



The Presbytery of San Jose's

Ministry Funding Request Criteria and Application Form

Presbytery Vision Statement

Helping PCUSA Pastors and Congregations in the greater San Jose area do the work of God's kingdom with connections, resources, ministries (assistance) and hope.

- Connecting congregations to the needs of people in our neighborhoods. Matt. 22:37-40
- Resourcing congregations for greater effectiveness. Isa. 43:19-21
- Mobilize (Assisting) relationships between Teaching and Ruling Elders within our bounds so they can work together for the greater good of the Kingdom of God. Rom. 12:9-19: Phil. 2:13
- Encouraging creative mission efforts amongst our congregations and leaders to explore new ways to bring the love of Jesus Christ to the world. Jer. 29:11-13

"Ministry Funding" Description:

Encourage efforts to explore new ways to bring the love of Jesus Christ to our community and world. The Presbytery has set aside monies to distribute each year for projects that encourage congregations and elders to connect with one another to serve our community, renew our churches and develop relationships that will serve the greater good of the Kingdom of God. These funds are available beginning in January of 2017 for all PCUSA elders and congregations within the bounds of the Presbytery of San Jose through an application process.

Ministry Funding Grant Guidelines:

Guidelines for both application requirements and approval criteria are as follows:

1. The funds will be available in two sweeping categories; Congregational Growth and Community Mission.
 - a. Congregational Growth would encompass any program or project that helps congregations within the Presbytery develop programs that assist in the revitalization of their church in some way.
 - b. Community Mission would encompass any program or project that helps further the service of our churches to meet the physical, spiritual, social, or emotional needs of our greater San Jose community.
2. Following the vision statement of the Presbytery the requesting group should be:
 - a. More than one congregation for a "Connection" type project.
 - b. A single congregation for a "Resource" type project.
 - c. An elder, either teaching or ruling, for a "Mobilize (assist)" project.
 - d. Note that the Vision Statement encourages creativity amongst our congregations and leaders to explore new ways to bring the love of Jesus Christ to the world.
3. Project funding in a given year will be limited to the allocated budgeted amounts for funding in the current year. A project can reapply in successive years but awarding is subject to current year requests and monies available. .
 - a. "Connection" projects, defined as projects which are being worked on by representatives of two or more PCUSA congregations within the Presbytery of San Jose will receive a maximum of \$6,000 in one year.
 - b. "Resource" projects, defined as projects which are being worked on by representatives of one PCUSA congregation within the Presbytery of San Jose will receive a maximum of \$2,500 in one year.
 - c. "Mobilize (Assist)" projects, defined as projects which are being worked on by an individual elder, either Teaching or Ruling of a PCUSA congregation within the Presbytery of San Jose will receive a maximum of \$500 in one year.

4. The proposed or existing project should be shown to meet the following goals:
 - a. It helps to further the Kingdom of God.
 - b. It helps the San Jose Presbytery further some aspect of its vision statement.
 - c. It has the potential of becoming self-supporting or is a one-time effort.
 - d. It has the backing of at least one session, even if it is a “mobilize” project of an elder.

Grant Award Process:

1. Applicant Session should process their application, and submit it to the Presbytery Office: attention Accountant.
2. Application forms are reviewed by the Presbytery Accountant for completeness, and then forwarded to the appropriate Committee or Task Force for evaluation and determination if any funding award is to be made.
3. Notification to applicant will be delivered within a reasonable timeframe following the Deadline for applications, which will occur on April 15 and September 15 of each year. Each application will be reviewed in the order received. Projects approved and the amount of the awarded grant will be at the recommendation of the Committee or Task Force with the approval of the Council.
4. Presbytery staff Accountant will inform the applicant Session of the Council’s approval and distribution of funding for approved applications.
5. All Sessions awarded a grant will send to the Council through the Presbytery Staff a written report of the use of the money, the results of the project, and some evaluation of the value and benefit of the project.

