ANGLICAN ALLIANCE

RELIEF GUIDELINES

Content

1. Introduction

2. Guiding principles

    2. 1 Christian Principles
        Stewardship

    2.2 Humanitarian principles

3. Sharing information

4. Formulation of appeals for Rapid onset and slow occurring emergencies

    4.1 Appeals by Anglican and other faith-based agencies

    4.2 Church Appeal

    4.3 General Appeal

5. Major /national emergencies

6. Next steps

   Annexe # 1

   Annexe # 2

   Annexe # 3

   Annexe #4

1. Introduction

Relief is one of the three pillars of the Anglican Alliance. In the Alliance's "Mandate for Action" a key objective for the Alliance is to "develop a mechanism for determining an appropriate and collaborative response to emergencies facing areas in the Communion based on lessons learnt from past experiences". This paper sets out draft guidelines by which the Anglican family of churches and agencies can collaborate to provide an effective response to emergencies and to co-ordinate appeals. It is important to note that these guidelines are one component of the wider relief strategy of the Alliance which has been summarised in the graph at Annexe # 1. The other components are being developed and will be rolled out.

The purpose of this initiative is to:

- Make the Anglican response to emergencies more effective, through proper communication and co-ordination
- Make giving by Anglican churches, agencies and other entities more effective.
- Provide more safeguards for both donors and disaster hit-communities.
- Improve the flow of information around the Communion
- Facilitate the flow of funds to disaster-hit communities.
- Enable Anglicans to make a distinctive contribution to emergencies, through our own networks.

It is important to note that the actions in these guidelines apply to the way in which the Anglican Alliance fulfils its mandate for relief: they are not binding of any of our partners. This paper will be put out to consultation with all Anglican partners and we will welcome comments.

The aim is to agree on a set of actions that will guide our response, drawing from the decisions reached at the four Anglican Alliance consultations held in 2011 in Africa, Asia, the Pacific and Latin America and the Caribbean to draw up the Alliance's priorities. The decisions reached at the consultations, which included delegates from all parts of the developing world, from agencies and Lambeth Palace and the Anglican Communion office, were that in fulfilling its mandate for emergency relief the Anglican Alliance should:

- Respond to both natural and conflict related emergencies
- Respond to emergencies in all countries, both in the developing and developed world, with the nature of that response being shaped by the needs of the community affected.
- Seek to develop Anglican expertise in supporting people with disabilities and special needs affected by emergencies, supporting the most marginalised people who do not have documentation, providing community-based counselling support and providing protection for vulnerable people.
- Develop a system and form for posting appeals on the website.
- Build capacity in the Church in disaster preparedness and response

- Co-ordinate with international systems
- Work through its regional facilitators to identify, report and respond to emergencies
- Consider ways of engaging volunteers, including through the health network.

These guidelines deal with both conflict related emergencies and natural disasters. Although it is useful to be able to differentiate different types of emergencies, and they are categories that will inform our work, it is acknowledged that these distinctions are not clear-cut. Likewise, emergencies are not static: they evolve. However, classifications can help our coordination, and we propose these broad categories:

- Rapid onset emergencies, which do not constitute a national or "major" disaster such as the flooding and mudslides that affected Brazil at the beginning of this year
- Slowly occurring processes, such as drought and rising sea levels. .
- National disasters or major emergencies such as Japan 2011 or Haiti 2010

In the following sections we will propose procedures for sharing information and formulating appeals.

2. Guiding principles

2.1. Christian foundation

International humanitarianism has deep roots in Christianity; it started with the idea of helping strangers and formed the origin of philanthropy.[1] But for Christians looking after others is a profound action rooted in the love of God. Following God is to love our neighbours as we do ourselves. In a hurting world such as ours, the church is a serving church that looks out beyond itself to the local community and neighbourhood, and beyond that, to the whole of humanity.

One of the five marks of Mission of the Anglican Church is "To respond to human need by loving service" which is at the heart of our relief work. This is the principle to call us to respond with compassionate service to those in distress, to those who suffer. It is the principle that encourages us to feed the hungry, shelter the homeless and to care for those in need.

Stewardship

Giving and receiving it is a crucial interaction among members of the Communion when handling donations. This relation needs to be considered in the light of the Biblical concept of stewardship, which signifies a faithful management of resources, given by others in the expectation that they will be used to good effect. The clearest Biblical exposition of this is found in the "Parable of the Give Talents" in Matthew 25:14-30. Three servants were each entrusted with a portion of their master's wealth. Only two of them managed it well and multiplied their Master's possessions. They were rewarded.

