Mission Committee
Salary Supplement Grant Application
For Qualified Congregations
Due May 1, 2025

Submit to: salarysupplement@chicagopresbytery.org

This Presbytery-funded program is available to qualified congregations, as determined by written application, guided by the rationale below. Applications are accepted by May 1 of each year. The program has an anticipated 3-year enrollment, but does require a form of application each year and is subject to Mission Committee approval each year. Acceptance into the Salary Supplement program requires a significant commitment of time and energy from Pastors and congregations, as participation in an intensive, guided examination of your church life is the foundation of the program. Funding is annually, in December of each year.

Program Rationale:

The best way to redevelop a congregation is to be sure that they have inspired, trained and focused leadership. Presbyterian congregations are designed to work best with a pastor and session working in tandem with each other. A pastor and congregation constantly worrying about money have less focus on God's call to them to live into the future. In order to address this need for assistance with operating funds, the Presbytery of Chicago will provide funding from its 2ist Century Fund to support churches who qualify, according to program guidelines.

In addition, the congregation will participate in the New Beginnings curriculum provided by the Presbytery. Pastors and congregational leaders will participate in the study and coaching provided, and the coaching will include making a plan for the end of this funding.

Qualifications for a Congregation:

Please review and confirm each line item below:

- The congregation has less than $300,000 in unrestricted investments, endowments, memorial funds, etc. Supporting documentation must be attached._il
- The congregation has a total budget of under $250,000 and has a budget that has balanced income and expenses. Supportiing documentation must be attached._il
- While participating in the Salary Supplement program, the congregation must commit to submitting its per capita payments in full and to contributing to general mission giving and/or special offerings through the PC(USA)._D_
- The congregation has a system in place for accurately tracking and reporting worship attendance both in-person and online; as well as participation in post-worship and mid-week activities._0_

- The congregation is able to show recent growth in participation and/or membership and can demonstrate active efforts to encourage this growth._D_
- The congregation has some kind of outreach to the community - food pantry, tutoring program, free use of the church's space by not for profits, etc._D_
- No more than 25% of the church's income comes from rental to other groups._il
- No more than 25% of the church's income comes from investments or savings draws._il
- The congregation has an annual stewardship campaign and system for tracking giving._0_
- The session has its session records reviewed by the Presbytery regularly._0_
- The congregation has by-laws that reflect its current structure._D_
- The congregation is up to date on any loan payments either to a local bank or to a PC(USA) entity._D_

Qualifications of the Pastor:

Please review and confirm each line item below:

- The pastor will be PC(USA) Minister of Word and Sacrament or Commissioned Pastor or a pastor in a denomination as mentioned in G-2.0505._il
- The call will be full-time and will meet all of the Presbytery requirements for full-time calls. The funding provided through this program may be used to bring the call to full-time status.fl
- The pastor's Boundary Training will be up to date._Q
- The pastor will use their Continuing Education time each year and will report on the content of the continuing education to the session.fl
- The pastor is actively engaged in the life of the Presbytery, to include attendance at assembly meetings and service on at least one Presbytery entity._il

Funding Sources and Parameters:

- The funds for this program will come from the 21st Century Church Fund and other legacy funds in the Presbytery.
- At the end of the three years, the session may not apply for additional funds through the Salary Supplement program for 10 years.

Process:

- Once formal application has been received by the Mission Committee, an in-person meeting will be scheduled with Presbytery Staff and a member of the Presbytery's Mission Committee. Pastor, along with Finance, Mission and Personnel chairs, will be expected to attend. Application, financial documents submitted, and New Beginnings work component will be discussed at this time.
- Recommendations from this group will inform the Mission Committee, which will review all applications and determine suitability for funding at its regularly scheduled meeting in August.
- Once approved, each year's cohort of Salary Supplement congregations will be enrolled in the New Beginnings program, a multi-phase evaluation, leadership development and discernment effort which will engage a minimum of 50% of the congregation over the course of the first year. This is a very labor-intensive process involving several large and small group gatherings, evening and weekend meetings, and full-day retreats as you all work together to plan a bold new future for your congregation.
- Session will report to or meet with the Mission Committee annually to demonstrate progress within the New Beginnings program and to determine suitability for subsequent years of funding.

Please note: Additional Resources May Be Available

In addition to the Salary Supplement program, there are general grants available through the Mission Committee. There are also additional resources available through the Commission on Ministry which may apply to some pastors and/or congregations. Please refer to the Presbytery's website or reach out to your COM liaison for information.

APPLICATION

for Pastor, Session and Congregation

Please answer the following IN DETAIL and attach additional information where necessary:

1. Thank you for taking this first step! What is your rationale for applying for a Salary Supplement grant?

2. Please re-confirm that your church and Pastor meet the Qualifications as noted above:

3. Please give some insight into any Qualification(s) your church or Pastor might not meet at this time:

4. Please attach documentation to confirm unrestricted investments, endowments, memorial funds, etc. as noted in Qualifications for a Congregation. Are there any line items for which you'd like to provide additional commentary?

