



THE PRESBYTERY OF
Los Ranchos

New Worshipping Communities

Welcome Kit

Compiled by the New Worshipping Communities Network Team
(of the Strategic Coordinating Team)

6/25/2015

This packet provides the roles, responsibilities, and reporting relationships for New Worshipping Communities in the Presbytery of Los Ranchos.

Table of Contents

Welcome Letter	2
Roles & Responsibilities of Groups providing Leadership, Support, and Oversight	3
From New Worshipping Community (NWC) to Organized Church: Readiness Benchmarks.....	7
Quarterly Statistical Reports for New Worshipping Communities (NWCs).....	9
Semi-Annual and Annual Reports for New Worshipping Communities (NWCs).....	10
Guidelines for Reporting to PLR's Administrator for Finance and Accounting.....	11
EXAMPLE of Presbytery Administrative Commission working with a NWC or NCD.....	14
Congregational and Partnership Development Grants.....	16
Overview of PC(USA) Mission Program Grants.....	20
NWCs, NCDs, Worshipping Fellowships, and Fresh Expressions of PLR.....	22
Responsibilities of the Session (formatted for training purposes).....	24

Welcome!
New Worshipping Communities (NWCs) in the Presbytery of Los Ranchos
www.losranchos.org

(Revised 06/11/15)

Dear Friend,

Welcome! If you are reading this packet, you are considering supporting a New Worshipping Community in our presbytery, or, indeed, may already be doing so. Either way, thank you for your vital role in exhibiting the Kingdom of God in our presbytery.

As you will see, this packet represents thousands of hours of work on the part of people who believe God is using our presbytery and denomination to pioneer fresh expressions of church in our time.

Whether you are a pioneer leader of a New Worshipping Community (NWC) or a member of a Partnership Team that supports one, the materials in this packet will help you understand your role and responsibilities. They will also help you understand the various forms of support and accountability involved in nurturing a New Worshipping Community to its fullest potential, and even to becoming an “organized congregation” of the PC(USA).

As you know, there is no one-size-fits-all approach to *being* a church, so it makes sense that there is no such approach for *starting* a church. Therefore, the documents attached address a wide variety of needs that may or may not pertain to your group at the moment, but most likely will be needed by you down the road. They are compiled here in one place so you may be aware of them whether you are on the first step of your journey or finishing the final steps of becoming an organized congregation.

As always, please remember that the New Worshipping Communities Team of our presbytery stands at the ready to answer your questions and support you in your ministry, as do I. Please never hesitate to call on us.

With you on this adventure,

Rev. Tom Cramer
Presbytery Leader for Vision & Mission
tcramer@losranchos.org
Presbytery of Los Ranchos
www.losranchos.org
M [\(949\) 292-6562](tel:(949)292-6562)

**New Worshipping Communities (NWC)
Roles & Responsibilities of Groups providing Leadership, Support, and Oversight
Presbytery of Los Ranchos (PLR)**

(Revised 08/17/14, Modified 10/27/14, 6/11/15)

This document answers the following questions:

How does an NWC become ready to organize/charter as a congregation?

What groups of the Presbytery support an NWC's journey?

NOTE: For the purpose of the NWC Partnership Teams, the term "Partnership" is to be understood in an ecclesiastical context and expresses no legal responsibilities or liabilities of the team members as partners or as members of a legal partnership. Each team member assumes only those responsibilities expressly assumed herein.

Groups Involved

1. **NWC Steering Committee/Leadership Team:** Leaders of the NWC, recognized by its own fellowship, as having authority to make decisions on behalf of the NWC.
2. **NWC Partnership Team:** This is a group of representatives from the NWC steering committee/leadership team and PLR congregation(s) that guides the NWC in its journey toward becoming an organized congregation.
3. **Administrative Commission:** A sub-group of the NWC Partnership Team normally consisting of between five (5) and seven (7) Teaching and Ruling Elders elected by the SCT to act on behalf of the Presbytery with specific powers and decision-making authority (please see: "EXAMPLE of Presbytery Commissioning of an Administrative Commission working with a NWC or NCD").

Role of the Presbytery

The role of the Presbytery in supporting a New Worshipping Community (NWC) on their journey toward being organized as a PC(USA) congregation includes providing the NWC with the best possible resources and support for learning missional practices and establishing healthy relationships with other congregations and councils of the church and providing the legal structure through which the NWC will operate. Ordinarily, the Presbytery provides resources and support by stimulating, brokering, and assisting the NWC through a session of an established congregation or elders appointed by the session for this purpose (Note: these elders may or may not be currently serving on session.) This team, consisting of representative leaders from the NWC and the supporting congregation(s), is called the "NWC Partnership Team." In some circumstances, a group of teaching and ruling elders from two or more congregations will serve as the NWC Partnership Team.

If so approved by the Presbytery, this NWC Partnership Team, or a subgroup thereof, may be constituted as an **Administrative Commission** to carry out the responsibilities and duties assigned to it by Presbytery for the NWC prior to its organization as a congregation in the PC(USA), normally including duties parallel to those for which a

Session would be responsible. Please see "Powers" delegated to the AC in Presbytery Minutes.