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[1] Allen, Tim and Schomerus, Complex Emergencies and Humanitarian Responses, Chapert 3, London University, 2008

The third servant just hid it and handed back the same amount of wealth that he had originally received. As a consequence, he was punished for laziness and unfaithfulness. Stewardship means there is a responsibility on the person who receives the resources, and a continuing relationship between giver and receiver.

According to "the principles of partnership" responsible stewardship "means that partners see their resources as jointly owned and held in trust by each member for the common good (I Cor 12:7). The giving, receiving and use of resources must be controlled by judiciousness, selflessness, maturity and responsibility (II Cor 8:9) God's gifts to any one part of the universal Church are given in trust for the mission of the whole church. No mission agency, diocese, province or national Church `owns' its resources"[2].

We are part of each other. We are committed to one another in Christ's body. What touches one member touches the others. Thus no one member must be left to suffer alone.[3] Those who make the donation might be aware of the importance of the transforming power of generosity. How it can make a real difference in the life of millions of people and enable them to deal with the drama of tragedy. However, giving brings also a responsibility to "carefully reflect the real purpose of the donation". It also brings the need to question the scope and consequences of such a decision. Therefore, making a donation is about establishing a relationship. It must not be not just "Give and Go.".

The other end of the interaction demands an even higher commitment. The receiver is entrusted with resources that do not belong to him or her but are rather sent to the person who is able to make proper use to benefit those who suffer. It is not money with which the receiver can do what he or she pleases: it is a gift to do good. It must be handled rigorously with transparency and proper accountability. Openness and proper reporting mechanisms do not just ensure that money is used according to the pledge that was made but also provide an opportunity for evaluation and improvements. They also ensure accountability both to the donor and the beneficiaries. Likewise, building trust around the Communion through the process of giving and receiving will strengthen our procedures to respond to emergencies and in turn the way in which we help those facing tragedy.

2.2. Humanitarian principles:

Christian values are the basis for our work, a set of principles that do not clash with the broad secular principles widely agreed by the international humanitarian community. The assistance that we provide is unconditional, based on need, and with deep respect for human dignity as has been the central objective of the humanitarian movement. The internationally recognised humanitarian principles are:

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[2]Ten Principles of partnership" available at:
http://www.anglicancommunion.org/ministry/mission/resources/guidelines/partnership10.cfm
[3] Ibid Principle of solidarity

- *Humanity,* meaning the centrality of saving human lives and alleviating suffering wherever it is found
- *Impartiality*, meaning the implementation of actions solely on the basis of need, without discrimination between or within affected populations.
- *Neutrality,* meaning that humanitarian action must not favour any side in an armed conflict or other dispute where such action is carried
- *Independence,* meaning the autonomy of humanitarian objectives from the political, economic, military or other objectives that any actor may hold with regard to areas where humanitarian action is being implemented.

3. Sharing information

A key requirement in all emergencies is the efficient sharing and dissemination of information. The diagram bellow illustrates this process.
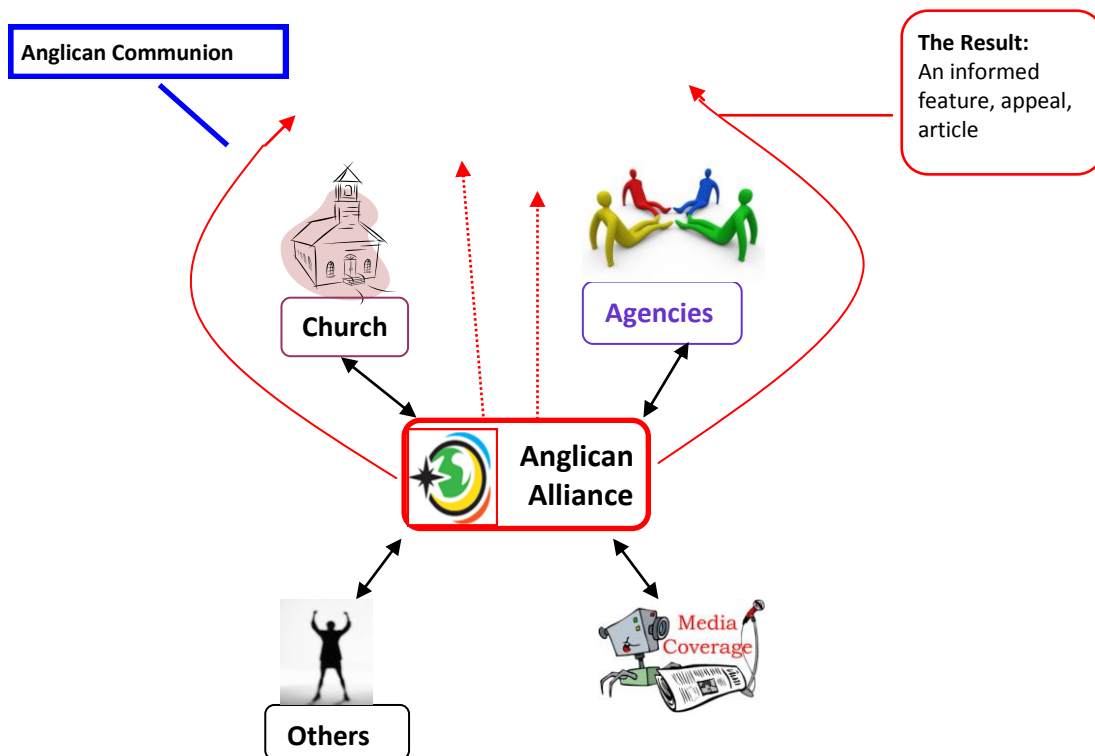
This diagram envisages the Alliance as a conduit for the gathering, consolidation and dissemination of information throughout the Anglican Communion. The Alliance is connected with all parts of the Communion and has access to the Anglican Communion Database which connects into all dioceses. This is a model that we would propose as a general way of dealing with the relief information.

