

Indiana Conference Church Development

New Campus/Off-site Congregation Grant Application Overview

DESCRIPTION

New congregation grants of up to \$100,000 are offered by the Indiana Conference of The United Methodist Church to its churches for the purpose of establishing new congregations in order to reach and disciple unreached population groups. Such congregations could be a new campus or off-site congregation of an existing United Methodist church. Any United Methodist church in Indiana is eligible to apply.

The size of the grant is contingent upon the size of the congregation being started. For example, a church starting an off-site congregation that will average fewer than 100 people in worship might be eligible for \$30,000; whereas, a church establishing an off-site congregation that will average over 300 people in average weekly worship might be eligible for a grant of up to \$100,000 paid out over a period of up to three years.

Please note that in order to apply for this grant, applicant churches must first have a conference Church Development staff person provide your church leaders with a training workshop for launching new campuses/off-site congregations. Contact your staff person to schedule.

Approval of this grant is made by the conference's Church Development Team and its decision is based on the information provided in the application, as well as the overall planting needs of the conference. Payment of this grant is contingent upon the applicant providing the Church Development Team with a monthly report that includes progress toward meeting the project's benchmarks. The Church Development Team will evaluate the project every three months. As long as its benchmarks are being met, the grant will be paid out according to the agreed upon payment plan.

All grants will be paid out on an annual basis. Applicants can request funding for a second or third year; however, payment will be contingent upon the first year's success as measured by the established benchmarks. (Additional information is provided.)

This grant is intended to supplement the applicant's financial support. Thus, in most cases, the applicant will be expected to significantly support the project with its own funds. The grant money may be used for any aspect of the project's expenses, including paying staff salaries.

This grant is funded by tithe giving from the churches of the Indiana Conference. It is expected that any church receiving this grant would be faithfully tithing gifts to the conference as well.

APPLICATION PROCESS

The application for this grant begins on page 4. The application, once completed, should be returned to the Director of Church Development. Electronic submission is preferred. It will then be dealt with by the Church Development Team, typically within six weeks of submission. At that meeting, the team will either approve full funding, partial funding, no funding, or may table the application. Following the meeting, the applicant will be informed as to the team's decision.

Applicants whose application is tabled or denied can submit an amended or new application following the same procedure as stated above.

In order to have the strongest application possible, applicants must have a representative from the Church Development Team review this application and application process with them prior to completing the application. The Director of Church Development can provide such a person if requested.

REQUIRED ATTACHMENTS

Sections A-E must be completed and returned along with the items listed below.

1. Project Description. Attach a project description that includes the following:
 - a. A brief (paragraph) description of the project,
 - b. A brief (paragraph) history of how the project started,
 - c. A description of the new-population group to be reached, and the anticipated size of the congregation at the end of three years.
 - d. A substantiation of the need for such a project (such as demographic support, results from preliminary trial runs, and surveys),
 - e. The strategy that will be used to reach the new population and an explanation as to why it's appropriate. (i.e. How the church will attract a crowd.)
 - f. The strategy that will be used to assimilate and disciple those reached.
 - g. The anticipated timeline, including when weekly worship will begin.
2. Project Leadership. Attach the following regarding the project's leadership:
 - a. Project leader's name, how they were selected, their qualifications, experience, and training. Attach a copy of their assessment results if they have been screened as a potential church planter.
 - b. A list of the key members of the implementation launch team, and their responsibilities.
3. For applications requesting over \$5,000, the applicant must set benchmarks by which the project's progress can be measured. (See Appendix A for an explanation.) Attach benchmarks.
4. For applications requesting over \$5,000, the applicant must have a coach who will meet at least monthly (by phone is okay) with the project leader/s for at least the first 12 months to make sure the project is on track. The coach will help the church achieve the benchmarks it sets. This person must be approved by the Director of Church Development.

Attach the name of the coach, their email address and phone number, and a copy of their coaching agreement with the church. (See Appendix B for a sample agreement.)

5. Coordinator/Helper Matrix. Attach a coordinator/helper matrix that shows the types of coordinators, apprentice coordinators, and helpers your project will require. (See Appendix C for an example.)

6. Project Finances. Attach the following:

- a. A budget showing anticipated income and expenditures for each year of the grant. Include the amount requested from the conference through this grant, as well as the amounts anticipated from other sources including the applicant.
- b. A detailed budget for at least the first twelve months of the project that shows both income and expenditures.
- c. An explanation as to how the project will be funded once the grant ends.