When the Presbytery is assured through the NWC Partnership Team/AC that a NWC has the necessary attributes to thrive as a viable missional congregation in relationship with other congregations and councils of the PC(USA), it may be organized as "a congregation of the PC(USA)" by act of the Presbytery. The *Book of Order* requirements to be received as a congregation are described in **G-1.02**.

If there is ordained leadership, either Teaching Elders or Commissioned Ruling Elders, the Committee on Ministry (COM) oversees this relationship and any terms of call. COM may appoint a liaison to the NWC Partnership Team/AC in order to assure the appropriate care and oversight of the Pastor/CRE in relationship to COM requirements. The hope is to find new ways of organizing a congregation that satisfies and honors established practices.

The Role of a NWC Partnership Team/AC in assisting a NWC to become an organized congregation within the PCUSA.

Members of the NWC Partnership Team/AC should have the desire and expertise to assist the NWC in carrying out its mission and moving towards becoming a organized congregation within the PC(USA). This requires being able to think "outside of the box" with the NWC as well as having the ability to interpret the ministry and mission to "inherited/established church." The members should be sufficient in number as to be representative of the churches involved. The NWC Partnership Team/AC will appoint a liaison to communicate with the liaison from the SCT to (a) serve as the primary contact between the NWC Partnership Team/AC and the SCT, (b) assist the NWC in preparing and providing statistical reports as requested by the SCT on a quarterly basis, usually February 28, April 15, July 15, and October 15 consistent with the NWC Statistical Report Template, and (c) assist the NWC in preparing and providing to the SCT an annual report consistent with the New Worshipping Committee Annual Report Template, and accompanying annual statistical report.

The duties of NWC Partnership Teams/ACs include but are not limited to:

Encouraging the Mission of the New Worshipping Community by:

1. Assisting the NWC in discerning and implementing its identity and mission. (Utilize "Starting New Worshipping Communities: A Process of Discernment" published by the PC(USA) as a guideline for this process.)
2. Monitoring the NWCs progress in doing its mission. This can be accomplished by holding the goals and objectives of the NWC in front of its leadership for review and revision. **Please note:** The NWC Partnership Team's/AC's role is to help NWC's leaders reflect on the work they are doing but not to do the work for them.
3. Interpreting the mission of the NWC on a regular basis to the greater Church. This will give the Church opportunity to express gratitude for God's work as well

as respond to articulated needs.

4. Any duties that may be assigned by Presbytery, particularly where the NWC Partnership Team/AC is empowered as an Administrative Commission.

Developing the Organizational Structure by:

1. Assisting the NWC leadership team/steering committee in training and assuming leadership that encompasses the duties and responsibilities of a Session of Elders in the PC(USA) (refer to The *Book of Order*: Form of Government section G-3.02 and following for a complete description of the duties, character and responsibilities of Ruling Elders). The hope is finding new ways of “being” a Session in the PC(USA) in new and varied forms that are consistent with our polity.
2. Prior to the chartering of the NWC as a PC(USA) congregation, both ordained and lay staff of the NWC will be employed by the Presbytery, including appropriate terms of call (including designation of housing allowance, participating with the Board of Pensions, etc.) for any Teaching Elder, use of Presbytery personnel handbooks, compliance with Presbytery policies (i.e. ethical conduct), staff reviews, and other matters of personnel management. As the NWC moves toward an independent charter, assisting the NWC in developing its own policies and practices at appropriate times that provide human resource accountability. This can be accomplished through the SCT liaison, the Stated Clerk, or other identified resources within the Presbytery and PC(USA). If there is ordained leadership, COM may appoint a liaison to assure the care and oversight of the pastor in relationship to COM requirements. The hope is to find new ways of organizing a congregation that satisfies and honors established practices.
3. Encouraging the NWC in establishing sound stewardship and giving practices. This will be evident as the NWC practices generosity in support of local mission, world mission, and denominational support (general mission giving to the PC(USA) and the Presbytery). This can also include assisting the NWC in identifying grants and other sources of funding for the sustainability of its mission. Again, the hope is we will find new ways to resource local congregations consistent with our polity.
4. Assisting the NWC to establish sound accounting practices, including but not limited to: bookkeeping; budgeting; receiving and counting contributions; the establishment of checking accounts; on an appropriate scale for the requirements of the NWC. Prior to the time when the NWC can become an independent chartered PC(USA) congregation, any such accounts will be held in the name of the Presbytery. Day-to-Day financial management may be provided by the NWC Partnership Team/AC early in the development of the NWC, with the intent that the NWC will be able to manage its own finances more directly when they have appropriate leadership.
5. When the NWC Partnership Team/AC believes the NWC is ready to organize as a congregation (including by reference to the New Worshipping Community Readiness Benchmarks), the NWC Partnership Team/AC along with the SCT Liaison and the Stated Clerk, will assist the NWC in assembling all appropriate documents required by the *Book of Order* and the State of California and otherwise

complying with the requirements of G-1.0201. Together they will insure all documents are filed with the appropriate entities in a timely manner.

6. Prior to the time when the NWC becomes an independently chartered church, the Presbytery is responsible for all risk management for the NWC, including that proper insurance coverage is in place. If at any time the NWC considers the purchase or lease of property, the NWC shall be referred to the Presbytery Trustees. All leases and purchases are contracts in the name of the Presbytery and must have the Trustees' approval and signatures to be binding. The NWC is not normally a corporate entity until the NWC is organized as an official congregation in the PC(USA) and recognized by the State of California.