One of the modes of working of the Alliance is to encourage and empower local communities, and this includes in the area of emergency relief. As it has been widely

documented, there is an increasing frequency of emergencies. Part of the role of the Alliance is to raise awareness of what is happening around the Communion so that people can pray for disaster hit communities and build links of solidarity and support. Presently, three of the main sources from which information originates are: diocesan and provincial offices; agencies and the Alliance's relief manager. We are keen to encourage more people from parishes and churches in affected communities to inform us about their emergencies. The objective is to enable local churches to inform the rest of the Communion how an emergency has affected their community and also what actions churches are taking to respond to calamities. This is basically a way of knowing what is happening around the Communion.

The development of our on-line tool will enable churches to report emergencies for information. It will make reporting easier, and provide more consistency in the information provided.

4. Formulation of appeals

Many Christians are strongly motivated to give gifts in cash or kind to disaster-hit communities. The Alliance has a role to play in enabling Anglicans to give effectively and providing Anglicans with options for giving to faith-based and Anglican agencies.

There are broadly three ways in which the Alliance can achieve this.

4.1. Appeals by Anglican and other faith-based agencies. The first way is to promote appeals made by existing Anglican or other faith-based agencies. The Alliance has made provision on the website for Anglican agencies to publicise their appeals, and has also provided links to other faith-based appeals, for example those made by ACT Alliance.

4.2. Appeals made by churches. These can take two forms:

4.2.1. The first is for appeals made by churches to be routed through an Anglican or other faith-based agency.
4.2.2. The second way is by promoting appeals made directly by local churches, where the funds go directly to the church - church to church giving. This publication of such appeals requires more careful procedures. With due regard to:
– Management of resources
– Accountability
– Ability to implement relief work
– Reporting
– Due diligence by the donors

4.3 Appeals identified through the Anglican Alliance Relief Manager. In this case the initiative will come from the Alliance which will initiate all the consultation and circulation of information. The following section explains all the three procedures.

4. 1 Appeals by Anglican and other faith-based agencies

The agencies have their own page within the Anglican Alliance website, with an ability to post the information they wish regarding emergencies. However, if they would like to feature their appeal on the main page and also use resources as the Anglican Communion Data base and the companion link directory we can facilitate this. Given the experience of the agencies in formulating appeals, handling resources and accountability and keeping records, we will disseminate it as we receive it. The donations go directly to the agencies and they decide how to disburse the resources.
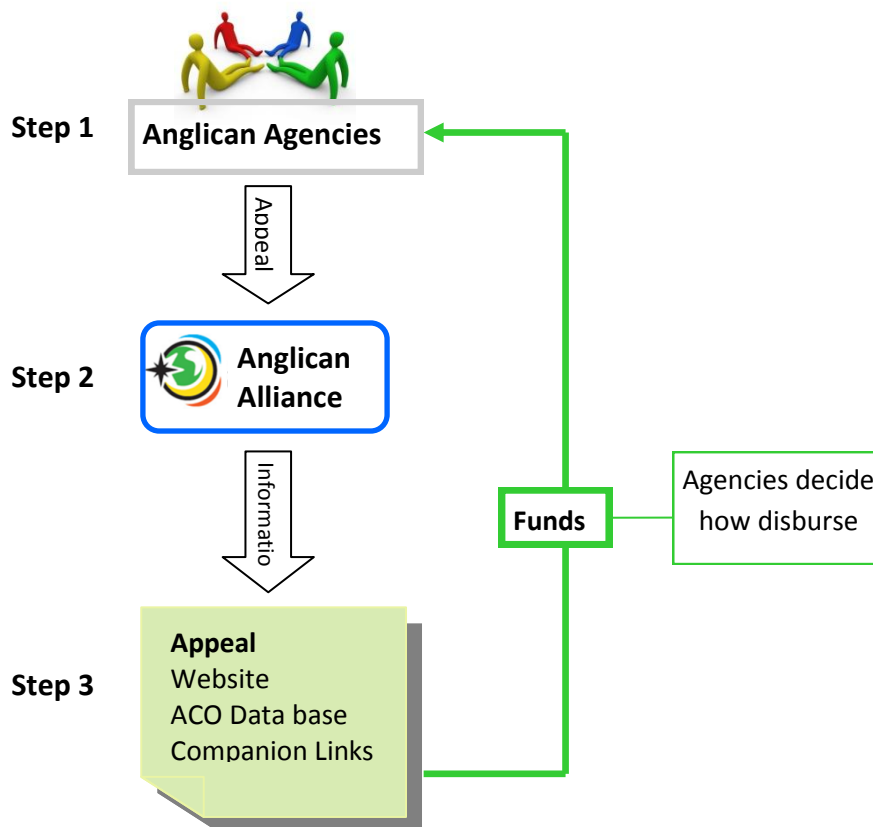
4.2 Appeals by Churches

