

Specialized Ministry Grant  
Corey Schlosser-Hall, 10/20/2003 - 01:37 PM

**Office of Mission Program Grants**

Presbyterian Church (USA)  
100 Witherspoon Street  
Louisville, Kentucky 40202-1396  
(888) 728-7228, Ext. 5230 / 5251  
Fax: (502) 333-7251

[tmccalli@ctr.pcusa.org](mailto:tmccalli@ctr.pcusa.org), [bmoore@ctr.pcusa.org](mailto:bmoore@ctr.pcusa.org)

**General Assembly Mission Program Grant  
SPECIALIZED MINISTRY GRANT APPLICATION**

Date Prepared

Synod Phone

Contact Person E-mail Address

Presbytery Phone

Contact Person E-mail Address

Project Name

Pastor / Project Director \_

Address/City/State/Zip

E-mail Address Phone

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**Definition:** A specialized ministry is a project in which a ministry sponsored by the presbytery, group of congregations, or a congregation is designed to meet the physical, social, spiritual, or justice/evangelism needs of the community of peoples primarily outside of the congregation.

**Grant Period:** Realizing that some projects desire a shorter or longer funding period, funding may be spread over a period of 3-7 years.

**Instructions:** Send a computer diskette and twenty copies of this application copied two-sided on white paper with required attachments to the Mission Program Grant Office in accordance with the attached submission dates. This form is available in Microsoft Word format and may be obtained by downloading from the Mission Program Grants office section of the Evangelism and Church Development web site [www.pcusa.org/evangelism/churchdevelopment/mpgrants.htm](http://www.pcusa.org/evangelism/churchdevelopment/mpgrants.htm), by e-mail or on a diskette.

In narrative form, please respond to the following.

1. **Vision:** Describe the vision for the project.
2. **Staffing Rationale:** Describe the qualities you will seek in a project leader to carry out your proposed ministry plan. Include a position description for each staff member to be funded by this grant.
3. **Demographic Study:** Include a summary of the demographic study, not to exceed one page, which provides relevant findings such as ecumenical and mission opportunities, racial ethnic population, age distribution, and economic strength. Describe the need the project will meet.
4. **Ministry Plan:** List the goals and objectives for the project and the method for establishing, building up, and maintaining the new project. Include measurable goals and objectives for the first year.
5. **Attendance:** List the realistic estimates of the number of people to be served each year by this project. Give data to support your estimates.
6. **Income and Expense Budget:** Display itemized and balanced *operating* income and expense budgets for each year of the grant. Capital expenses should be excluded. Include income amounts from General Assembly, synod, presbytery, congregation, project and other sources. Please include last year's financial statement, if available, showing the budgeted and actual income/expenditures.
7. **Oversight of Project:** Describe how your presbytery and/or congregation(s) will provide oversight, encouragement and regular contact with the leadership of this project.
  
8. **Funding Schedule:** Complete the following display of scheduled proposed Mission Program Grant funding to support the specialized ministry project. Place an asterisk (\*) after specific amount to indicate that action has been taken to approve the grant and the specified amount.

**SCHEDULE OF PROPOSED MISSION PROGRAM GRANT FUNDING**

A. Anticipated date that the monthly payment is expected to begin.

B. Anticipated final year of mission program grant.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>Year 7</u>	<u>TOTAL</u>
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PROJECT

PRESBY.

SYNOD

GA

OTHER

TOTAL

**NOTE: The Mission Program Grant shall not exceed the combined funding amount provided by the presbytery and/or synod and may be less during the funding life of the grant. Mission Program Grants are scheduled on a declining scale.**

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Please refer to the **Mission Program Grant Proposal Checklist** contained within **Grant Writing 101** for general evaluation criteria.

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Middle Governing Bodies participating and giving oversight and assistance to this project, please sign below and provide helpful information as appropriate.

At the \_\_\_\_\_ (date) meeting of the Presbytery of \_\_\_\_\_, the foregoing specialized ministry plan and program grant application were reviewed and approved by the mission strategy body of this presbytery as fulfilling the criteria and guidelines governing GA Mission Program Grants.