**From New Worshipping Community (NWC) to Organized Church:
Readiness Benchmarks
Presbytery of Los Ranchos**

(Revised 08/17/14)

*“Congregational life is not an end in itself. It serves to
benefit the members in their mission to uphold the Great Ends of the Church.”*

~Companion to the Constitution of the PC(USA)

This document answers the following questions:

When is a NWC ready to organize as a congregation?

What commitments does it make?

What characteristics does it exhibit?

NOTE: For the purpose of the NWC Partnership Teams, the term “Partnership” is to be understood in an ecclesiastical context and expresses no legal responsibilities or liabilities of the team members as partners or as members of a legal partnership. Each team member assumes only those responsibilities expressly assumed herein.

A New Worshipping Community is ready to be organized as a congregation of the PC(USA) in the Presbytery of Los Ranchos when the following characteristics are in place:

1. The new congregation has a defined and articulated mission, a plan to carry it forward, and demonstrated its ability to carry out its mission.
2. The new congregation has leadership, both lay and/or clergy, trained and equipped to lead the mission.
3. The new congregation has a sustainable structure of support (both financial support and strategic use of passion and abilities of those gathered) to be the foundation for the articulated mission.
4. The new congregation is committed to the larger covenant community of the PC(USA) as demonstrated by its financial support of and relational participation in the denomination’s mission and ministry.
5. The new congregation demonstrates that it is a training-and-sending community, including a community that develops the capacity to establish other NWCs.
6. The new congregation in consultation with the Stated Clerk has satisfactorily completed all denominational and state requirements for incorporation.

When the NWC and its Partnership Team/AC believes it can demonstrate its readiness to become a organized congregation within the PC(USA), they will provide a written and detailed description that includes sufficient answers to the following questions.*

1. Your Identity: How does the leadership team define Jesus, Church, witness, gospel, disciple and other key elements of your new worshipping community? How is this demonstrated in your new worshipping community?

2. **Your Vision:** Clearly define the “who” that your new worshipping community is being called to bear witness to the reconciling and redeeming work of Jesus Christ, as well as the “why” of your NWC being the right ones to do this work. How has this changed since you began? How are you continuing to look at the community and explore other populations you might engage in witness?
3. **Continued Exploration:** How are you continuing to start new ministry “experiments” based on the evolving vision of the “who” you’re called to engage? How are you creating a community of creativity and mission in your context?
4. **Developing Missional Leadership:** How are you developing disciples who are missionally minded and equipped to be sent? How are you discerning and employing the unique leadership gifts of your new worshipping community.
5. **Developing Ministry Plans:** How do you review past ministries and mission in order to shape current and future mission and ministry? What are your current plans? What actions have you taken to become a church that can start other churches?
6. **Describe your ongoing plan for financial sustainability.** Please attach all statistical reports from the last year with this narrative.

*These questions are based upon the tasks in “Starting New Worshipping Communities: A Process of Discernment” published by the PC(USA). Answers should demonstrate how you have progressed from your original discernment. You can download a copy from presbyinnovate.com or the onethousandone.org websites.

Quarterly Statistical Reports for New Worshipping Communities (NWCs)
Presbytery of Los Ranchos
www.losranchos.org

(Revised 8/17/14, 6/11/15)

Quarterly reports are completed online at www.losranchos.org by February 28, April 15, July 15 and October 15. They are used to track and report quantifiable information of NWCs to PLR leadership groups. Some information is submitted by email such as the NWC's Balance Sheet, Income and Expense Statement, and Weekly Giving and Attendance reports. Templates for these reports are also available on the website. Examples of the types of information requested are as follows:

Finances

Income:

Grants: source/name/amount/frequency

Individual Contributions: monthly/annually (however, the NWC should track weekly contributions in order to understand rhythms of their community's giving throughout the year)

Other Sources of income: (monthly, annually) offsetting receipts for events and projects, e.g., monies from bake sales, retreats, camps, etc.

Expenses:

Salaries: Broken down by each position. If for ordained leadership, then in accordance with COM practices.

Ministry Areas: e.g., Worship, Children's Ministry-Curriculum, Local Mission – provide some detail/sub-categories, where necessary. This will tell a story. The key is not too much minutia, but enough to know what's going on. No slush funds.

Miscellaneous: Be specific when adding categories.

Budget: An initial budget is difficult to create, but resources are finite, so it's good to get started in assigning dollars to categories to create a track record. Each year will more accurately predict what you will actually receive and spend.

Other Statistics:

THE GOAL HERE IS TO SHOW INVOLVEMENT/PARTICIPATION.

MONTHLY – Those attending all offerings of the NWC on a monthly basis. No duplicates please. (For instance, if a person attends Sunday evening, then don't count her/him going to a Bible study on Tuesday. Count him/her only once, but count those who participate in the tutoring outreach or finance outreach who are not counted elsewhere.)

ENCOUNTERS: As best you can, count new contacts made by the leadership on a monthly basis. Who has your leader met with and/or talked to outside current participants.

New Baptisms/Renewal of Baptism

NWCs don't have "membership," but the Presbytery's Stated Clerk maintains a record of all regular participants. Those whom the leadership defines as "regular participants" should be placed on this roll.

