



PRESBYTERIAN CHURCH (U.S.A.)

**MANUAL OF ADMINISTRATIVE OPERATIONS
FOR THE
MISSION DEVELOPMENT RESOURCES
COMMITTEE
AND
OFFICE OF MISSION PROGRAM GRANTS**

SEPTEMBER 28, 2012

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Applications and resources may be obtained through the Mission Program Grant web site at <http://www.presbyterianmission.org/ministries/missionprogramgrants/>.

For information about Presbyterian Mission Agency Church Loans, please contact Jay Hudson, Ben Blake, Jason Peterson, or Judy Walton at the Presbyterian Investment & Loan Program (800) 903-7457 or <http://pilp.pcusa.org/>.

INTRODUCTION

This manual describes the work of the Mission Development Resources Committee and the grants sponsored through the Office of Mission Program Grants. The contents remain flexible allowing amendments and additions to be made as recommended by the committee and approved by the Presbyterian Mission Agency.

Mission Development Resources Committee

In 1988 the former Evangelism and Church Development Ministry Unit Committee appointed the MDRC to administer the Mission Program Grant and Church Loan programs. The primary focus of the MDRC is to respond faithfully to the church growth commitment of the Presbyterian Church (U.S.A.). This work is conducted in partnership with partner congregations and mid councils engaged in church growth mission through the allocation of grants and loans.

The MDRC implements its work through the following functions:

- Allocating of grants for new church development, new worshipping communities, and presbytery support for continual congregational transformation;
- Originates and oversees the repayment of Presbyterian Mission Agency loans to new and existing congregations for site acquisition, building construction, renovation, and other related projects;
- Recommends policies, procedures and guidelines that govern grant and church loan programs;
- Interprets the purpose and availability of the grant and church loan programs to the whole church, instilling hope for future ministry to keep the church alive and growing;
- Responds in partnership with mid councils to new and emerging ministries;
- Grants office staff and/or MDRC members conduct consultations and training events in order to provide information related to the preparation of written proposals, funding policies and procedures;
- Annually reviews and recommends to the Presbyterian Mission Agency new congregation projects nominated to receive Sam & Helen R. Walton Awards.

Church Loan Program—Coordinated Loan Program

The Church Loan Program (CLP) is part of the Coordinated Loan Program with the Presbyterian Investment and Loan Program (PILP), providing a coordinated lending service for all related churches and presbyteries. A joint loan team composed of MDRC Church Loan Team members and PILP Investment and Loan Policy Committee members to review and make recommendations on joint loan applications.

The Church Loan Team of MDRC reviews and approves loans funded from endowment dollars that have been gifted for church development. The PILP funds are investment dollars that individual Presbyterians, congregations, mid councils, Presbyterian Mission Agency and the Presbyterian Foundation invested for church development.

The MDRC reviews and approves policies and procedures for the CLP and the PILP Board conducts reviews of their respective policies and procedures. Policies and procedures for the CLP are available from PILP.

Presbyterian Mission Agency Board

The MDRC is accountable to the Board and conducts its work in consultation with the Board in the following areas:

- Communicates with the church regarding the work of MDRC;
- Nominates persons to serve on MDRC;

- Funding and budgetary matters;
- Sam & Helen R. Walton Awards;
- Issues related to establishing policies, new funding categories and new priorities;
- Reporting annually on the work of MDRC;
- Other related matters.

COMMITTEE STRUCTURE

Membership

The MDRC is comprised of thirteen (13) elected members, one of whom must be a Presbyterian Foundation Representative. Members are eligible to serve two four-year terms. The Evangelism Mission Committee of the Presbyterian Mission Agency and the Board of PILP each assign a member as liaison to the MDRC.

Preferred skills and abilities (experience and expertise) required for the work of the committee include, but are not limited to:

- Establishing new congregations and/or leading congregational transformation;
- Mid council level church development work;
- Real estate knowledge;
- Lending, including credit analysis, risk management, loan documentation, and related legal matters;
- Ability and willingness to work with a committee to analyze funding requests, and review voluminous and detailed information in a short period of time;
- Ability to maintain confidentiality.

Committee Teams

The MDRC is organized into four teams to facilitate and carry out specific tasks and the ongoing work of the committee. In consultation with committee members and staff, the Chairperson annually appoints team Coordinators, members, and task groups as necessary. Decisions and activities conducted by a team or task group are reported to the MDRC following the action taken. Ordinarily, face-to-face team meetings are held during the fall meeting of the MDRC. Conference calls will be held as required.