7. For applications requesting over \$5,000, the applicant must attach a Racial Equality Action Plan (REAP). See Appendix D for details and examples.

REQUIRED MEETING

Before submitting this application, the applicant must hold a meeting at which the project's benchmarks can be discussed and approved by the following persons:

- church's pastor and Administrative Council/Board chair (if applicable),
- district superintendent,
- project leader (e.g. church planter),
- project coach,
- representative from the conference's Church Development Team.

It is the responsibility of the applicant to convene this meeting. Contact the Director of Church Development to determine who the Church Development Team representative will be.

REQUIRED SIGNATURES

The final step in the application process is for the applicant to secure the signatures listed in the Signature section (Section E of the application). The signatures indicate support for the project. Electronic signatures are acceptable.

SUBMISSION OF APPLICATION AND QUESTIONS

The application, once completed, should be sent to the Director of Church Development, Rev. Mark Gough. Electronic submission preferred. Contact Rev. Gough if you have any questions regarding this application. **You should receive confirmation within a week of submission that your grant has been received. If you don't receive confirmation, contact Rev. Gough.**

Rev. Mark Gough
Director of Church Development
Email: mark.gough@inumc.org

Indiana Conference, United Methodist Church
301 Pennsylvania Parkway, Suite 300
Indianapolis, IN 46280
Phone: 877-781-6706

**Indiana Conference
Church Development**

New Campus/Off-site Congregation Grant Application

Submit completed application to Rev. Mark Gough.

Mail to: Indiana Conference of The United Methodist Church, 301 Pennsylvania Parkway, Suite 300, Indianapolis, IN 46280. Or email to: mark.gough@inumc.org.

Electronic submission preferred.

Applicant's Name (church/district) _____ **Date** _____

A. Application Check List

Check if you've included the following:

Note: All below items must be completed in order for this application to be considered.

- Application check list. (Section A, this page.)
- Applicant information. (Section B below.)
- Grant request. (Section C below.)
- Grant Criteria. (Section D below.)
- Signatures. (Section E below.)

Check if these additional items are attached:

- 1. a. A brief (paragraph) description of the project,
- b. A brief (paragraph) history of how the project started,
- c. A description of the new-population group to be reached, and the anticipated size of the congregation at the end of three years.
- d. A substantiation of the need for such a project (such as demographic support, results from preliminary trial runs, and surveys),
- e. The strategy that will be used to reach the new population and an explanation as to why it's appropriate. (i.e. How the church will attract a crowd.)
- f. The strategy that will be used to assimilate and disciple those reached.
- g. The anticipated timeline, including when weekly worship will begin.

- 2. a. Project leader's name, how they were selected, their qualifications, experience, and training. Attach a copy of their assessment results if they have been screened as a potential church planter.
- b. A list of the key members of the implementation launch team, and their areas of responsibility.
- 3. a. Project benchmarks.
- b. Held a meeting with the district superintendent, project coach and leader, Church Development representative, pastor and Ad. Council chair to approve these benchmarks.
- 4. Name of project coach, their contact information, and a coaching agreement.
- 5. Coordinator/Helper Matrix.
- 6. a. A budget showing anticipated income and expenses for each year of the grant. Include the amount requested from the conference through this grant, as well as the amounts anticipated from other sources including the applicant church (or district).
- b. A detailed budget for at least the first twelve months of the project that shows both income and expenditures.
- c. An explanation as to how the project will be funded once the Church Development grant ends.
- 7. Racial Equality Action Plan (R.E.A.P.).

B. APPLICANT INFORMATION

1. Church submitting this application:

Church's name _____ District: _____
 Church's address _____ City _____ Zip _____
 Church's phone _____ Fax _____ E-mail _____

2. Person submitting this document:

Name _____ E-mail _____ Date _____
 Person's phone (day) _____ (evening) _____ Fax _____
 Person's address _____ City _____ Zip _____

C. Grant Request

Grant amount requested: \$ _____ total over _____ years (not to exceed three)
 Year one: \$ _____, Year two: \$ _____, Year three: \$ _____
 Preferred date of first payment: _____

D. Grant Criteria Support

Check those that apply. Note: All must be checked in order for this grant to be considered.

____ 1. Your church is a United Methodist church located in the state of Indiana. .

____ 2. Your church's key leaders have been trained in how to launch a new campus or off-site congregation by a Church Development staff. Date held:_____

____ 3. The new off-site/second campus congregation described in this application has not been launched nor has a public marketing campaign or intentional outreach effort for its launch been implemented as of the date this application was submitted.