Semi-Annual and Annual Reports for New Worshipping Communities (NWCs)

www.losranchos.org

(Revised 8/17/14, 6/11/14)

Semi-annual and annual reports are completed online at www.losranchos.org. Due dates are February 28 and July 15. They are submitted to provide information about the leadership, developing mission, and partners' involvement of the NWC. Aside from basic contact information for leaders and partners, the following are example questions answered by these reports:

1. What is your mission and vision as a new worshipping community?
2. Tell us if there has been any significant change in your vision and mission from your last Annual Report. Include information like: what prompted this change, how you see it playing out in the next several months, etc.
3. How is your mission and vision communicated to your congregation and the general public?
4. What actions have you taken to accomplish this?
5. What are you learning about the effectiveness of your mission?
6. In addition to the leadership role of your Partner Church, how else are your partners involved in your ongoing efforts?
7. What are you doing to train and send your laity to reach the people that you have been called to serve?
8. What, if any, challenges are you encountering in equipping your people for ministry?
9. How are you moving towards financial sustainability as a community?
10. In the past year, how have your NWC members participated in the greater life of the Presbytery of Los Ranchos/PC(USA)?
11. Tell us about one or two goals you have for the coming year.
12. Will you seek to be an organized congregation within our Presbytery and the PCUSA in the coming year? If yes, please contact the Stated Clerk for information regarding next steps.

**New Worshipping Communities (NWCs)
Guidelines for Reporting to PLR's Administrator for Finance and Accounting
Presbytery of Los Ranchos**

www.losranchos.org

(Revised 6/11/15)

When officially recognized by the Presbytery, New Worshipping Communities (NWC) and Worshipping Fellowships (WF) become ministries of the Presbytery. It is the dual responsibility of the Presbytery and the NWC/WF to comply with **(1) ecclesiastical guidelines established by the Presbytery**, and **(2) state and federal laws governing the activities of corporations.**

The ecclesiastical guidelines are described in the documents that guide NWCs in their journey toward becoming organized congregations. Please see "Roles & Responsibilities of Groups Providing Leadership," "Readiness Benchmarks for Chartering," "Quarterly Statistical Report," and the "Annual and Semi-Annual Reporting Forms."

This document, however, provides additional instructions for generally accepted accounting principles required of corporations and **how to comply with them.** First, however, some important background information:

In cases where elders from a **single congregation** serve as the Presbytery's representatives on a NWC's Partnership Team, that congregation may serve as the "corporate parent" of the NWC. In these cases, the congregation's Session provides oversight and corporate compliance, just as it would any of its other ministries.

In cases, however, where elders of **multiple congregations** serve as the Presbytery's representatives on a Partnership Team, and **no single congregation serves as the "corporate parent" of the NWC**, then the Presbytery will serve as the "corporate parent" of the NWC. In these cases, **NWCs will be required to make some reports (see "Reporting" below) directly and regularly to the Administrator for Finance and Administration** rather than to a Session of a congregation. These reports shall be made **independently** of the reports submitted to the SCT, consultants, or Administrative Commissions.

Corporate Status and Checking Accounts

PC(USA)'s non-profit Umbrella: PC(USA) is a non-profit corporation, a 501(c)3. NWCs, by way of recognition as a ministry of PLR, are privileged to operate under the corporate umbrella of the PC(USA) as a non-profit corporation, just as are established congregations.

Tax ID#: NWCs that are not ministries of a single congregation have permission to use the Presbytery's Tax ID #. To do so, NWCs must first be recognized as a ministry of the PLR. This is accomplished by vote of the Presbytery.

Checking Accounts: Once recognized as a ministry of PLR, NWCs may open "DBA Checking Accounts (Doing Business As)." This usually takes about three months to complete. The DBA must be ordered, filed, and posted as a public notice 30 days prior to the DBA being issued. All checking accounts held by NWCs should be of this type, unless a single congregation is serving as the NWC's "corporate parent."

Reporting

Along with the "Quarterly Statistical Report" mentioned above, the following items shall be submitted to the Administrator for Finance and Accounting, Kathy Long (klong@losranchos.org), on a regular basis:

- Annual Budget (to be approved by the NWC's Steering Committee in November or December of each year)
- Weekly/Monthly reports of offerings and other miscellaneous income or special offerings received
- Quarterly and annual financial activity reports, including Income Statement and Balance Sheet
- Monthly bank statements shall be mailed directly from the bank
- Payroll reporting, if applicable
- Expense Reports and cash disbursements
- Mission Giving report of projects sponsored with amounts donated
- Steering Committee schedule and minutes of each meeting
- Reports of any changes in members of the Steering Committee
- Membership and attendance reports for worship
- Notification of any proposed contract agreements for items such as equipment leases, or other loan activity
- Notification of annual renewal of leases for worship/office space

Expenses

Cash expenses shall be reported with the weekly offering reports. Cash expenses may include:

- Honorariums for guest speakers
- Love gifts
- Printing and copying of bulletins
- Flowers and decorations; how are these reimbursed?
- Music leadership
- Music licenses or sheets
- Nursery care
- Maintenance, custodial (e.g, if the host congregation pays for this service, how does NWC make its contribution and how is that accounted for?)