Coordinating Team: Supports and coordinates the work of the MDRC, and assumes decision-making responsibilities between meetings. Cares for the members, giving full expression to the rich diversity within the committee and promoting inclusiveness in their activities and work; presents nominations for Chairperson and Vice-chairperson; and assists with the membership nominating process. Walton Award nominations will be reviewed jointly with the New Church Grant Team.

New Church Grant, Transformation and New Worshiping Communities Grant Teams: Members are responsible for receiving new proposals, consulting with applicants, Presbyterian Mission Agency staff reviewers, coaches and making funding decisions in collaboration with fellow team members. Also members are responsible for reviewing progress reports of funded projects. Team decisions are to be reported to the whole of MDRC and shared with appropriate Presbyterian Mission Agency staff.

Church Loan Team: Considers and acts on loan applications. The base interest rate charged for Presbyterian Mission Agency loans is set one point (1%) below the current base interest rate charged by the Presbyterian Church (U.S.A.) Investment & Loan Program, Inc. The base interest rate charged for Presbyterian Mission Agency New Church Development Loans is set two points (2%) below the current base interest rate charged by the Presbyterian Church (U.S.A.) Investment and Loan Program, Inc. A maximum range of interest rate fluctuation has been established whereby the Presbyterian Mission Agency loan interest rate will not fall below

3.5% for established churches or new church developments, nor will it exceed 7%. The ranges may be adjusted in the future as the market conditions warrant. The Church Loan Team recommends to MDRC new loan policies and amendments to current loan policies. Team members are not required to review grant proposals.

Committee Officers

The MDRC elects a Chairperson and Vice-Chairperson annually. Officers are ordinarily elected for a term of one year and are eligible to be re-elected for one additional term. The Chairperson serves as the Coordinator of the Coordinating Team and as an ex-officio, voice without vote, member of the New Church, Transformation and Church Loan Teams. In the absence or disqualification of a team member that results in the failure to obtain a quorum, the Chairperson shall be an alternate with voice and vote. In addition, the Chairperson shall serve as lead reviewer at the invitation of team coordinators.

Meeting Schedule

The MDRC normally meets face-to-face yearly during the fall. New Church and Transformation proposals will be reviewed and funding decisions made according to the following schedule. MDRC will strive to meet within one working day of the scheduled review dates. In the event that a proposal is not approved, resubmission for consideration is possible. Resubmitted proposals must address the cause for denial and be received by the grants office no later than 10 working days prior to the next regularly scheduled review date. Cut-off for receipt of Sam & Helen R. Walton Award nominations is January 31 and will be considered during the March review date. Nomination forms will be reviewed by the Coordinating and New Church Grant Teams.

<u>2013 Cut-off Date For Receipt Of Proposals</u>	<u>2013 Review Date</u>	<u>Proposals Received After The Monthly Cut-Off Date, Will Be Reviewed</u>
February 13	March 17-19*	April 17
March 17	April 17	May 15
April 17	May 15	September 20
August 14	September 20*	October 9
September 20	October 9	November 13
October 9	November 13	March 14, 2014

*** Face-to-Face MDRC Meeting**

New Worshiping Community Grant proposals are not bound by these dates and therefore may be submitted for consideration at any time.

Walton Award Nomination Deadline: Nominations need to be filed for each nominee and received in the Office of Mission Program Grants by January 31st of each year. The 2013 MDRC Review Date will be March 17 – 19.*

Training Events

Related program staff and/or MDRC members will plan and implement training events for mid council staff and leaders in the following areas:

- Providing assistance in grant and loan application preparations;
- Developing models of planning and strategy based on other successful projects;
- Discovering creative and experimental ventures in new projects;
- Gaining an understanding of grant funding;
- Other areas of skills development training as requested.

PROCEDURES AND GUIDELINES

Preamble

Jesus Christ commands his disciples to go into the world, preaching the good news and living a life that exhibits love for God, neighbor and self (Matthew 28:19-20). Grants are made available for organizing new congregations and supporting presbytery efforts to build the capacity to continually transform existing congregations. Support for these faithful responses by the Presbyterian Church (U.S.A.) is, itself, obedience to Jesus Christ. It is an expression of the mission of the church to go into the world, sharing the Good News.