____ 4. Thanks to the United Methodist Churches of the Indiana Conference tithing their incomes to the conference, this grant is available. In like manner, this church agrees to faithfully support the conference with its tithes and offerings as well.

____ 5. Your church agrees to hire a coach who is approved by the Director of Church Development who will meet (by phone is okay) at least monthly with the project's leader/s for at least 12 months.

____ 6. The progress report in Appendix E will be submitted to the Director of Church Development by the 15th of each month. Note: Grant payment will be delayed one month for every month the report is submitted late.

E. Signatures

The signatures below indicate the support of this plan and approval of the benchmarks by which the project will be measured. Electronic signatures are acceptable.

A. District Superintendent_____ Date_____

B. District Board of Church Location and Building chair_____ Date_____

C. Local church board's chair_____ Date_____

D. Local church pastor_____ Date_____

E. Project's leader (e.g. church planter)_____ Date_____

F. Project's coach_____ Date_____

Or, in lieu of signature, attach a letter indicating approval.

G. Church Development representative_____ Date_____

H. Cabinet member (indicating the Cabinet's review)_____ Date_____

Appendix A: Project Benchmarks

What's a benchmark? A benchmark is a goal that is specific, measurable, and is projected to be accomplished by a specific date. The benchmarks will serve as a way to measure the progress of the project. Continued payout of a grant will depend upon how well the benchmarks are being met. Every three months, they will be evaluated by the Church Development Team.

Benchmarks should include—but not be limited to—the following:

1. The number of weekly contacts to be made with prospects.
 - a. The number of “brush” contacts—intentional eye-to-eye contacts with people you regularly see (at least 25 a week if it's full-time effort);
 - b. Informational contact where you get name, address, more information (10 a week);
 - c. Relational contact—intentionally get together with them (at least 5 a week).
2. Monthly provide an up-to-date copy of the Coordinator/Helper Matrix that includes the names of the coordinators, apprentice coordinators, and helpers who are recruited.
3. Monthly provide the number of small groups regularly meeting, their average attendance, and number and names of leaders/apprentice leaders.
4. Monthly report progress on reaching a launch goal of having at least 80 attenders who would each invite three people to the initial worship service.
5. Prior to launch the launch team leadership and coach will re-evaluate their project's benchmarks.
6. Once weekly worship has been launched, growth benchmarks based on a starting figure that is the average weekly worship attendance of the first ten weeks, removing the highest and lowest figures.
7. Monthly meet with coach (at least the first twelve months).
8. Monthly report these progress reports to the conference.

Some “red flags” which could stop funding...

1. The momentum stalls or stagnates.
2. The implementation plan keeps changing (e.g. the target group, strategy used, etc.).
3. Coaching meetings aren't taking place at least monthly.
4. Monthly reports aren't being provided to the conference.
5. There is a change in pastoral leadership.
6. The project leader experiences a serious crisis (e.g. a divorce) or is involved in unethical/sinful behavior.

Appendix B: Coaching Alliance Agreement Between Client & Coach

Sample agreement.

Parties

Client: _____ District: _____

Coach: _____

Coaching sessions

The client and coach are agreeing to meet together for up to 2 hours one time per month for at least 12 months. At the end of those 12 months, both the client and coach will determine whether or not to continue the coaching relationship.

The client and coach will notify each other if either party needs to cancel a particular session by giving each other 24 hours notice if at all possible.

If, at any time, either the coach or client feels it is time to complete the relationship or agreement, they may bring the topic to the next coaching session. The relationship will then be completed following that session. If the client and/or coach feels that they are not a good match, they can request the Indiana Conference Director for Church Development for a new coach.

The client understands that coaching is designed to ultimately help their congregation successfully launch an off-site congregation or new campus in order to more effectively make disciples of Jesus Christ. The coaching sessions will help the client create and implement goals to that end. The coach cannot guarantee that any specific results will be achieved. It is the coach's intention to honor the agenda the client brings, to help the client move forward but not to lead or direct.

Professional limitations

The client understands that coaching is NOT professional, legal or financial advice and will seek appropriate professionals before taking action in these areas. At times, the client may ask their coach for help on a specific issue. In those cases, the coach will help direct them to an appropriate expert if it is outside the coach's area of expertise.

The coach promises confidentiality to the extent permitted by law unless the client directs the coach otherwise in writing. The coaching relationship is not considered "privileged" under the law such as one would have with a lawyer, therapist, spouse or religious counselor. In this agreement, the client's district superintendent and the conference's Director for Church Development (or their designated staff) are considered to be part of this coaching alliance; thus, the client and coach agree to open communication with them. In order for any additional parties—such as an intern coach who's observing sessions—to be added to this alliance, both the client and coach must approve.