Instructions To Applicant:

The Applicant must complete and file this form with the Presbytery office:

The Presbytery of San Jose, Funding Request
888 N. First Street, Suite 320, San Jose, CA 95112

Please supply all requested information and any attachments you feel might help us in making this decision.

Project (working) name: _____

Project date: When did/will the project begin? _____ **What is the projected end?** _____

____ **Congregational Growth project** ____ **Community Mission project**

Project type: _____ **“Connections” max \$ 6,000** _____ **“Resource” max \$ 2,500** _____ **“Mobilize” max \$ 500**

Project Summary: (please provide a maximum of ten-line project summary: including the identified need, the proposed actions to be taken, who you will be working with, and how you believe this project will further the vision of the Presbytery of San Jose. If this is a request for funding of an existing project, please include information on the effectiveness of the project in the past.)

Project Location: _____

Sponsoring Contact: _____

Sponsoring Address: _____

Sponsoring Phone Number: _____ **Email address:** _____

Amount Requested: \$ _____ **Total Annual Cost of the Project:** \$ _____

Has this project ever received a Vision Grant or New Worshipping Communities grant? _____ **When?**

Please include a copy of your anticipated budget if applicable.

Approval and Endorsement Signature of the application:

I certify that this application has been reviewed and endorsed by the Session of this church and understands this funding request, that the information contained herein is true and correct and that the Applicant agrees to the terms and conditions of this Fund request. Further, Session of the Applicant certifies that all project funds shall be used for the purpose(s) described in this application and that any excess funds shall be returned to the Presbytery. Session will submit a report at the end of this grant period summarizing our experience.

Signature of Clerk of Session: _____ **Date:** _____

Title: Clerk of Session of _____ Presbyterian Church

Printed Name: _____

If Application is for a "Connection" project a second church must be involved and another clerk must sign:

Signature of Clerk of Session: _____ **Date:** _____

Title: Clerk of Session of _____ Presbyterian Church

Printed Name: _____

Presbytery Ministry Funding Request Criteria

Presbytery of San Jose

1.0 Definition and Purpose

- 1.1. The Ministry Funding Request is a source of financial assistance for projects of elders and churches that seek to further the vision of the Presbytery of San Jose and the Kingdom of God.
 - 1.1.1. These funds come in the form of grants to Sessions who will oversee the use of these funds for the purpose distributed.
 - 1.1.2. Any funds distributed to the Session and not used for the purpose of the project applied for will be returned to the Presbytery.
 - 1.1.3. The amount of the grant will be determined by the type of the project, the available funds and the awarding decision by the Council.
 - 1.1.4. Any project will not receive more than one grant per year. No grants will be awarded for more than one year. However, a Session can apply in successive years.
- 1.2. The Ministry Funding is sourced from monies received by the Presbytery of San Jose from churches who have been dismissed to other denominations through the Gracious Dismissal Process.
 - 1.2.1. The Dismissal monies have been divided by Council into three equal portions to help fund the Presbytery of San Jose's Stability, Congregational Growth and Community Mission.
 - 1.2.1.1. The third of the monies invested for Stability will use up to 4% per year for additional "per capita" support of the Presbytery's operation.
 - 1.2.1.2. The third of the monies invested for Congregational Growth will use up to 4% per year for projects that help congregations within the Presbytery develop programs that will help in the revitalization of their church in some way.
 - 1.2.1.3. The third of the monies invested for Community Mission will use up to 4% per year for projects that help further the service of our churches to meet the physical, spiritual, social, or emotional needs of our greater San Jose community.
 - 1.2.2. The Council desires to have these monies for Congregational Growth and Community Mission distributed to our congregations primarily for new and innovative projects which explore new ways to bring the love of Jesus Christ to the world.
 - 1.2.3. Each year the Council will assess the value of the Dismissal Funds available and determine within the budgeting process how much money will be allocated to projects for the coming budget year.
 - 1.2.4. These special project funds may not be available in all years.
- 1.3. The types and amount of funding depend on the project and the group requesting funding.
 - 1.3.1. Either Congregational Growth and Renewal Projects and Community Mission Projects can be organized and funded in one of the following three ways:
 - 1.3.1.1. A group of two or more PCUSA congregations within the Presbytery of San Jose can join together to develop a project and receive up to \$6,000 to help them with their efforts.
 - 1.3.1.2. A single PCUSA congregation within the Presbytery of San Jose can apply for funding of a project and receive up to \$2,500 to help them with their efforts.
 - 1.3.1.3. An elder, either Teaching or Ruling, working under the efforts of a PCUSA congregation within the Presbytery of San Jose can apply for funding of a project and receive up to \$500 to help them with their efforts.
 - 1.3.2. All applications must be approved by a Session of a PCUSA congregation within the Presbytery of San Jose and signed by their Stated Clerk.
 - 1.3.3. All grants are issued in the year approved, limited to funds available and awards already given in that year. . Any project may submit an application for funding in successive years but should know that past awards will be taken into consideration.