Grants are intended to be for short-term, start-up, and supplemental operating/program support for projects which meet the eligibility criteria, have been well researched and planned, and demonstrate that they have a reasonably good chance of meeting their goals and objectives. Projects that are not well conceived may be denied funding even in years when there may be unexpended funds.

Grant Definitions

Mission Program Grants

First-Level New Church Grant: New church development is the faithful discernment of God's leading and implementation of God's mission in the establishment of a new ministry. It is a response to the needs of a new group of persons, with the ultimate goal to grow a viable and sustainable new congregation. A project may ordinarily apply for a First-Level grant of up to \$25,000. This grant will be disbursed in a lump-sum payment. A dollar-for-dollar match provided through presbytery and/or synod is ordinarily required. Waivers for in-kind contributions will be considered on a case-by-case basis.

Second-Level New Church Grant: Eighteen-months after receipt of a First-Level grant, recipients may ordinarily apply for a Second-Level grant of up to \$25,000 that provides for the next thirty (30) months. Approval of a Second-Level grant is conditioned upon significant progress being made toward meeting the goals & objectives as outlined in the First-Level proposal. This grant will be disbursed in a lump-sum payment. A dollar-for-dollar match provided through presbytery and/or synod is ordinarily required. Waivers for in-kind contributions will be considered on a case-by-case basis.

Presbytery Grant for Congregational Transformation: This ordinarily is a one-time grant of up to \$50,000 in support of presbytery efforts to build the capacity and framework to encourage and enable continual congregational transformation. The application form includes a readiness assessment tool that provides the presbytery an opportunity for self-examination as it begins the challenging task of leading transformational change.

The first year lump-sum payment will be for up to \$30,000 and, assuming satisfactory progress has been made toward meeting stated goals, a second year lump-sum payment of up to \$20,000 will be disbursed. A dollar-for-dollar match provided through presbytery and/or synod is required but waivers will be considered on a case-by-case basis. This grant is not intended to provide funding for congregational-level transformation efforts.

While the dollar-for-dollar match is a requirement for the New Church and Transformation grants, the source of those funds may be provided through the presbytery by a congregation, clusters of congregations, individuals outside the new church and other sources deemed appropriate by the presbytery and/or synod.

1001 New Worshiping Community Grants

These grants are intended to support new worshiping communities that are related to the Presbyterian Church (USA), located within the United States and Puerto Rico and established no earlier than July 2010.

These grants are designed to encourage the birth of new worshiping communities through congregations and presbyteries rather than to support the expansion of existing programs.

New Worshiping Community Definition

- **New**
 - **Taking on varied forms of church for our changing culture**
Living out the Gospel demands ministry which engages today's cultures (John 1:14). New ways of joining Christians together for contextual ministry will use current and historic ways of "being church" as springboards for creative innovation (Matthew 9:17).
 - **Seeking to make and form new disciples of Jesus Christ**
NWCs witness in word and deed (1 John 3:18), continuing Jesus' own mission of discipling, feeding, teaching, healing, welcoming, crossing boundaries, and proclaiming God's coming realm. Those with new and renewed faith join the Spirit's transforming work in the world.
- **Worshiping**
 - **Gathered by the Spirit to meet Jesus Christ in Word and Sacrament**
We seek to hear, come to believe, and are equipped to live the promises of God revealed in the scriptures of the Old and New Testaments. NWCs welcome new members of the body of Christ (1 Cor. 12:27) through Baptism and are nourished by Christ's spiritual presence in the Lord's Supper.
 - **Sent by the Spirit to join God's mission for the transformation of the world**
The Spirit impels us outward, so that worshipers participate in the redemption of the world in Christ (Col. 1:20). Therefore, the primary beneficiaries of the NWC are not its own members, but rather its community and world.
- **Community**
 - **Practicing mutual care and accountability**
We commit ourselves to love one another (John 13:34) in relationships of mutual care and accountability, as faithful disciples of the Lord Jesus Christ. Entrusting ourselves and the church to the Holy Spirit, we seek to grow to maturity in faith and life.
 - **Developing sustainability in leadership and finances**
As distinct yet connected expressions of the body of Christ, NWCs have local leadership arising from their own community of faith (Exodus 18:21). Pastoral leadership, facilities, and programs are all appropriately structured in order to demonstrate good and faithful stewardship.

1001 New Worshiping Communities "Seed" Grant: New worshiping communities may apply for a one-time grant of up-to \$7,500. Matching funds are not required.