\_\_\_\_\_

\_\_\_\_\_

General / Executive Presbyter or designee

\_\_\_\_\_

\_\_\_\_\_

Date  
Synod Executive or designee

Annual Progress Report Form

Corey Schlosser-Hall, 10/20/2003 - 01:37 PM

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**General Assembly Mission Program Grant  
Annual Progress Report**

Date Prepared

Synod

Phone

Presbytery

Phone

Project Name

Project Number

Pastor / Project Director

Date of Charter

Address/City/State/Zip

**The purpose of this report is to track a project's progress during its funding cycle and to gather and share insights that can be used to help and inform other projects.**

**Instructions:** Send six copies (two-sided) of this report on white paper to the Mission Program Grant Office at the address noted above no later than October 1. This form is available in Microsoft Word format and may be obtained by downloading from the Mission Program Grants office section of the Evangelism and Church Development web site [www.pcusa.org/evangelism/churchdevelopment/mpgrants.htm](http://www.pcusa.org/evangelism/churchdevelopment/mpgrants.htm), by e-mail, or on a diskette.

In narrative form, on no more than two pages, please respond to the following.

1. What joys and celebrations have taken place in the past 12 months?
2. What concerns does the project currently have?
3. What goals have been met in the past 12 months and what goals have been set for the next 12 months? Did the

project leader and the lay leaders attend any professional development or training? If so, please describe the course (s) and the benefits that were gained.

4. Provide worship attendance & church school attendance figures for the current year and up to five preceding years. Compare these to the projections listed in the original grant proposal and explain any growth or decline.

5. If a similar project were planned now, describe what would have been done differently.

6. Attach a copy of the current year income/expense budget and most recent actual income/expense statement. Also provide an itemized income/expense budget for the next year. (Not required for final year report)

**For Projects in their Final Year of Grant Funding**

**In addition to the previous six questions, please respond to the following:**

- 7. Provide a brief history of the project, highlighting accomplishments and difficulties, and your vision for the future.
- 8. How could the presbytery, synod and General Assembly have been more helpful?

**Please Note: Middle Governing Bodies participating and giving oversight and assistance to this project must provide on a single separate page, a concise and independent evaluation of the current status of this Mission Program Grant project. Also, describe how you are maintaining regular contact with project leadership.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
General / Executive Presbyter or designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Synod Executive or designee

Existing Congregation Grant  
Corey Schlosser-Hall, 10/20/2003 - 01:37 PM

**Office of Mission Program Grants**

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**General Assembly Mission Program Grant  
EXISTING CONGREGATION GRANT APPLICATION**

Date Prepared

Synod Phone

Contact Person E-mail Address

Presbytery Phone

Contact Person E-mail Address

Project Name

Pastor / Project Director \_

Address/City/State/Zip

E-mail Address Phone

**Definition: Transformation** (redevelopment) of an existing congregation is the redirection of its ministry in light of significant changes among its membership, the community to be served, or both. Transformation includes a planned effort and intent to refocus the congregation's ministry.

**Grant Period:** Realizing that some projects desire a shorter or longer funding period, funding may be spread over a period of 3-7 years.

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In narrative form, please respond to the following.