2.0 Eligibility for the Presbytery Ministry Funding

- 2.1 Applicant must be a member Church of the Presbytery of San Jose, and
- 2.2 Complete all portions of the required application form.
- 2.3 Council may determine that the Application is better directed to other sources of funding, either outside the Presbytery (Synod or GA), or inside the Presbytery (Scholarships, Vision Grants, emergency assistance, etc.)

3.2 Completing the Application for a Presbytery Ministry Funding Project

- 3.1 Applications should be filed with the Office of the Presbytery of San Jose: attention Accountant.
- 3.2 The application form will present:
 - 3.2.1 Administrative information for the requesting Session,
 - 3.2.2 A full description of the nature of the project,
 - 3.2.3 An estimate of the total costs of the project, both current costs and future costs, if known,
 - 3.2.4 The description of the need for the project and actions to be taken.
 - 3.2.5 A brief outline of alternative funding sources being considered, and
 - 3.2.6 Certification of the accuracy of information submitted within the application.
- 3.3 The application shall also designate a point of contact for the project, for coordination with Presbytery of San Jose.
 - 3.3.1 Contact information must include email address and day time telephone.

4.0 Processing

- 4.1 The requesting Session will send the completed application to the Presbytery office, attention (Accountant) "Presbytery Ministry Funding".
- 4.2 Applications will be due before April 15 or September 15 of each year and will be sent to the appropriate Committee or Task Force for processing.
- 4.3 The appropriate Committee or Task Force will review and make a recommendation to Council for funding. The decision of Council will be communicated to the Session in a timely manner.
- 4.4 The response to the requesting Session may range from approval, to a request for additional information, to disapproval of the request.

5.0 Presbytery Ministry Funding Planning and Administration

- 5.1 During the annual budgeting cycle of the Presbytery of San Jose, the Financial Affairs Committee shall determine the amount of funding available in the coming year.
 - 5.1.1 Amount will be determined based upon the value of the underlying funds.
- 5.2 Considerations shall include:
 - 5.2.1 The current year market fluctuations.
 - 5.2.2 The next calendar year's proposed Presbytery budget and needs.
 - 5.2.3 The status / health of investment funds within the current year plan, and projected results of investment income for the current and next calendar years.
- 5.3 Any funds remaining unallocated in the current operating year PMF pool, shall be rolled over to the following year's budget as additional money available for projects.
- 5.4 If at any time during the operating year, the financial health of Presbytery, or the market suggests strong indications of such deterioration of financial health, Financial Affairs Committee may recommend Council terminate PMF Grants availability for a time.
- 5.5 Notice to Churches within the Presbytery of San Jose, of the PMF Grant program, availability of funds and any changes to the program or funded amounts available, shall be made regularly as long as monies are available in any current year.
 - 5.5.1 Notification documentation shall be distributed to individual churches by the same procedures as other routine notifications.
- 5.6 Council reserves the right to amend or revise this program as they determine necessary or beneficial to the overall working and vision of the Presbytery of San Jose.