For the purpose of the 1001 New Worshiping Community “Seed” grant, it is not a requirement for the Stated Clerk/Presbyter to have completed the Office of the General Assembly Church Change Form (CCF) on behalf of the project to be supported. However, it is a requirement to complete the CCF prior to applying for the 1001 New Worshiping Community “Investment” grant. The CCF may be found at the OGA Stated Clerk’s File Cabinet at <http://ogasys2.pcusa.org/>

1001 New Worshiping Communities “Investment” Grant: Six months after receipt of a Seed Grant, a one-time Investment Grant of up to \$17,500 is possible. Approval of Investment Grants is conditioned upon real progress having been made toward meeting the definition of a new worshiping community. Investment Grants ordinarily require a 50% dollar-for-dollar match provided by the combined contributions of the partner congregation(s) and presbytery and/or synod. In-kind contributions for the match are acceptable. Waivers of the match will be considered on a case-by-case basis.

1001 New Worshiping Communities WOW! Award: No sooner than twelve months after receipt of an Investment Grant, a one-time award of up-to \$25,000 is possible. Consideration is conditioned upon exceptional progress having been made toward meeting the definition of a new worshiping community. Nomination from a partner congregation and/or presbytery is required. Matching funds are not required.

Sources of Funds

Funding for the grants is provided by interest earned on Church Loans, and endowments. The disposition of funds is made in accordance with the donor’s instructions.

Application Procedures

Applications are to be prepared, approved and submitted by a presbytery and/or synod to the grants office. The MDRC will review and make funding decisions. Staff is not authorized to prejudge the decisions of the MDRC.

Grants office staff supports the efforts of the MDRC and the applicants by being available to answer questions and provide guidance concerning the grant application criteria, the process to be followed when preparing a proposal, and other related application information.

Staff and coaches of the Presbyterian Mission Agency, Evangelism & Church Growth and the Racial Ethnic & Women’s Ministries Program Areas are available for consultations to answer questions and provide guidance in the design of the project and feedback concerning the content of the proposal.

If a mid council cannot fulfill any of the requirements of the grant program, a request for waiver may be submitted with the application.

Project Criteria

The Ministry Plan Should:

- Represent new work in the areas of new church development, presbytery-level congregational transformation, or new worshiping communities;
- Demonstrate its commitment to witness the Gospel of Jesus Christ;
- Relate to the life and development of the surrounding community and respond, within the context of the Gospel of Jesus Christ, to human needs not otherwise being adequately met;
- Involve appropriate partners in planning and funding the project.

The Operating Income and Expense Budget, if required, Should:

- Include balanced line item operating income and expense budget for each full year of the grant funding period. The budget is to include income amounts from partner congregations, mid councils, Presbyterian Mission Agency and other sources. If available, New Church proposals should include the previous year's financial statement, displaying the budgeted and actual operating income and expenditures;
- As an expression of connectional stewardship it is a requirement for new church proposals that at least 5% of a new church's operating budget be directed to Basic Mission Support. New Churches should also exhibit a clear desire to be generous by committing an additional 5% of their operating budget in support of those outside the congregation through local, national and global mission work.
- Basic Mission Support is the total of all monies given to presbytery, synod and Presbyterian Mission Agency entities, including payments toward the mission budgets of these entities.
- New churches should describe how the project will continue to be financially supported following the completion of the grant.
- As an expression of connectional stewardship it is encouraged that grant recipients remember to "pay it forward" to the Extra Commitment Opportunity account found at <http://www.presbyterianmission.org/give/E051547/>. Your support will help provide future funding for the establishment of new congregations, new worshiping communities, such as your own, and to presbyteries that wish to build the capacity to enable continual congregational transformation. Please help to continue this important work for the Kingdom of God.

Grant Guidelines

- **Project Leadership:** The grant funds a project with a project leader or pastor, including a tentmaker, a stated supply, a designated pastor, a commissioned lay pastor, a co-pastor, or an interim pastor. The New Church grant will not support an interim pastor appointed at the *onset* of a project. The New Church Grants will not support a mid council or Presbyterian Mission Agency staff person. Disbursement will normally be made in accordance with the start date of the pastor or project staff.
- **Unexpended Grant:** The grants support the specific project for which it has been approved. Any portion of a grant not expended for the approved project should be returned to the grants office.
- **Funding Interruption:** Grant commitments are effective for twelve months. If a project is on hold, either initially or during the term of funding for a period of twelve months, presbytery leadership may be asked to resubmit an updated proposal.
- **Funding Conditions:** A project is not able to receive its funding until the conditions, if any, placed on the project by the MDRC are fulfilled.
- **Defaulted Loans:** Where a borrower or guarantor has received a loan and where that loan is 90 days or more delinquent in payment, a mutually acceptable repayment plan must be approved by the Church Loan Team of the MDRC before additional loans are approved and new grants are disbursed.