- What extra cash expenses are incurred for special events? For Easter and Christmas, etc?
- Benevolences to those in need

The above expenses/activities are a regular part of a healthy NWC's life. All of the mentioned events/activities must be recorded and accounted for in all reports to the Steering Committee and the Presbytery Office. Summary reports should be made to the participants of the NWC so they may understand their community's basic finances.

Weekly Reconciliations

A weekly reconciliation of offering receipts shall be maintained. A copy of that reconciliation should be submitted to the Presbytery Office weekly or monthly, at a minimum. Records of all receipts should be kept and reconciled each week. The reconciliation should include detail of receipts by offering envelopes (checks and cash documented and copied) plus loose cash. Any expenses that are paid directly out of receipts should also be documented with actual receipts for any and all expenses paid out.

Income and Expense Summaries and Meeting Minutes

For proper reporting to the congregation and the Presbytery, a summary of income and expense reports should be presented to, reviewed, and approved by the Steering Committee at each meeting. A copy of the regular meeting minutes with the financial report should be submitted to the Presbytery Office following each meeting as it would be distributed to the Steering Committee members.

All of the procedures and recommendations mentioned in this discussion are addressed as proper procedures with checks and balances to be put into place and monitored. They are consistent with PLR's "Readiness Benchmarks" for being chartered as an organized congregation of the PC(USA).

EXAMPLE of Presbytery Administrative Commission working with a New Worshipping Community or NCD

Presbytery voted to form an Administrative Commission for the [Name of NWC or NCD]. With oversight from the SCT, the AC will provide administrative and strategic support to guide the work of this NWC/NCD until it becomes an organized congregation of the Presbytery of Los Ranchos.

Composition: The AC shall be composed of between five (5) and seven (7) people, with the following requirements:

- a. Members shall be elected on behalf of Presbytery by the Strategic Coordinating Team and may include members from the NWC's/NCD's leadership team / steering committee, but the NWC's/NCD's members shall be less than a majority.
- b. Members shall be chosen from among those who are eligible to serve as Commissioners to the Presbytery (Teaching Elders on the rolls of Presbytery, or Ruling Elders on the rolls of a member congregation of Presbytery). The AC may include other, non-ordained participants at their own discretion who may serve with voice but shall not have vote. Non-ordained participants shall not count toward the total membership of between five (5) and seven (7) people.
- c. The membership shall reflect, as much as possible, the principles of representation described in the *Book of Order*. The number of Teaching Elders shall not exceed the number of Ruling Elders on the Commission by more than one.
- d. Terms of service shall not exceed three years, and no member shall serve more than two-terms without a break in service. Should a member resign or need to be replaced on account of longevity, the SCT shall obtain a replacement as described in (a) above.

Powers: The AC shall be vested with all deliberative and decision-making powers ordinary to the Session of a chartered congregation of the Presbyterian Church (USA), as described in the *Book of Order*. Consistent with the ordinary polity of an administrative commission of Presbytery, actions taken by the AC in the operations and planning of the NWC/NCD shall be as effective and binding as if Presbytery itself had taken them. The AC shall use as its guiding documents those approved by the Presbytery for guiding the organization of NWCs and NCDs, namely: "NWC Readiness Benchmarks for Chartering, v081714," "NWC Roles & Responsibilities of Groups Providing Leadership v081714," "NWC Statistical Report (Template) for PLR, v 081714," and "NWC Annual Reporting Form (Narrative) v081714."

Fiduciary Obligations:

- a. The AC shall conduct regular, stated meetings according to a schedule that it sets at their first formal meeting. Minutes shall be kept of all stated and specially called meetings and shall be submitted annually for review to the SCT.

- b. The AC shall keep financial records of its work, obtaining assistance from the Presbytery office as necessary. Financial records shall be submitted quarterly for review to the SCT. In lieu of financial records, the SCT may authorize the AC to submit an independent review of the financial records, comparable to that required of congregations by the *Book of Order*.

**Presbytery of Los Ranchos
Congregational and Partnership Development Grants**

www.losranchos.org

(Administered by the Strategic Coordinating Team)

Approved 6/9/11. Revised and Approved 5/8/14.

GRANT DESCRIPTION

To be missional means that we are sent as Christ was sent to love the world that God loves. One role of presbytery is to stimulate missional congregations, partnerships, and networks.

PURPOSE OF THIS GRANT

The purpose of this grant is to stimulate missional partnerships and networks by investing in experiments that facilitate either:

Congregational Development: Equipping churches to maximize their missional potential (faithful, fruitful and fellowship; see attached); and/or

Partnership Development: Bringing churches together to engage their communities through evangelism, social justice, peacemaking, Christian formation and discipleship, racial-ethnic ministries, and worship.

GRANT CRITERIA

Grants from the Strategic Coordinating Team will be awarded based on the following characteristics:

1. Fits the goals, values, and delivery system of presbytery's culture (see next page for a description of PLR's "values" and "culture");
2. Proven ministry effectiveness or promise of future effectiveness, e.g. conversion growth, compassionate service, peacemaking, multiplicative, discipleship;
3. Proven administrative effectiveness, e.g. ability to deliver outcomes; accuracy, control and timeliness of financial reports;
4. Ability to increase the leadership capacity of the organization;
5. Ability and willingness to communicate the organization's story throughout PLR and beyond;
6. Likelihood that the project will be self-sustaining following grant period;
7. Collaboration with, or investment by, other partners; and
8. Degree to which the applicant's congregation supports the broader mission of the presbytery.