Churches are on the ground when disaster strikes and can often be the first to help local communities. Churches may also be best placed to advocate for local needs, and often make appeals for help in cash and kind. Below are two models for taking forward these appeals.

a. Appeals by churches routed through agencies

In this model, the church sends us information about the emergency, using the online tool set out in Annexe 2 of this paper. The form can also be downloaded and sent by email.
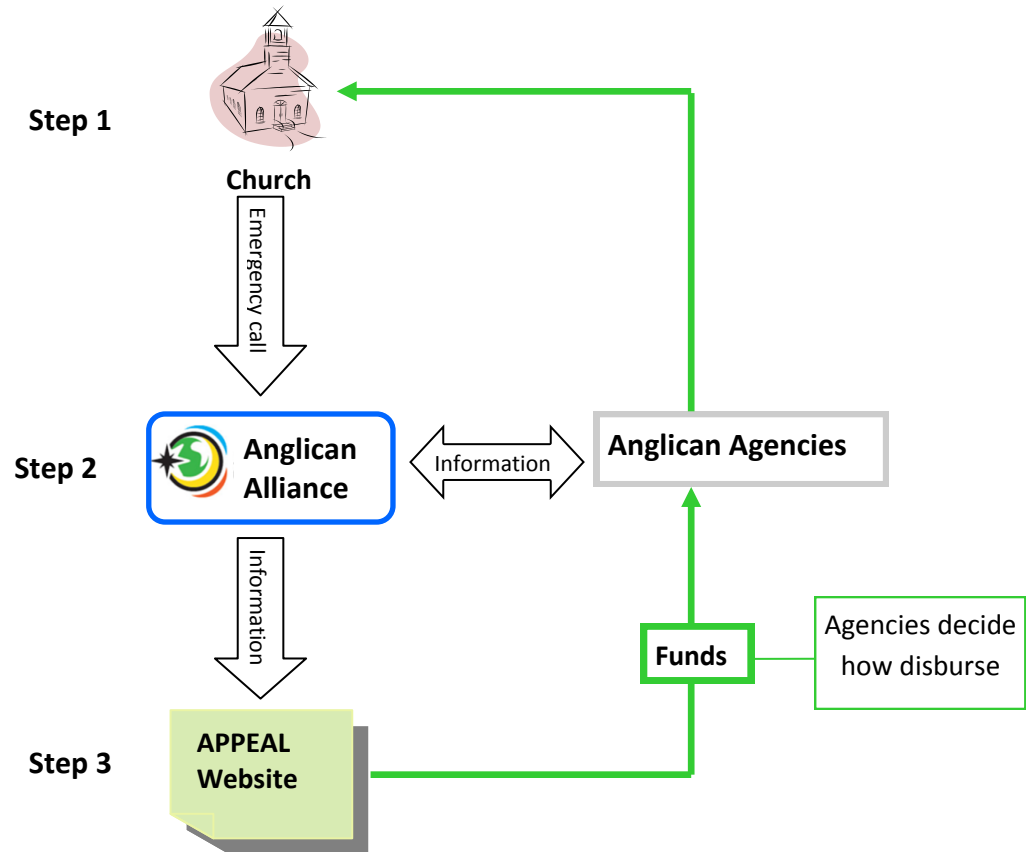
We will complement the information provided by the Church with further details from other sources. We will also get in touch with the appropriate contact (the regional officer or relief officer) of Anglican Agencies and other interested parties with a request for information about any appeal they might be making to meet the emergency, or any existing work in the area. We will consolidate the information and post an article on the website with links to the Agencies working in the affected area and other organisations such as ACT Alliance. Donations are made through the Agencies mechanisms in this case. The agencies decide how disburse the funds.

