

**The Presbytery of Westminster**  
**New Witnessing Communities Template and Evaluation Process<sup>1</sup>**

September 2022 Draft

**A. Purpose**

The Presbytery of Westminster (referred to in this document as presbytery) has stated, as part of its vision of renewal, to:

- engage in biblical theological reflection and education that deepens understanding of and commitment to God, the church, and its place in Christ’s ministry and mission.
- engage in evangelism, outreach, and discipleship.
- embrace a missional culture that nurtures initiative and risk taking.
- discern, prepare, and support leaders – lay, youth and young adults and clergy – for faithful and fruitful ministry.
- create, encourage, and support communities of faith.
- engage in healing and reconciliation between indigenous and non-indigenous peoples.

It listed its short-term goals as:

- starting at least 3 new worshipping communities within our bounds.
- examining the health and vitality of every ministry within our bounds to assist it to achieve healthier, more vital outcomes.
- committing to greater financial assistance of Hummingbird Ministries and Camp Douglas to achieve healthier and more vital outcomes.
- providing a number of immersive learning opportunities annually for all presbyters and congregational leadership and members.

As one step toward fulfilling this vision, the Presbytery has committed to initiate, support, partner with, and/or encourage at least 3 new witnessing communities within its bounds in the next five years.

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<sup>1</sup> In order to help congregations engage in a ministry plan, a workshop was held with Perry Atwal from the Sauder School of Business. If you wish to watch the video presentation you can find it at this link:

[https://player.vimeo.com/external/635603494.hd.mp4?s=b9c3478f6fa2861e0cb39915238cea204b334cee&profile\\_id=175](https://player.vimeo.com/external/635603494.hd.mp4?s=b9c3478f6fa2861e0cb39915238cea204b334cee&profile_id=175)

Please note: It is not to be shared with anyone outside of the Presbytery context in agreement with the Sauder School of Business. There is also a written summary of the workshop on the Presbytery resource page. Applicants for grants must indicate that they have read the summary notes, have watched the video, or engaged in the original workshop.

## **B. Vision**

Our vision is one of being intentional about connecting with God's mission in the world. Throughout Scripture that vision is expressed in different ways:

1. In the prophecy of Zechariah, it is expressed in the picture of a community that is safe for everyone, particularly the most vulnerable:

Thus says the Lord of hosts: Old men and old women shall again sit in the streets of Jerusalem, each with staff in hand because of their great age. And the streets of the city shall be full of boys and girls playing in its streets (Zech. 8:4-5).

2. Jesus expressed it by re-envisioning the words from Isaiah for people to find fullness of life:

The Spirit of the Lord is upon me, because he has appointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord's favor (Luke 4:18-19).

3. In commissioning the disciples, Jesus envisions their ministry as a continuation of his own:

All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age (Matt. 28:18-20)

4. In the book of Revelation, we are invited to imagine a grand, cosmic vision that if we read properly, takes our breath away:

See, the home of God is among mortals. He will dwell with them; they will be his peoples, and God himself will be with them; he will wipe every tear from their eyes. Death will be no more; mourning and crying and pain will be no more, for the first things have passed away. And the one who was seated on the throne said, 'See, I am making all things new.' Also, he said, 'Write this, for these words are trustworthy and true.' (Rev. 21: 3-5)

All of these are expressions of God's call to Abraham, whom God would not only bless but through whom God would bless the world. (Gen. 12:2)

Why quote these passages of Scripture? Because they show us that our temptation will not be to imagine too much, but to imagine too little. Or to imagine that God's mission is about us, our ministries, our congregations, our Presbytery, rather than embracing the fullness of God's vision for the world.

It may be that certain initiatives will enhance our own Presbytery, but that is not the fundamental purpose. Ultimately, we are seeking something much larger. We are seeking to be a people transformed by the love and grace of God who allow themselves to be drawn more fully into the vision and mission that is God's for the world. In the end, we want to be a Presbytery where what matters most is changed lives.

### C. Defining What We Mean

While there are many forms of ministries, **this initiative is intended to support new ventures or initiatives rather than support or enhance present congregational ministries.**<sup>2</sup> It is possible that these new ventures include:

- New configurations of existing ministries, which may include amalgamations or the repurposing of existing ministries and their resources.
- The creation of new ministries that at present do not exist within the Presbytery.