Remuneration

The client agrees to pay their coach \$ _____ per month. Payments are to be made prior to the coaching session. If payment isn't made, the session will be postponed until after the payment is made.

Special coaching sessions that extend beyond the two-hour limit (e.g. a Saturday-morning session or an all-day retreat) and long distance calls will require additional remuneration. Terms for this will be negotiated in advance between the coach and the client.

Signatures

I have read, understood and agree to the above coaching alliance.

Church pastor: _____ Date _____

Church Ad.Board/Council Chair: _____ Date _____

Coach: _____ Date _____

Coach's contact information:

Name: _____ Email: _____

Address: _____ City: _____ Zip: _____

Phone number/s: _____

Appendix C: Coordinator/Helper Matrix

This is only an example. Customize the matrix to fit your project's context and need.

	Coordinators		Apprentice Coordinators		Helpers	
	Filled	Needed	Filled	Needed	Filled	Needed
Small groups						
Marketing/outreach						
Hospitality/assimilation						
Finances/organization						
Worship-planning						
Worship-music						
Ministry-children						
Ministry-youth						
Missions/service						
TOTALS						

LIST NAMES ON BACK.

Each category above would then have its own grid like the example below; line headings would be changed to fit the category.

Small Groups

	Group 1		Group 2		Group 3	
	Filled	Needed	Filled	Needed	Filled	Needed
Leader/facilitator						
Apprentice leader						
Hospitality/member care						
Host/room set up						
Worship/devotions						
Childcare						
Outreach/service						
TOTALS						

LIST NAMES ON BACK.

Each line above might have a coordinator, apprentice coordinator, and helper/s for that responsibility. You total the number of each of these categories and place them in the grid above in the "Small groups" line.

Appendix D: Racial Equality Action Plan (REAP)

What is a R.E.A.P.?

A Racial Equality Action Plan is a plan outlining how a congregation will live out God's and the Indiana Conference's vision of an inclusive church.

Who must submit a R.E.A.P.?

All churches seeking Church Development grants of more than \$5,000 must submit along with their grant applications a Racial Equality Action Plan for their congregation.

How does a church develop a R.E.A.P.?

A church should have its leaders consider how the church can practice inclusiveness and promote racial equality throughout all that it does--for example, its welcoming and inviting of newcomers, ministry to the community, its worship and discipling groups, purchasing, communicating, selection of personnel, and the addressing of institutional racism.

What should such a plan include?

A church's Racial Equality Action Plan should include the following: a) a description of the church's vision for practicing inclusiveness and promoting racial equality, b) a description of its present reality and where the gaps between its vision and reality are, and c) a plan--that includes measurable goals--that describes how the church will close this gap over the next five years.

Where does a church go for guidance and assistance?

Attached is an example of a local church's R.E.A.P. For more guidance and information about, contact the Indiana Conference's Commission on Religion and Race.

Sample

Selma United Methodist Church Racial Equality Action Plan February 2002

Our Mission Statement:

A great commitment to the great commission and the great commandment will grow a great church. Our major focus is to be purpose-driven in all that we do. We remain faithful to God's mission ...

Our Definition of Ministry:

- Values people regardless of age, gender, ethnic origin, or socioeconomic status;
- Values godly standards-the force behind a church must be biblical principles, not programs, personalities, or gimmicks-
- Values teaching and living "love for one another" (John 13:31-35);
- Values discipleship, which produces healthy spiritual habits.

"God wants all men to be saved and to come to a knowledge of the truth." 1 Tim. 2:4
NIV

Our path will be the direct result of being a church filled with persons who reject emulating the cultural confines of racism, ageism, classism, and thrive on personal and corporate worship & prayer, informed by a growing hunger for God's word, and insatiable desire to be relationally faithful to ALL those God brings through our doors, as well as seeking those we have not yet reached for Christ.

Our worship style is conducive to multi-cultural ethnicity as evidenced through musical selections and flow of worship. We consistently present opportunities to our congregation to go out into the community and volunteer in a variety of settings to share their faith, love and hope they have in Jesus Christ.

Present Realities:

Selma, Indiana is a small, rural Midwestern town that is 99% Caucasian. We have our work cut out for us. To say this is a challenge is an understatement!