5. Please attach a copy of your annual budget. Are there any line items for which you'd like to provide additional commentary?

6. Do Pastor, Session and Congregation understand and agree to the 3-year commitment to the work this program requires, once approved?

Submitted by: _____

Congregation: _____

Your Role: _____

Email address: _____

Telephone number: _____

Submission Date: _____

Please submit this completed form, supporting financial documentation and any questions to: salarysupplement@chicagopresbytery.org.

New Beginnings Assessment Service

Program Details for Congregations

What is the New Beginnings Assessment Service?

New Beginnings is a service offered by the Church Growth and Transformation of the Presbyterian Mission Agency in partnership with the Church Extension office of the Christian Church (Disciples of Christ). It assesses the strengths and challenges for your congregation as it seeks to engage in significant ministry in your community. The assessment service, along with follow-up strategic interpretation with your congregation's leaders, enables churches who have experienced decline to envision a new path for their future. In most cases, congregations in decline struggle not only with a ministry plan that fits their neighborhood, but also with deferred building maintenance, use of space, and other architectural or location issues as well. The assessment and follow-up training intend to help your congregation gain a realistic picture of your resources for ministry, your demographic strengths, your potential for change, and your potential for vital ministry in order to put you on the road to sustainable Christian witness and action in your community. The New Beginnings Assessment Service seeks answers to the question, "What is God calling your congregation to do and to be in this time and in this place?"

While originally designed for churches in decline, this process can also be helpful to congregations that are not necessarily in numerical decline but are looking for new energy, direction and focus.

This assessment and focused interpretation process helps in many ways. Your congregation will:

- Receive a comprehensive report of its current strengths and challenges as well as a description of possible directions for the future.
- Receive training on how to engage in a discernment process in order to discern a new direction for the future.
- Discover ministry opportunities available in your community.
- Learn to make a compelling case for change based on realistic options for the future.
- Discover how to discuss change opportunities in a healthy, open manner.
- Learn how to set a course for strategic and visionary ministry planning.

New Beginnings **does not**:

- Force change on a congregation: The choice for a New Beginning is always the congregation's choice.
- Develop the long-term ministry plan for the congregation: strategic visioning and planning must come after the assessment and discernment process and is best done with regional/area partners or other ministry planning groups.
- Settle conflict in the congregation. (A moderate amount of conflict is a natural part of organizational life and must be engaged in any process of change.)

How does the New Beginnings Assessment Service work?

New Beginnings takes place in four phases:

Phase I: At a mutually agreed time, a New Beginnings assessor meets with an individual church for an on-site assessment. Prior to the visit, the congregation sends in profile information of its current participants. The congregation is also asked to submit financial reports for the last three years, calendar information, and insurance information. The visit entails a complete building inspection, financial review with the financial officer, a calendar review with a knowledgeable person, a windshield tour of the community, meeting with the moderator and pastor, and an Appreciative Inquiry session

with congregational members that seek to understand each church's programmatic and missional strengths. It works best if someone from the presbytery (staff member, committee member, pastor from another church) is the facilitator for the evening session with the congregation. The congregation will receive a 45 to 60 page report of this visit, including:

- Congregational demographics
- Community demographics
- Tenure of participants
- A pin map showing location of membership
- Financial history
- Building condition
- Congregational appetite for change
- Congregational energy level
- Congregational relational levels
- Evaluation of administrative, programmatic, and building resources
- Potential future stories

Before the final report is given, there is an opportunity for the pastor or a key leader to review the report for accuracy.

Phase II: Within a month or two of the assessment, follow-up leadership training will occur for the congregation. This Leadership Training Event, enables congregational leaders to analyze their report, discover options, begin to develop a compelling vision for the congregation's future, and strategize for how to best engage the congregation in a decision-making process.

> ***If the church is participating in a presbytery or regional cluster, this training happens on a Friday-Saturday event.*** In most cases, 5-8 key leaders from each New Beginnings congregation attend. This gathering also enables each congregation's lay or professional clergy to participate in a short course entitled "leading change in congregations."
>
> ***If the church is doing New Beginnings on its own, this event happens in one, 4-hour afternoon or evening.***

Phase III: The key leaders will lead the congregation through the discernment process in a series of small group meetings. This process will generate the conversation, prayer and idea sharing needed to explore all the options available to the congregation.

Phase IV: The congregation makes a "big-picture" decision about what it believes God is calling the church to do and be into the future. After this decision for a New Beginning is adopted, The Office of Church Growth will work with the congregation and its Presbytery to refer the pastor and key leaders to available mission planning resources.

