereunto set our hands this 19th day of May, 2023.

WITNESS:

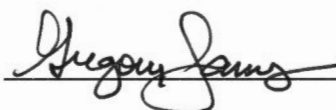


Sammie Barr, Director



John Guidi, Director

Barry Byer, Director

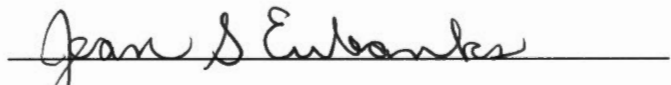


Greg James, Director



Clarence Dukes, Director

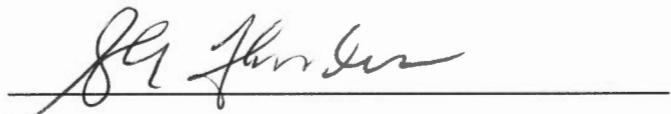
Lawrence (Lin) Peacock, Director



Jean Eubanks, Director



Richard Stephenson, Jr, Director



Scott Flanders, Director



Anne Tomas, Director

CERTIFICATION

I, the undersigned, do hereby certify:

THAT I am the duly elected Secretary of the Board of Directors for the Columbia Foundation, a Virginia non-stock, non-profit corporation, and

THAT the foregoing Professional Staff Publishing Support Policy and Procedures constitutes the Professional Staff Publishing Support Program policy of said Foundation, as duly adopted at a meeting of the Board of Directors held

hereof, on the 17th day of May, 2023.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Association

this 17th day of May, 2023

Jean S Eubankes
Secretary



COLUMBIA FOUNDATION (CF) Professional Staff Publishing Support Application and Agreement

To be completed by Applicant (then send to Columbia Foundation; email: contact@columbiafoundation.net):

Applicant's Name: _____ Date of Application: _____

Applicant's Position with Columbia Baptist Church (Church): _____

Brief Summary of Proposed (Self-)Publishing Activities (to include description of educational materials, expected expenses incurred, projected sales, time period for activities, and requested amount of advance funding):

To be completed by the Foundation:

This Agreement is made between _____ (Applicant) and the Columbia Foundation to establish an Advance Funding Account as described in the *CF Professional Staff Publishing Support Policy and Procedures*, CF-POL-5, and as amended (Program).

1) The maximum amount of funding available to the Applicant under the Advance Funding Account for purposes as described in the Program (to fund research, writing activities, and [self-]publication costs so that the author's works can be marketed and generate funds from the sales that are then be used to replenish the balance available in the Account for future self-publishing activities) is set at: _____.

2) The date by which any unreimbursed balance remaining in the Advance Funding Account for the Applicant must be paid back to the Foundation by the Applicant, the Expiration Date, is set as: _____.

Agreement

The Applicant expressly agrees:

- 1) Any funds provided by the Foundation to the Applicant under this Program will be used solely in accordance with the stated purposes for the Program and the Applicant will provide written documentation, as requested by the Foundation, to demonstrate the proper use of the funds received.
- 2) Reimbursement to the Foundation of any outstanding balance of the Advance Funding Account on or before the Expiration Date, or other date established in writing by the Foundation in accordance with the Program, will be made.
- 3) Any outstanding advance funding will be fully due and payable upon request by the Foundation prior to the established Expiration Date due to:
 - i) Failure by the Applicant to demonstrate reasonable progress has been made towards completion of any materials for publication during annual reviews; or
 - ii) The termination of the professional staff member from employment by the Church for any reason whatsoever; or
 - iii) Failure to provide requested written documentation, as requested by the Foundation and satisfactory to the Foundation, that demonstrates the proper use of the funds received.
- 4) Any portion of the Advance Funding Account (up to the limit) may be requested at any time by presentation of documentation showing the amount and purpose for the funds to the Foundation's Treasurer, who, upon review and approval, will then provide a check to the Applicant.
- 5) The Applicant will provide to the Foundation an annual written summary of the Applicant's publishing activities, expenses incurred, income received from the publishing activities, and prospective plans for the next year.
- 6) Upon request by the Board, the Applicant will make copies of any published materials funded by this Program available to the Foundation for review.

Signed:

Applicant _____ Date _____ Board Officer for the Columbia Foundation _____ Date _____