Bridging the gap between vision and realities:

- Support of mission priority of approximately 25% of outreach dollars have focused specifically on regions of the world where ethnic divisions have been most drastically demoralizing, i.e. India and the caste system.
- Participation with Covenant Partners ministry to reach culturally under-reached population, historically via leadership and financial support.
- Financial support of the City-Wide Church, which values and works with a diverse community.
- Programmatic support for Madison & Buley Centers that serve the underprivileged of Muncie's south-central inner city.

- For past three years have implemented a Christmas project in which we provided food to the dependents of the incarcerated, a population that was 99% African American.
- Participation of senior leadership over the past year has been highly invested in Annual Conference agenda to develop and redevelop ethnic churches and ethnic church opportunities, via Committee on Church Development.
- Financial and relational support of Great Commission Ministries based in Orlando targeting a highly diverse university population.
- Developed a sister-church relationship with New Hope Church of mostly African Americans in Anderson, Indiana.
- Took a 5-member team on a missionary trip to India.
- Participate yearly in Habitat for Humanity through volunteers and/or their donations.
- Hosted a community event with nationally known vocalist Alicia Williamson and invited a culturally diverse population.
- Financial and volunteer support of Blood and Fire Ministries in the inner city.

Goals and Strategies:

We will continue to strive to move forward and outward in our areas of ministry. We have a need to share and develop beyond our own station to connect with those who are unreached so that we may share the truth of Jesus Christ. Knowledge truly does replace fear of the unknown and a lack of understanding. By the end of 2007, we will strive to meet these goals:

- Be proactive in recruiting for this positions and purposefully seek and encourage minority candidates to apply for attached positions. Incorporate monies into the 2003 budget and yearly after that for programming, educating, and bringing culturally diverse populations into our Christian community.
- Develop a Racial Equality Action Team to create ways to effectively connect with diverse people groups, both in and out of the Christian community, to form relationships, reach the unreached, and to proactively seek opportunities to team together for the overall mission.
- Actively pursue and develop a "sister relationship" with a church(es) in Muncie whose congregation is highly diverse for the purpose of assisting them in meeting a need, i.e. assisting in programming, funding for a project, teaching, mentoring, encouragement, volunteering our help in any way we can, reaching out through our preschool by offering scholarships to minority children whose parents can't afford to send them, etc.

Appendix E:

Indiana Conference Church Development

Monthly Grant Project Report Form

For all churches receiving Church Development grants of over \$5,000.

Submit this form by the 15th of the month to Rev. Mark Gough.

Mail to: Indiana Conference of The United Methodist Church, 301 Pennsylvania Parkway, Suite 300, Indianapolis, IN 46280. Or email to: mark.gough@inumc.org.

Electronic submission preferred.

- This report will help both your church and the Church Development Team keep apprised of your project's progress. Failure to submit this report will delay your church's grant payment one month for every month it is late.
- You are the only person from your church receiving this form, so please pass it on if you're not the responsible person.
- Please return the form by the 15th of the month immediately following the month for which the report pertains. Thanks, and God's blessings!

Name of church: _____ City: _____

This report is for the month of: _____ (month) _____ (year)

Person completing this form: _____ Date: _____

1. CONTACTS. List the number of weekly contacts to being made with prospects.

_____ The number of "brush" contacts made during the month. Monthly goal: _____

_____ The number of informational contacts made during the month. Monthly goal: _____

_____ The number of relational contacts made during the month. Monthly goal: _____

2. LEADERS. Attach your project's Coordinator/Helper Matrix and highlight those names added this month.

3. SMALL GROUPS. Provide the following (if applicable):

_____ Average attendance at all small groups for the month. (Add all groups' attendance for a total figure.)

_____ The number of small groups meeting during the month. Goal (if applicable): _____

For each small group, list the name of each leader and apprentice leader. Attach to form.

4. LAUNCH GROUP.

_____ List the number of people in your launch group. Goal (at least 80): _____

5. BENCH MARKS. Prior to launch the launch team leadership and coach will re-evaluate their project's benchmarks.

6. WORSHIP ATTENDANCE. Provide the following (if applicable):

_____ Weekly worship service's average for the month. Average to date: _____

Benchmark measure: _____ (the average weekly worship attendance of your service's first ten weeks, removing the highest and lowest figures)

7. COACHING. Did you meet this month with your coach (via phone okay): _____

8. MONTHLY REPORT. Did you return this form to the Direct of Church Development within 15 days of the end of the month for which you're reporting? _____

9. OTHER BENCHMARKS. In the space below, report progress on any other benchmarks you have set for the month (if applicable).

10. How might we pray for your project this coming month?

You can provide any additional information on a separate page.