By new we mean:

- Seeking to make and form new disciples of Jesus Christ.
- Taking on varied forms of ministry for our changing culture.
- Expressing new ways of deepening discipleship.

By witnessing communities, we mean:

- Gathering for worship in the name of Christ.
- Being sent by the Spirit to join in God's mission for the transformation of the world and our own lives.

By community we mean:

- Practicing mutual care and accountability
- Developing sustainability in leadership and finances

Therefore, it is expected that these new witnessing communities will be:

- Christ centered.
- Missionally oriented.
- Signposts to the purposes of God in the world.

The expression of ministry is expected to focus on intentional models of discipleship and may be varied including:

- Opportunities for prayer and worship
- Study and learning
- Life in community
- Outreach and action

Leaders of such groups may be lay, ordained, clergy, co-vocational, part or full time. While an individual may be the catalyst for envisioning a new witnessing community, it is expected that such communities will be developed through some form of team ministry. These team members may be from:

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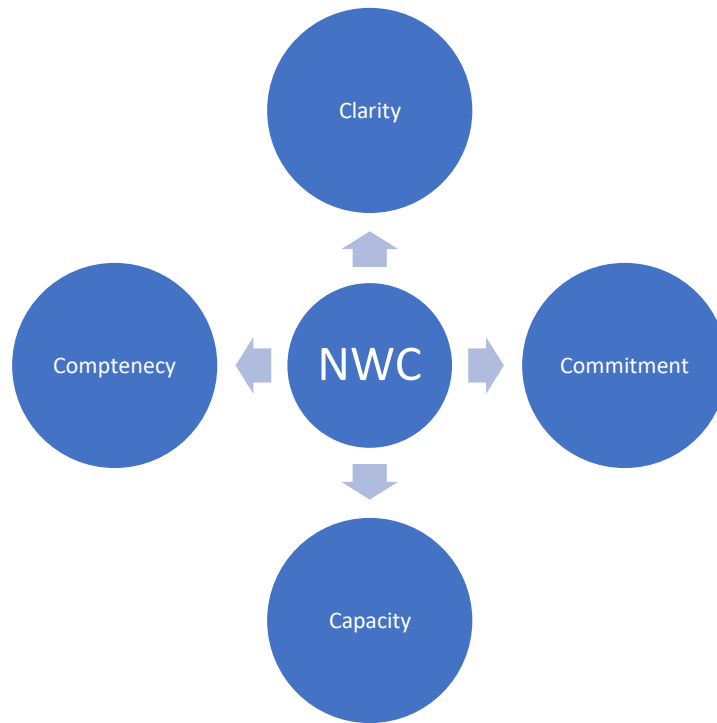
<sup>2</sup> Support for enhancing present congregational ministries may come under the congregation and leadership initiative described in strategies four and five.

- One's own congregation
- Members of other congregations
- Christians from other denominations
- People from the community

We strongly encourage selecting team members who will bring a variation of the gifts required for the ministry imagined.

#### **D. Engaging on a Journey of Growth**

Engaging in a new venture is engaging on a journey of growth. Typically, new ventures begin with an idea or vision, they develop relationships by gathering others who are equally committed to the vision, and they engage in the steps to achieve the vision. Engaging on that journey of growth requires four things:



**Clarity:** Clarity means knowing where we want to go, why we want to go there, and some idea of strategy in how we might get there. Clarity paints a picture of the change we hope to make. Clarity is not defined by a mission statement as much as it is by a passion for a different world.

**Capacity:** Capacity is about the resources we have or need in order to achieve the mission. These resources include the resources of time (Is it a priority?), finances (Are people willing to invest in this?) and people (Do we have the gifts to achieve this?). Building a ministry is different than managing a ministry. Have the people on the team demonstrated the giftedness to build something new? Are they prepared to pay the cost of building something new? Financial resources will be required in most new ventures. What personal investment are people willing to make and what partnerships have been developed or imagined? How has sustainability been factored into the

mission plan? Capacity is also linked to creativity. If we have the passion, we will often find the creativity required to get the resources we need.