b. An appeal for donations to go directly to the church - church to church giving
The second model is where there either is no aid agency working, or where the church locally has specifically said that it wants funds to go directly to it. In this case the Alliance will take the following steps:

- Post the appeal in the website
- Send the appeal to all bishops (around 900) and archbishops around the Communion through the Anglican Communion Database

- Send the appeal to the Companion Link dioceses
- Send the appeal to Anglican Agencies and other interested parties
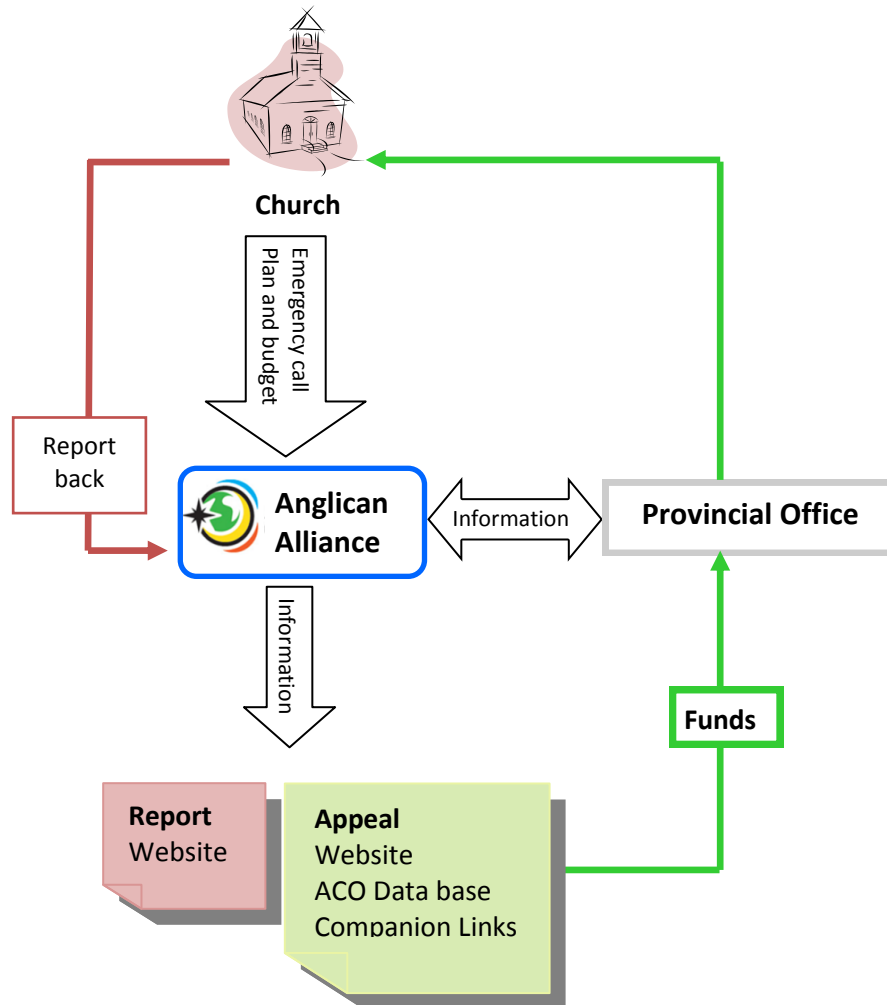
However, delivering aid in an emergency is a complex task, and there are risks that, without precautions, donations might not be effectively deployed. The Alliance has a mandate for capacity building, and this applies to the giving and receiving of emergency aid.

Therefore, In order to proceed with this course of action it will be important to take into account the following aspects:

- *Providing information and proposing a budget*

If the church proposes this course of action, we will require more detailed information to be provided via the on-line tool, as set out in Annexe 3 to this paper.

.As can be seen from the form in Annexe 3, we will ask the church:

- To clearly identify the community's needs,
- To set out its own capacity to administer funds, and deliver programmes
- To set out how it plans to utilise resources received.
- To declare whether it is receiving funds from any other donors or agencies.

As with the first option, we will complement the information with data from other sources such as OCHA, ACT Alliance and the media in general. As in the first course of action we

will get in touch with the appropriate contact (the regional officer or relief officer) of Anglican Agencies and other interested parties with a request for information about any appeal they might be making to meet the emergency, or any existing work in the area.