1. **Vision:** Describe the vision for the project.
2. **Staffing Rationale:** Describe the qualities you seek in a transformation pastor to carry out your proposed ministry plans. Include a position description for each staff member to be funded by this grant.
3. **Demographic Study:** Include a summary of the demographic study, not to exceed one page, which provides relevant findings, and ecumenical & mission opportunities, racial ethnic population, age distribution, and economic strength.
4. **Ministry Plan:** Describe the ministry plan for the project, including the five dynamics listed on page 3.
5. **Goals & Objectives:** List measurable goals and objectives for the first year. **Note:** It is a condition of grant funding that appropriate presbytery and project leadership, both pastor and lay, have attended or will attend presbytery, synod or GA transformation training within two years of when funding begins.
6. **Attendance:** List the realistic attendance estimates of worship, church school and other regularly scheduled activities, respectively, for each year of the grant. Give data to support your estimates.
7. **Income and Expense Budget:** Display itemized and balanced *operating* income and expense budgets for each year of the grant. Capital expenses should be excluded. Include income amounts from General Assembly, synod, presbytery, project and other sources. Please include last year's financial statement, if available, showing the budgeted and actual income/expenditures. All projects are expected to achieve 10% of its total operating budget to Basic Mission Support by the end of grant funding.
8. **Oversight of Project:** Describe your presbytery's plan to provide oversight, encouragement and regular contact with the leadership of this project.
  
9. **Funding Schedule:** Complete the following display of scheduled proposed Mission Program Grant funding to support the existing congregation grant. Place an asterisk (\*) after specific amount to indicate that action has been taken to approve the grant and the specified amount.

**SCHEDULE OF PROPOSED MISSION PROGRAM GRANT FUNDING**

A. Anticipated date that the monthly payment is expected to begin.

B. Anticipated final year of mission program grant.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>Year 7</u>	<u>TOTAL</u>
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PROJECT

PRESBY.

SYNOD

GA

OTHER

TOTAL

**NOTE: The Mission Program Grant shall not exceed the combined funding amount provided by the presbytery and/or synod and may be less during the funding life of the grant. Mission Program Grants are scheduled on a declining scale.**

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Please refer to the **Mission Program Grant Proposal Checklist** contained within **Grant Writing 101** for general evaluation criteria.

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Middle Governing Bodies participating and giving oversight and assistance to this project, please sign below and provide helpful information as appropriate.

At the \_\_\_\_\_ (date) meeting of the Presbytery of \_\_\_\_\_, the foregoing existing congregation plan for ministry and program grant application were reviewed and approved by the mission strategy body of this presbytery as fulfilling the criteria and guidelines governing GA Mission Program Grants.

\_\_\_\_\_  
General / Executive Presbyter or designee

\_\_\_\_\_  
Date Executive or designee Synod

## CONGREGATIONAL TRANSFORMATION (REDEVELOPMENT)

A transformation is not a natural cycle or stage of congregational life. It is a planned intervention in a congregation to stimulate the dynamics needed to enable the congregation to reorient its ministry.

### The Ministry Plan of a transforming congregation should include:

1. **CREATING SPIRITUAL ENERGY.** Many potential transformation congregations have encountered periods of decline and no longer possess the vision and vitality for an effective ministry. Attention must be given to building the spiritual strength and energy of the congregation. How can sufficient spiritual energy be stimulated within the congregation so that the corporate strength needed to carry out the ministry starts to build? How can despair be replaced with hope?
2. **CONGREGATIONAL IDENTITY: COMING TO TERMS WITH THE PAST, PRESENT AND FUTURE.** Some transformation congregations are locked into the past. Members remember fondly the time when more people were in church and the congregation was vital. If things could only be the way they used to be, everything would be okay. Processes must be provided that enable the congregation to confront the nature and degree of change that has occurred within the church and the community. Opportunity must be given for people to recall how things used to be, in contrast to how they are presently. Coming to terms with the past and present means allowing time for corporate grief. Until members of the congregation can openly affirm that the past is gone forever, movement toward a new future is unlikely.
3. **CONGREGATIONAL LEADERSHIP: BUILDING A MINISTRY TEAM.** Congregational transformation

requires that the pastor and laity work together as a team to redirect the ministry of the church. This begins by recognizing and honoring the variety of gifts of people within the congregation. It requires blending the talents of those who have been part of the congregation for years, with the ideas and abilities of new persons who are just venturing into the congregation. It necessitates creating an atmosphere in which conflict is recognized, confronted and dealt with openly.