Progress Reports

A progress report describing the project's progress in reaching its goals and objectives must be submitted by presbytery and project leaders six months prior to the end of the First-Level New Church grant funding period and at the end of the Second-Level New Church grant funding period. A New Church Grant Progress Report form will be provided by the Mission Program Grants office.

A progress report in narrative form must be submitted prior to the beginning of the second year of funding for recipients of the Presbytery Grant for Congregational Transformation.

A progress report in narrative form must be submitted at the conclusion of the one-year term of funding for the 1001 Worshiping Communities Investment Grant.

Payment of subsequent grant requests from within a given presbytery is dependent upon receipt of final progress reports for funded projects.

The New Church and Transformation Team members and the Associate for Mission Program Grants review the progress reports to ensure that future disbursements are appropriate and for learnings that may be beneficial to other projects that apply for assistance.

Action Appeals

If a mid council is dissatisfied with a decision made by the MDRC, an appeal may be submitted through the grants office which sets forth clear reasons why the committee should reconsider its decision.

Additional Funding Requests

The MDRC does not ordinarily consider requests for funding in addition to the amount originally allocated to a given project.

Availability of Coaches and Consultants

It is a condition of funding that a First-Level New Church Grant recipient be assigned a coach. Please contact The Rev. Brian Clark, Pastor, Riverside Church, McLean, VA by calling (703) 444-3528 or by e-mail at brian@riversidechurch.org.

Presbytery Grant for Congregational Transformation recipients may wish to use a consultant. For recommendations, please contact the Rev. Ann Philbrick, Presbyterian Mission Agency, by calling (888) 728-7228, X5514 or by e-mail at ann.philbrick@pcusa.org.

THE SAM & HELEN R. WALTON AWARD

In late December 1991, Sam & Helen R. Walton made a generous gift to the Presbyterian Church (U.S.A.), through the Presbyterian Foundation, of six million dollars. This gift included an endowment in the amount of three million dollars, the earned interest to be used by new church developments (NCD) that have placed a particular emphasis on site acquisition.

The Mission Development Resources Committee (MDRC) annually offers an opportunity to sessions, presbyteries and synods to nominate projects that are working in creative ways to bring the gospel to their local communities. Each selected NCD will receive a one-time financial award, which is made over and above funding received from other Presbyterian Mission Agency sources, i.e., Mission Program Grant and/or a Church Loan. The number of projects approved and the amount of the financial award is based in part on funds available.

The intent of the selection process by the MDRC is in keeping with the June 1992 action of the Evangelism and Church Development Ministry Unit “to be as inclusive as possible in making grant selections with a goal that at least 20% of the projects be racial ethnic new church developments.”

For the granting of the Walton Awards, the MDRC takes into account the status of a NCD as defined by the presbytery. *Ordinarily, Walton Awards will be given to congregations that have been organized not less than four years or more than ten years, as recognized by the presbytery.*

The Walton Award may be used for the following purposes.

- Site acquisition / site preparation
- Construction costs
- Rental costs for the church
- Planning / design services for construction of first unit and/or other building projects
- Purchase of additional property
- Parking lot, build/enlarge/resurface, etc.
- Reinvesting moneys: the interest earned is to be reinvested into the corpus for later use in one of the other listed allowable uses

The Walton Award may also be used for a program that helps to help define the NCD and expand its mission and ministry. Program areas could include:

- Evangelism and nurture programs
- Training events for church leaders in church growth
- Advertising / promotion of the congregation’s mission, message and program
- Assistance with the salary for the pastor, additional staff and programming

Such uses of the funds are for short-term periods where the church is holding the funds for later use on one of the allowable uses. This is to be done in consultation with the presbytery. The award funds are to be used within five years of being received.

Specific criteria on which nominations are based and nomination/selection procedures are outlined on the Walton Award Nomination form.

Names of nominees are forwarded to the Presbyterian Mission Agency Board for approval, after which the recipients are announced to the wider church.

Cut-off for receipt of Sam & Helen R. Walton Award nominations is January 31 and will be considered during the March review date.