- *Provincial office bank account*

It is important to note that if the church proposes this course of action, we will post the bank account details of the Provincial Office. It will be important that the church informs its province beforehand about its intention. The Alliance will contact the Provincial office before posting the appeal on the website.

- *Companion link dioceses*

Companion link dioceses are important in the life of church to church relations. They can help with support in prayer and resources. In cases of church to church appeal, the Alliance will ensure that companion link dioceses are informed of the appeal and ask them to be active partners in it.

- *Reporting*

Likewise, we will ask the church for a commitment to provide an update report after a reasonable period of time: how much it has received in donations and how these were spent. A narrative of the actions taken and a financial report will be needed. Model guidelines for this are set out in Annexe 4 to this report.

- *Due diligence*

The Alliance will develop some guidelines for people and churches involved in church to church giving so that they can ensure that their giving is as effective as possible, with accountability and transparency.

4. 3 General Appeal

A general appeal might come from the Relief Manager of the Anglican Alliance after acknowledging an emergency through the general media or international relief organisations. In this case, we would contact (the regional officer or relief officer) of Anglican Agencies and other interested parties with a request for information about any appeal they might be making to meet the emergency, or any existing work in the area. We will also ask the church in the area about the situation and the impact on the community. We will explain to all parties our procedures, and proceed in consultation with them. **The Alliance is not a fund-raising organisation and does not run aid programmes. Therefore all such appeals posted on our website will direct people give their donations to Anglican and other faith-based agencies.**

5. National disaster or major emergency

Emergencies such as the earthquake and tsunami in Japan in 2011 or the earthquake in Haiti in 2010 require a larger intervention. In such situations we propose the following steps:

- The Alliance's Relief Manager will arrange a virtual conference with all agencies to discuss possible interventions including: a common fund, sending a joint mission, joining a programme that is already in place, integrating into an international network.

- Participants in the virtual conference can nominate a lead agency, and allocate responsibilities and tasks. The co-ordination and monitoring of progress will be undertaken by the Alliance's relief manager.
- The follow-up conference call will also be organised by the Alliance relief manager, in consultation with the lead agency.
- The Alliance will be post and disseminate the information as explained and will update quarterly during the crisis.

Anglican Alliance

Conference Call

Church   ⟷   Anglican Agencies

Plan
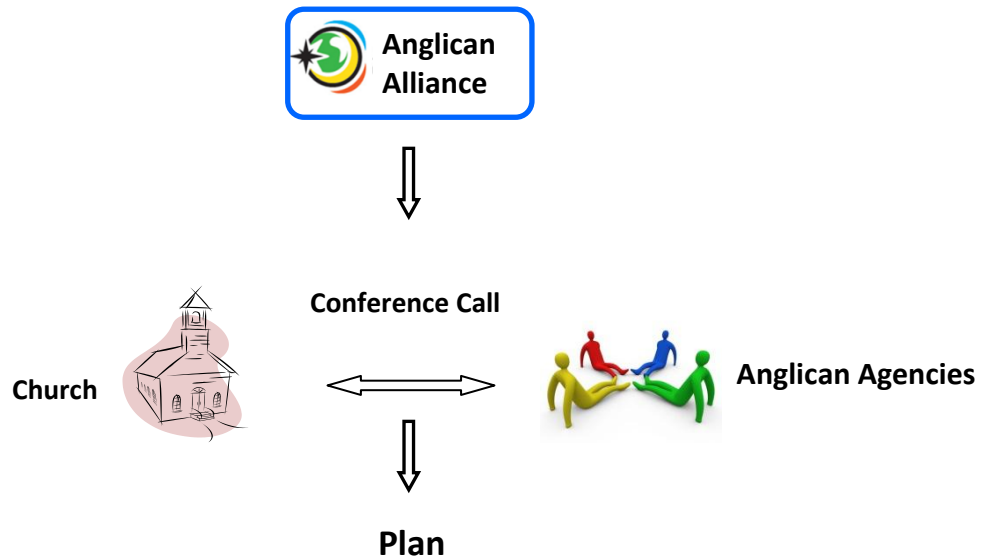
Keeping the exchange of information with the church after the immediate aftermath might be challenging, however, it is imperative to acknowledge how the situation has evolved, how funds - if received - has been used and how the church is still coping with circumstances. The Alliance will monitor quarterly and post reports on the website. This will be a major area for discussion and capacity building.