Phase V: Feedback

While a congregation's *new beginning* is usually not decided upon for several months after the end of the small group meetings, there are several opportunities for feedback to be given. Follow-up conversations with presbyteries and congregations allow the New Beginnings program to be further customized to individual congregations and improved for future projects. While these conversations may take place intermittently throughout the process, scheduled discussions are normally planned for six and twelve months after the church's assessment.

Frequently Asked Questions

1) **What is our congregation's basic output after participation in this service?**

Our churches will come to a decision about the particular witness they can make in their communities that will start them on a path to renewal and sustainable ministry.

2) **What is required from our congregation?**

- A complete list of participants, addresses, approximate ages, and attendance tenure
- Financial records from the past 3 years
- A filled out calendar worksheet
- Minimum of 5-8 leaders who would commit to attending the training event and sponsor the Cottage meeting(s)
- A commitment to follow the process

3) **What is the cost?**

The fee for congregations is $2,800 (if done with a group of churches in a presbytery or region) or $3,800 if done by one church alone. This cost covers consultant travel, time and overhead for the on-site assessment and phone follow-up, 10 printed reports, and the program expense of the leadership training event (led by one Office of Church Growth and Transformation representative). Also included are the Home (small group) Leader Manuals for the leaders of each small group—a process that leaders will be taught to engage at the leadership training event.

4) **Who is the Office of Church Growth?**

The Office of Church Growth is a part of the Office of Worship, Formation, and Evangelism ministry area of the Presbyterian Mission Agency. Contact in this office:

Rev. Dr. Ann M. Philbrick
Associate for Church Growth and Transformation
ann.philbrick@pcusa.org
502-424-2347

Some New Beginnings successes…(from the Disciples of Christ experience)

RESTART: A congregation averaged just 30 in worship every other Sunday. After developing a compelling new vision for ministry, the congregation agreed to close and commit to a plan of restarting the church. Historical documents were removed from the church, officers agreed to resign, the church was closed and reopened a month later with a new name. That congregation now worships with more than 300 in services each Sunday.

RELOCATION: A congregation with a building four times larger than their congregation needed sold their building and relocated with a new, full-time pastor. This right-sized congregation is growing again with a passion for ministry in their community, no longer saddled with large building payments.

MORPH: A good congregation was located in a community that had changed its racial/ethnic population radically. The congregation restarted as a church appropriate for the dominant culture, and moved from an average worship attendance of 11 to more than 5,000 each Sunday.

MISSIONAL RE-VISION: A congregation with good people and resources was able to reconsider what God had called it to do. After intentional reflection, and the development of a strong vision for the future, it moved from being a church that focused primarily on itself to a church focused on serving its community.

These are just a few sketches of congregations that chose new beginnings that made a difference in their congregational life, the lives of the new people who now participate in their congregations, and their larger communities.

January 3, 2025

Anthony Tolbert
New Deliverance Presbyterian Church
11200 South State Street
Chicago, IL 60628

Dear Anthony,

I am looking forward to my visit with you and key leaders from your congregation on Thursday, February 13, 2025. I am hopeful that our time together will give your congregation clarity about your future potential ministry.

We will have a tight schedule, so we will want to make the best use of our time. Please arrange for the appropriate resource people to be present during these times:

3:00 PM	Meet at the church for building tour (Property Chairperson or Trustee)
4:00 PM	Review Finances (Treasurer and/or Financial Secretary)
4:30 PM	Windshield Tour of the community (Anyone who knows the area)
5:30 PM	"No Host" (separate checks) dinner with the Clergy and Governing Body Leader
7:00 PM	Appreciative Inquiry Session (with church participants who are interested in the future of the congregation, the pastor is encouraged to be there but should not participate)

To save time and prepare for the best site visit, please send the following information AS SOON AS POSSIBLE (at least one week before the Assessment):
Please use the email address below to return the forms to me. ***Please send each item as you complete them,*** *do not wait to send them all at once* (this will help me more efficiently analyze them and reflect more carefully on each aspect of your situation).

1. Roster of participants. I have attached an Excel spreadsheet that needs to be completed and returned to me **electronically**. Please enter your information according to the sample data provided. Please **do not change the column headers; do not move, change, or delete any columns, or change the formatting**.
2. Please also complete and return the attached "Space Use Table"
3. Annual Income/Expense reports for the past three years
4. List of all financial assets with current balance sheet
5. Insured value
6. Approximate total sq. footage
7. Total acreage on which facilities are located
8. A short (1-3 pp.) history of the church that summarizes major events in the life of the church (celebrations, building projects, mission projects, etc.)

When I arrive it would be helpful to have:

- A flipchart/whiteboard and NEW differently-colored markers available for our 7pm Appreciative Inquiry session

Thank you for choosing this process and engaging in this assessment. I am looking forward to serving you in this way. Should you have any questions, feel free to contact me using the contact information below.

Yours in Christ,

Steve DeFields Gambrel, Transformational Services Contract Assessor
stevedgambrel@gmail.com
812-899-5501