GRANT PERFORMANCE

All grant recipients must submit a final report detailing accomplishments, challenges, and uses of funds. Continued funding of grants may be conditional on accomplishing stated objectives. By applying for this grant, applicants commit to interpreting their ministry in Open Space sessions and other presbytery forums, as requested by the SCT.

HOW TO APPLY FOR CONGREGATIONAL AND PARTNERSHIP DEVELOPMENT GRANTS

Grant applications should be submitted to SCT, Presbytery of Los Ranchos, attn: Rev. Tom Cramer, tcramer@losranchos.org. Applications are available on line at www.losranchos.org.

Culture and Values of the Los Ranchos Presbytery*

OUR CULTURE

The hallmark of the Los Ranchos Presbytery culture will be *as a learning community that fosters effective missional congregations*. The primary activity of our Presbytery will be to equip, serve, resource and challenge congregations and their leaders to become more missionally effective based on the following three values:

OUR VALUES

Faithfulness: We hold each other mutually accountable for fulfilling our ordination vows, upholding our theological tradition and pursuing the Great Ends of the Church.

Fruitfulness: We are committed to pursuing honestly and actively what will further the Kingdom of God in breadth and depth using whatever tools are necessary. We will consistently measure and monitor our effectiveness.

Fellowship: We covenant to live out the Christian life together by pursuing trusting, healthy, edifying relationships expressed in missional partnership between our presbyters, congregations and members (pg. 5).

* As Envisioned in "Flipping the Presbytery from 'The Meeting' to 'the Mission,'" approved by Presbytery, May 19, 2009.

Congregational and Partnership Development Grants GRANT APPLICATION

If possible, please complete this application online at www.losranchos.org. The information you provide is necessary for our presbytery to serve you as a mission partner.

Please contact the **Rev. Tom Cramer** (tcramer@losranchos.org or (714) 956-3691 Ext. 112) with any questions you may have, including questions about due dates. We look forward to a partnership that continues to grow as we seek to be good stewards of God's resources.

DUE DATE: Applications are received throughout the year, with a normal evaluation period of two months or fewer.

Date:

Your Name:

Your Title:

Name of Church/Organization/Agency:

Address We Should Use to Send Support:

Address of Organization (if different from above):

Email Address:

Website of Church/Organization/Agency:

Your Phone Number:

Mobile Number:

Fax Number:

Please send us a current photo that represents your ministry. If possible, attach an electronic copy that we can use to promote your ministry. If your ministry is new, please write "start up" or "not applicable" next to the item/question.

- 1. Indicate whether your grant application is for a) Congregational Development or b) Partnership Development.**
- 2. Briefly describe the project for which you are seeking funding.**
- 3. What is the dollar amount of your request?**
- 4. Briefly describe the goals and accomplishments of the project over the past year.**
- 5. What were some of the discouragements/difficulties faced by the project during the past year?**
- 6. What are the goals and objectives for the project?**

Congregational and Partnership Development Grant APPLICATION, Page 2

- 7. Please provide a budget, which demonstrates funding to meet the above goals and a budget for the project, if different. Highlight income from other organizations (name and amount) to this project.**
- 8. Provide last year's budget and actual income and expenses for this organization and project.**
- 9. Have you had any recent significant changes in finances (new sources or a decrease in income, new budget items, etc.)?**
- 10. How often and by what means do you make contact with those who partner with you in your ministry and finances?**
- 11. What opportunities would there be for churches or individuals of our presbytery to be directly involved in your ministry?**
- 12. Please write us a brief personal interest story which will give our presbytery a feel for how God is working in your ministry.**
- 13. May we post any/all information from this application on the internet?
Send it out in update emails?
Publish it on our website?
Please let us know specifically what we should and should not post.**

Presbytery of Los Ranchos reserves the right to post information about your project on the website and to send out update emails. If financial information for the project is posted, it will be password protected. THANK YOU for taking the time to complete this application. Please return your response to the address below:

Bonita Carr
Email: bcarr@losranchos.org
Administrative Coordinator
Presbytery of Los Ranchos
P.O. Box 910
Anaheim, CA 98910
Or contact us at:
Phone: 714-956-3691 xt. 122
FAX: 714-956-1940

Please also review the Grant Description (p. 2) for information about the culture and values of the Presbytery of Los Ranchos.

Overview of PC(USA) Mission Program Grants

Go to: www.onethousandone.org > Resources > Documents > Grants Overview

(Revised November 2014)

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 churches 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.

New Worshipping Communities Seed Grant: New Worshipping Communities may apply for a one-time of up to \$7,500. Matching funds are not required.