6. Next Steps

These draft guidelines are being circulated for comment to all our partners in the provinces and dioceses and agencies of the Anglican Communion. **Please send your comments and observations by email to** anglicanalliance@aco.org

ANNEXE 1

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                                                    ┌─────────────────────┐
                                              ┌────│  Map out church's   │
                                              │     │     programmes      │
                                              │     └─────────────────────┘
                          ┌──────────────┐    │     ┌─────────────────────┐
                          │   Sharing    │────┼────│  Relief Experiences  │
                          │ information  │    │     └─────────────────────┘
                          └──────────────┘    │     ┌─────────────────────┐
                                              └────│ Circulation information on │
                                                    │     the website     │
                                                    └─────────────────────┘
                          ┌──────────────┐          ┌─────────────────────┐
                          │ Formulation  │─────────│     Guidelines      │
                          │   Appeals    │          └─────────────────────┘
                          └──────────────┘
                                                    ┌─────────────────────┐
                          ┌──────────────┐    ┌────│  Training schemes   │
   ┌──────────┐           │   Building   │────┤     │  General—tailored   │
   │  RELIEF  │──────────│   capacity   │    │     └─────────────────────┘
   │ STRATEGY │           └──────────────┘    │     ┌─────────────────────┐
   └──────────┘                               └────│ Provision of resources │
                                                    │ (guidelines– toolkits) │
                                                    └─────────────────────┘
                          ┌──────────────┐          ┌─────────────────────┐
                          │ liaison with │    ┌────│    UN Agencies      │
                          │ humanitarian │────┤     └─────────────────────┘
                          │   system     │    │     ┌─────────────────────┐
                          └──────────────┘    └────│       INGOs         │
                                                    └─────────────────────┘
                                                    ┌─────────────────────┐
                                              ┌────│       Gender        │
                          ┌──────────────┐    │     └─────────────────────┘
                          │ Cross cutting│    │     ┌─────────────────────┐
                          │    Themes    │────┼────│     Disability      │
                          └──────────────┘    │     └─────────────────────┘
                                              │     ┌─────────────────────┐
                                              └────│ Psycho Social support │
                                                    └─────────────────────┘
```

ANNEXE 2

ONLINE TOOL FOR EMERGENCIES

Name: _____   Position: _____

Diocese: _____   Province: _____

City: _____   Country: _____

Contact number: _____   Contact email: _____

Information about the emergency

I. **Area affected:**

Diocese(s) _____   City/town/village _____

II. **Origin of the emergency** – Many emergencies are complex in origin, please indicate which of the categories below best indicates how the emergency started:

a) Natural disasters (Please tick one option):

- Earthquake __
- Storm/cyclone/hurricane __
- Floods __
- Volcano __
- Avalanches __
- Disease Outbreak (e.g. cholera) __
- Drought __
- Rising sea levels __

Other (please specify)

_____

b) Conflict related emergency (Please one option):
- Bombardment of civilians __
- Destruction of civilian facilities (e.g. hospitals, schools) __
- Internally displaced people __
- Refugee arrivals __
- Camps management __

Other (please specify)

_____

c) Any other factors contributing to the emergency

_____
_____
_____
_____

II.   Description of the emergency situation:

_____
_____
_____
_____
_____
_____

Detailed information

People Affected	Numbers
Women	
Children	
Elderly	
People with disabilities	
Total people affected	

Description of people's main needs:

- Water   Yes/No   Numbers ___
- Sanitation Yes/No   Numbers ___
- Food   Yes/No   Total Numbers ___
  Of which
    o Children ___
    o Pregnant women, new mothers ____
    o Feeding for malnourished people _____
    o Other special needs _____

- Health Care Yes/No   Numbers ___
  Of which
    o Children _____
    o HIV + _____
    o Pregnant women _____
    o People with disabilities____

- o Elderly people____
- o Injured/ trauma _____
- o Other (please specify nature) _____
- o Other special health needs (please specify) _____

- Emergency Shelter   Yes/No   Numbers ___
- Livelihoods   Yes/No   Numbers ___
- Camp Management   Yes/No   Numbers ___
- Aid workers/volunteers   Yes/No   Numbers ___
- Transportation of aid – restricted access to affected area   Yes/No __
- Destruction of vital infrastructure (roads, bridges, power lines) Yes/No __
- Destruction of the church infrastructure   Yes/No __

Any other need

_____
_____

III.   How the church helping / what is is the involvement of the church?

_____
_____
_____
_____

IV.   Would you like to send a message the brothers and sister around the Communion?