4. **RE-ENTERING THE COMMUNITY.** Many congregations that exist in areas of dramatic community change withdraw from direct contact and ministry with the people in the community around the church. The people in the church have little knowledge of, or relationship with, the people who live in the same block as the church. The laity must be trained to visit, listen, talk to and build relationships with the people of the community around the church. As relationships develop, the church laity begins to understand the hopes, desires and dreams of the people with whom they need to be in ministry.

5. **BUILDING A FINANCIAL BASE FOR MINISTRY.** Transformation congregations must build the necessary financial base to create a new future. Increased stewardship commitment of members is essential. A capital campaign for building improvements is often necessary. Increasing the financial base will ensure that the congregation's ministry will extend into the future.

**DEVELOPING A MINISTRY PLAN.** If you don't know where you're going, chances are you won't get there. Planning is essential in transformation congregations. As the interplay among the previously mentioned five forces builds, a series of ministry plans can begin to unfold. Components of the plans might include changes in worship and education programs, and the development of new ministries directed toward meeting specific needs of people in the community. As these program changes are woven into an overall ministry plan, the congregation may begin to move toward transformation.

### **OBJECTIVES**

Objectives are descriptions of specific strategies describing measurable ways that the goals of a project will be fulfilled during a specified period of time. Objectives should be realistic, measurable, and challenging with a stated deadline for achievement.

Exploration & Feasibility Grant  
Corey Schlosser-Hall, 10/20/2003 - 01:37 PM

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## General Assembly Mission Program Grant EXPLORATION AND FEASIBILITY GRANT APPLICATION

Date Prepared

Synod Phone

Contact Person E-mail Address

Presbytery Phone

Contact Person E-mail Address

Study Name

Study Pastor/Director \_

Address/City/State/Zip

E-mail Address Phone

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**Definition:** An exploration and feasibility grant provides funding to conduct a study that will assist in determining the possibility of successfully establishing a new congregation or transforming (redeveloping) an existing congregation. These grants may not be used to fund the start-up of the ministry, such as calling an organizing pastor or gathering the worshipping community.

**Grant Amount:** The grant is intended to provide up to \$10,000 for a one-year study.

**Instructions:** Send six copies of this application copied two-sided on white paper to the address noted above. This form is available in Microsoft Word format and may be obtained by downloading from the Mission Program Grants office section of the Evangelism and Church Development web site [www.pcusa.org/evangelism/churchdevelopment/mpgrants.htm](http://www.pcusa.org/evangelism/churchdevelopment/mpgrants.htm), by e-mail or on a diskette.

**Note:** Exploration and Feasibility Grant proposals are not bound by the Mission Program Grants submission and

**meeting dates and may therefore be submitted for consideration at any time.**

Type of Study (Check One):                      Establishment of a New Congregation

Transformation of an Existing Congregation

In narrative form, please respond to the following questions.

1. Specify and describe the factors that stimulated the need for the new church development or congregational transformation exploration in this community at this time. Provide a brief relevant history of the congregation to be transformed.
2. Describe the plan for research and exploration, including:
  - Gathering and analyzing demographic information;
  - Carrying out a community survey to assess needs;
  
  - Assessing possible support from other congregations;
  
  - Exploring the ecumenical possibilities;
  - Describing how the feasibility study will test the congregation's readiness for change.

Complete the following display of scheduled proposed Mission Program Grant funding to support the exploration and feasibility study. Place an asterisk (\*) after a specific amount to indicate that action has been taken to approve the grant and the specified amount.

**SCHEDULE OF PROPOSED MISSION PROGRAM GRANT FUNDING**

A.            Anticipated date that the study is to begin.

Year 1

PRESBYTERY

SYNOD

GA

OTHER

TOTAL

**NOTE: The Mission Program Grant shall not exceed the combined funding amount provided by the presbytery and/or synod and may be less during the funding life of the grant.**

Middle Governing Bodies participating and giving oversight and assistance to this study, please sign below and provide helpful information as appropriate.