New Worshipping Communities Investment Grant: Twelve months after receipt of a Seed Grant, a one-time grant of up to \$25,000 is possible. Approval of Investment Grants is conditioned upon real progress having been made toward meeting the definition of a new worshipping community. Investment Grants ordinarily require a dollar-for-dollar match provided by the combined contributions of the partner congregation 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. *(The Investment Grant is a replacement for the First-Level New Church Grant.)*

New Worshipping Communities Growth Grant: The Growth Grant supports and encourages new worshipping communities whose process of faithful discernment has led them to establish a new ministry, responsive to the needs of a new group of people, with the ultimate goal of growing a viable and sustainable new congregation. At least eighteen months after receipt of an Investment Grant, a one-time Growth Grant of up to \$25,000 is possible and will provide for the next eighteen months. Approval of a Growth grant is conditioned upon significant progress being made toward meeting the goals and objectives as outlined in the Investment Grant proposal. A dollar-for-dollar match provided through presbytery and/or synod is ordinarily required. In-kind contributions are acceptable and waivers of the match will be considered on a case-by-case basis. *(The Growth Grant is a replacement for the Second-Level New Church Grant.)*

New Worshipping Communities Health Insurance Grant: This grant program provides supplemental funding to the partner congregation and/or presbytery in support of new church organizing pastors or new worshipping community leaders who would not otherwise be able to afford health insurance. Presbyteries may apply on behalf of new congregations and new worshipping communities for an annual grant of up to \$1,500. This grant is twice renewable, for a total of three years, upon approval of an application each year.

Note: No one project may receive more than \$57,500 in total grant assistance. The Health Insurance Grant does not figure into this amount since it is designed to assist individual leaders.

Presbytery Grant for Congregational Transformation: This 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 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 ordinarily required. Waivers for in-kind

contributions will be considered on a case-by-case basis. This grant is not intended to provide funding for congregational-level transformation efforts.

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 churches that have placed a particular emphasis on site acquisition.

An annual opportunity is offered to sessions, presbyteries and synods to nominate excellent new churches that are working in creative ways to bring the gospel to their local communities. Each selected awardee will receive a one-time financial award of up to \$50,000, which is made over and above funding received from other GA 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.

Loans for Capital Projects: The Presbyterian Investment & Loan Program (PILP) is a nonprofit corporation of The Presbyterian Church (U.S.A.) that was created to provide low-cost loans to churches, governing bodies and related entities of the denomination for capital projects. The Church Loan Program is part of the Coordinated Loan Program of PILP, thereby providing a coordinated lending service for all related churches and presbyteries. For information about General Assembly Church Loans, please contact Jim Rissler, Judy Walton or Jason Peterson at the Presbyterian Investment & Loan Program (800) 903-7457 or <http://pilp.pcusa.org>

For information about Mission Program Grants, please contact:

Tim McCallister, Associate, Bill Moore, Administrative Assistant
Office of Mission Program Grants, Presbyterian Church (U.S.A.)
Louisville, KY 40202-1396, (888) 728-7228, Ext. 5230, 5251
Tim.McCallister@pcusa.org , Bill.Moore@pcusa.org

<http://gamc.pcusa.org/ministries/missionprogramgrants/>

Grants and funding are only part of the story: Obtaining a grant or other funding is one step toward the success of your project. To make funding work, you'll need to connect with people to properly plan, organize and execute the project. Here are some other P.C. (USA) offices and programs that can help:

C

The Office of Church Growth (<http://gamc.pcusa.org/ministries/church-growth>) produces and identifies resources for congregations and middle governing bodies that are helpful in growing healthy, missional and vital congregations. Church Growth works in partnership with pastors, committees and middle governing bodies to provide training, materials and consultation in planting and growing new congregations.

The Office of Evangelism (<http://pcusa.org/ministries/evangelism>) helps people, churches and presbyteries share the life of Jesus with each other, their communities, in the world and to grow disciples and develop leadership for the future.

NWCs, NCDs, Worshipping Fellowships, and Fresh Expressions of the Presbytery of Los Ranchos

Revised June 1, 2015

New Worshipping Community (NWC): A community started after July 2012 having the potential of developing into an organized congregation and is open to this possibility if God so leads.

1. Canvas (Irvine)
2. Tustin Taiwanese Presbyterian Church (Taiwanese)
3. Amazing Grace KUMG (Kikuyu)
4. Esperanza Viva (Spanish)
5. Arabic-Speaking Presbyterian Fellowship (Huntington Beach)
6. New Korean Presbyterian Church (currently in Fullerton)

New Church Development (NCD): A community formed under explicit expectations that it will be chartered as a congregation of the PLR within a specific time frame. The teaching elder responsible for the ministry as long as it remains an NCD is identified as an "Organizing Pastor." (Note: the term "NCD" has fallen out of favor; it is mentioned here to clarify a distinction.)

7. New Hope (Orange)

Worshipping Fellowship (WF): A community which formed originally with explicit expectations for congregational chartering, but which no longer carries with it those expectations, at least in the near term.

8. Primera Iglesia (Spanish, meets in Westminster)
9. Nueva Vida (Spanish, meets in Whittier)
10. Irvine Taiwanese Presbyterian Church (Taiwanese, meets in Laguna Hills)

Fresh Expression (FX): Similar to a NWC, but places greater emphasis on new forms of Church, with lower expectations on the part of the presbytery to develop into an organized congregation.

11. Common Villages (Ladera Ranch)
12. Not Church (meets in La Mision, Baja California Norte, Mexico)
13. RV Ministry (Huntington Beach)
14. Little Brown Mission Hub (Long Beach)

Mission Partnership (MP): A ministry or mission supported through oversight and/or funding by two or more congregations of the presbytery, or representatives thereof.