_____
_____
_____
_____

V.   For the article in the website will be important to have some pictures of the emergency. Please upload pictures if you have them.

Additional information

_____
_____
_____
_____

ANNEXE 3

ONLINE TOOL FOR APPEALS

Name: _____   Position: _____

Diocese: _____   Province: _____

City: _____   Country: _____

Contact number: _____   Contact email: _____

Information about the emergency

III.   **Area affected:**

   Diocese(s) _____   City/town/village _____

IV.   **Origin of the emergency** – Many emergencies are complex in origin, please indicate which of the categories below best indicates how the emergency started:

   d) Natural disasters (Please tick one option):

   - Earthquake __
   - Storm/cyclone/hurricane __
   - Floods __
   - Volcano __
   - Avalanches __
   - Disease Outbreak (e.g. cholera) __
   - Drought __
   - Rising sea levels __

   Other (please specify)

   _____

   e) Conflict related emergency (Please one option):
   - Bombardment of civilians __
   - Destruction of civilian facilities (e.g. hospitals, schools) __
   - Internally displaced people __
   - Refugee arrivals __
   - Camps management __

   Other (please specify)

   _____

f) Any other factors contributing to the emergency

_____
_____
_____
_____

VI.   Description of the emergency situation:

_____
_____
_____
_____
_____
_____

Detailed information

People Affected	Numbers
Women	
Children	
Elderly	
People with disabilities	
Total people affected	

Description of people's main needs:

- Water   Yes/No   Numbers ___
- Sanitation Yes/No   Numbers ___
- Food   Yes/No   Total Numbers ___
  Of which
    - Children ___
    - Pregnant women, new mothers ____
    - Feeding for malnourished people _____
    - Other special needs _____

- Health Care Yes/No   Numbers ___
  Of which
    - Children _____
    - HIV + _____
    - Pregnant women _____
    - People with disabilities____
    - Elderly people____
    - Injured/ trauma _____

o Other (please specify nature) _____
o Other special health needs (please specify) _____

- Emergency Shelter   Yes/No   Numbers ___
- Livelihoods   Yes/No   Numbers ___
- Camp Management   Yes/No   Numbers ___
- Aid workers/volunteers   Yes/No   Numbers ___
- Transportation of aid – restricted access to affected area   Yes/No __
- Destruction of vital infrastructure (roads, bridges, power lines) Yes/No __
- Destruction of the church infrastructure   Yes/No __

Any other need

_____
_____

II.   **What resources does the church have? (Please tick the option when appropriate)**

- Buildings (Church – schools – community centres) __
- Volunteer team __
- Emergency response Plan __
- Stable Communication (phone, radios, internet)
- Connections with local authorities other organizations responding to the emergency __
- Storage facilities __

Other:

_____
_____

VII Information about the proposed response

Objective of the response:

_____
_____
_____

Targeted area: _____

Targeted community: _____

Number of beneficiaries: _____

Time frame: _____

Who is responsible for implementing the response _____

Proposed budget - Fill in the table with your estimations about how donations are going to be expended – you might use your currency or other.

What do you intent to do? Please set the items/material/resources in which you are planning to spend the money	Number of items /material/resources that your are planning to buy	Cost of the items/material/resources
Total		

Are you applying for funds to other organization? Please name them

_____
_____

Do you have a linked diocese or other Anglican partner? _____

II.   Would you like to send a message the brothers and sister around the Communion?

_____
_____
_____
_____
_____

III.   For the appeal in the website will be important to have some pictures of the emergency. Please send us pictures if you have them.

Additional information

_____
_____
_____

ANGLICAN ALLIANCE
Development · Relief · Advocacy

Annexe 4

Narrative and Financial report

Name: _____ Position: _____

Dioceses: _____ Province: _____

City: _____ Country: _____

Contact number: _____ Email: _____

I. How much did you receive from donations?

_____

II. How did you distribute the resources? Fill in the table with your information about how donations were spent

What did you do? Please specify the items/material/resources on which you have spent the donations.	Number of items/material/resources	Cost of the items/material/resources
Total		

III. In addition of the provision of the items above mentioned, in which other ways has the church helped the affected communities?

_____
_____
_____
_____

IV. Who has beneficed directly or indirectly from your response? (number of people helped-male/female/children/elderly/disable disaggregation)

_____
_____
_____
_____

V. How the situation has evolved?

_____
_____
_____
_____

VI. Did you lease with other partner organizations to implement the response? Which ones?

_____
_____
_____

VII. Which were the main difficulties that you have encountered?
a) _____
b) _____
c) _____

VIII. Which have been the main achievements?
d) _____
e) _____
f) _____

IX. Could you identified some lessons learned that might be used in other emergencies or maybe by other churches?

_____
_____
_____
_____

X. Could you provide some testimonies from members of your community?

_____
_____
_____
_____
_____

IV. For the update in the website will be important to have some pictures. Please send us pictures if you have them.