At the \_\_\_\_\_ (date) meeting of the Presbytery of \_\_\_\_\_, the foregoing exploration and feasibility plan for ministry and program grant application were reviewed and approved by the mission strategy body of this presbytery as fulfilling the criteria and guidelines governing GA Mission Program Grants.

\_\_\_\_\_  
General / Executive Presbyter or designee

\_\_\_\_\_  
Date Executive or designee Synod

New Congregation Grant  
Corey Schlosser-Hall, 10/20/2003 - 01:37 PM

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**General Assembly Mission Program Grant  
NEW CONGREGATION GRANT APPLICATION**

Date Prepared

Synod Phone

Contact Person E-mail Address

Presbytery Phone

Contact Person E-mail Address

Project Name

Pastor / Project Director \_

Address/City/State/Zip

E-mail Address Phone

**Definition:** New church development is the establishment and eventual charter of a new congregation under the direction of the presbytery. An additional model would be a church willing to start, charter and attach an emerging generation group to their current facility. A new congregation or emerging generation develops as a response by a presbytery to the needs of a new group of persons. It may begin with a presbytery's recognition of a population frontier where heretofore there has not been any Presbyterian Church presence for Christ. The ultimate goal is to grow to full maturity within the life of that presbytery and in service to Christ within the church universal.

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1. **Vision:** Describe the vision for the project.
2. **Staffing Rationale:** Describe the qualities you seek in an organizing pastor to carry out your proposed ministry plans. Include a position description for each staff member to be funded by this grant.
3. **Demographic Study:** Include a summary of the demographic study, not to exceed one page, which provides relevant findings such as ecumenical and mission opportunities, racial ethnic population, age distribution, and economic strength.
4. **Ministry Plan:** Describe the ministry plan for the project, listing the measurable goals and objectives for the first year and the method for establishing, building up, and maintaining the new congregation. Areas may include, but are not limited to, evangelism and outreach, worship, education, lay leader training, pastor/staff professional development, mission, finances, stewardship and plans for location.
5. **Attendance:** List the realistic attendance estimates of worship, church school and other regularly scheduled activities, respectively, for each year of the grant. Give data to support your estimates.
6. **Income and Expense Budget:** Display itemized and balanced *operating* income and expense budgets for each year of the grant. Capital expenses should be excluded. Include income amounts from General Assembly, synod, presbytery, project and other sources. Please include last year's financial statement, if available, showing the budgeted and actual income/expenditures. All projects are expected to achieve 10% of its total operating budget to Basic Mission Support by the end of grant funding.
7. **Oversight of Project:** Describe your presbytery's plan to provide oversight, encouragement and regular contact with the leadership of this project.
8. **Funding Schedule:** Complete the following display of scheduled proposed Mission Program Grant funding to support the new church development. Place an asterisk (\*) after specific amount to indicate that action has been taken to approve the grant and the specified amount.

**SCHEDULE OF PROPOSED MISSION PROGRAM GRANT FUNDING**

A. Anticipated date that the monthly payment is expected to begin.

B. Anticipated final year of mission program grant.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>Year 7</u>	<u>TOTAL</u>
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PROJECT

PRESBY.

SYNOD

GA

OTHER

TOTAL

**NOTE: The Mission Program Grant shall not exceed the combined funding amount provided by the presbytery and/or synod and may be less during the funding life of the grant. Mission Program Grants are scheduled on a declining scale.**

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Please refer to the **Mission Program Grant Proposal Checklist** contained within **Grant Writing 101** for general evaluation criteria.

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Middle Governing Bodies participating and giving oversight and assistance to this project, please sign below and provide helpful information as appropriate.

At the \_\_\_\_\_ (date) meeting of the Presbytery of \_\_\_\_\_, the foregoing new congregation plan for ministry and program grant application were reviewed and approved by the mission strategy body of this presbytery as fulfilling the criteria and guidelines governing GA Mission Program Grants.

\_\_\_\_\_

\_\_\_\_\_

General / Executive Presbyter or designee

\_\_\_\_\_

\_\_\_\_\_

Date

Synod Executive or designee