Responsibilities of the Session: G-3.02 THE SESSION (reformatted for training of leaders of new worshipping communities and fellowships; see *Book of Order* for exact citations and references)

From G-3.0201

The session is the council for the congregation. As the Session leads and guides the witness of the congregation, the session shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed congregations have identified themselves throughout history (F-1.0303), and the six Great Ends of the Church (F-1.0304). In light of this charge, the session has responsibility and power to:

- a. *provide that the Word of God may be truly preached and heard.* This responsibility shall include:
 1. providing a place where the congregation may regularly gather for worship, education, and spiritual nurture;
 2. providing for regular preaching of the Word by a teaching elder or other person prepared and approved for the work;
 3. planning and leading regular efforts to reach into the community and the world with the message of salvation and the invitation to enter into committed discipleship;
 4. planning and leading ministries of social healing and reconciliation in the community in accordance with the prophetic witness of Jesus Christ; and
 5. initiating and responding to ecumenical efforts that bear witness to the love and grace of God.
- b. *provide that the Sacraments may be rightly administered and received.* This responsibility shall include: authorizing the celebration of the Lord's Supper at least quarterly and the administration of Baptism as appropriate, in accordance with the principles of the Directory for Worship; and exercising pastoral care among the congregation; in order that the Sacraments may be received as a means of grace, and the congregation may live in the unity represented in the Sacraments.
- c. *nurture the covenant community of disciples of Christ.* This responsibility shall include:
 1. receiving and dismissing members; reviewing the roll of active members at least annually and counseling with those who have neglected the responsibilities of membership;
 2. providing programs of nurture, education, and fellowship;
 3. training, examining, ordaining, and installing those elected by the congregation as ruling elders and deacons;
 4. encouraging the graces of generosity and faithful stewardship of personal and financial resources;
 5. managing the physical property of the congregation for the furtherance of its mission;

6. directing the ministry of deacons, trustees, and all organizations of the congregation;
7. employing the administrative staff of the congregation;
8. leading the congregation in participating in the mission of the whole church;
9. warning and bearing witness against error in doctrine and immorality in practice within the congregation and community; and
10. serving in judicial matters in accordance with the Rules of Discipline.

G-3.0202 Relations with Other Councils

Sessions have a particular responsibility to participate in the life of the whole church through participation in other councils. It is of particular importance that sessions:

- a. elect, as commissioners to presbytery, ruling elders from the congregation, preferably for at least a year, and receive their reports;
- b. nominate to presbytery ruling elders from the congregation who may be considered for election as commissioners to synod and General Assembly, and to serve on committees or commissions of the same, bearing in mind principles of inclusiveness and fair representation in the decision making of the church (F-1.0403);
- c. see that the guidance and communication of presbytery, synod, and General Assembly are considered, and that any binding actions are observed and carried out;
- d. welcome representatives of the presbytery on the occasions of their visits;
- e. propose to the presbytery, or through it to the synod and General Assembly, such measures as may be of common concern to the mission of the church; and
- f. send to presbytery and General Assembly requested statistics and other information according to the requirements of those bodies, as well as voluntary financial contributions.

G-3.0203 Meetings

The session shall hold stated meetings at least quarterly. The moderator shall call a special meeting when he or she deems necessary or when requested in writing by any two members of the session. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting. There shall be reasonable notice given of all special meetings. The session shall also meet when directed by presbytery. Sessions shall provide by rule for a quorum for meetings; such quorum shall include the moderator and either a specific number of ruling elders or a specific percentage of those ruling elders in current service on the session.

G-3.0204 Minutes and Records

Minutes of the session shall be subject to the provisions of G-3.0107. They shall contain the minutes of all meetings of the congregation and all joint meetings with deacons and trustees.

Each session shall maintain the following roll and registers:

a. *Membership Roll*

There shall be rolls of baptized, active, and affiliate members in accordance with G-1.0401, G-1.0402 and G-1.0403. The session shall delete names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

b. *Registers*

There shall be registers of baptisms authorized by the session, of ruling elders and deacons, of installed pastors with dates of service, and such other registers as the session may deem necessary.

G-3.0205 Finances

In addition to those responsibilities described in G-3.0113, the session

- a. shall prepare and adopt a budget and determine the distribution of the congregation's benevolences.
- b. It shall authorize offerings for Christian purposes and shall account for the proceeds of such offerings and their disbursement. It shall provide full information to the congregation concerning its decisions in such matters.
- c. The session shall elect a treasurer for such term as the session shall decide and shall supervise his or her work or delegate that supervision to a board of deacons or trustees.

Those in charge of various congregational funds shall report at least annually to the session and more often as requested. Sessions may provide by rule for standard financial practices of the congregation, but shall in no case fail to observe the following procedures:

- a. All offerings shall be counted and recorded by at least two duly appointed persons, or by one fidelity bonded person;
- b. Financial books and records adequate to reflect all financial transactions shall be kept and shall be open to inspection by authorized church officers at reasonable times;
- c. Periodic, and in no case less than annual, reports of all financial activities shall be made to the session or entity vested with financial oversight.