**Commitment:** Commitment is not only commitment to start the journey but to see it through. It is energized by the passion that lies behind the mission. Is the leadership team that will start this new venture able to stay with this venture long enough to see it well established? Because commitment involves commitment for the journey, it includes celebrating small steps along the way, making necessary corrections (we are unlikely to get everything right the first time around), and building the community required along the way. It includes making excellent mistakes—those mistakes from which we learn and provide the necessary corrections needed.

**Competence:** Competence is the capacity to do what is required and to do it at the level that is required. It includes having the skills and ability required, collaboration (building a team), creativity (new ways of thinking or imagining), and organizational planning (clarifying vision, steps along the way and reasonable financial goals).

**Communication:** Communication is not listed as a separate category because it is essential in each of the other factors. Without clear, compelling, and transparent communication, none of the other factors can succeed.

**NOTE:** These are not linear paths. They are all interconnected, and each plays its own role as we undertake a journey of growth. They do not all happen at once. For example, commitment may come before capacity is fully developed. Each category influences the other and so the movement is one of fluid change rather than a linear path. It is important that ‘new witnessing communities’ initiatives indicate they have carefully and prayerfully thought through and planned for all four areas.

## **E. What Type of Project are We Looking For?**

The Presbytery is not looking to invest its resources in only one or two large initiatives. The reason for this is threefold:

1. Presbytery does not have large enough resources to align itself with projects that need extensive financial investment without a strong support system already in place. In most new initiatives this type of support is likely to be lacking.
2. These kinds of projects require large financial investment before there is any evidence that the ministry, as envisioned, will bear the fruit hoped for.
3. Such initiatives will likely not have other significant sources of financing and will be ultimately dependent on the Presbytery for financial sustainability.

Presbytery may consider exceptions, but, in general, these are not the type of projects that it envisions.

The Presbytery would rather support several micro-missional communities. These are new worshipping communities that may be an extension of an existing congregation, or they may be a new missional outreach that requires some initial funding as seed money to get started. These

smaller missional explorations allow the Presbytery to support several initiatives rather than only a select few.

## **F. What do we Mean by Initiate, Encourage, Support and/or Partnership?**

In **some** cases, the presbytery may be one of several partners. These partnerships may come from multiple sources:

- Other congregations
- Other denominations
- Individuals
- Community groups
- Other agencies within the PCC
- Government agencies
- Foundations

While the variety of partnerships are possible, only partnerships in which funding and accountability to the presbytery are clearly linked will be considered.

It is also possible that the presbytery may initiate a new ministry of its own. If so, these initiatives will follow the same criteria laid out in this document and, if accepted, will be recognized as a ministry of the presbytery and directly accountable to the presbytery's governance structure.

While financial support will be key for many initiatives, it may not be the only support required. In as much as possible, the presbytery will seek to make available other resources such as any special area of expertise required, coaching, mentoring, teaching, or training.

## **G. Governance**

New ministries are expected to describe their relationship with the presbytery. In some cases, the accountability structure may include other groups or agencies. For example, if the project is multi-denominational in nature, it may be structured differently and while reporting to the presbytery, it may require additional accountability structures.

Some initiatives may be required to come under the governance structure of The PCC and be accountable to the presbytery. The governance structure should further articulate how the initiative will respond to any provincial and federal requirements as applicable.

## **H. Purpose of the Grants**

The presbytery is looking for people who:

- have a clear sense of vision to start a new ministry or reshape an old one
- have a detailed plan of how they will implement the vision
- ensure their gifts or the gifts of the team match their aspirations
- have developed a realistic budget
- can articulate why this new ministry is needed or will be helpful

- can state their assumptions and describe how they will measure the difference they are hoping to make.

Applicants should understand that the goal of this initiative is not to tie the presbytery to the initiative in such a way that the ministry becomes the responsibility of the presbytery, or the applicant essentially becomes an employee of the presbytery. While the initiative will be accountable to the presbytery, it will not be regarded as a ministry of the presbytery in such a way that the presbytery becomes responsible for its financial survival or long-term sustainability. Therefore, **projects that are requesting funding for long-term staffing needs must demonstrate how the level of funding for staffing will be sustainable within the project.** This may include other financial partners or bi-vocational ministry etc.

The presbytery is not looking for initiatives that require the presbytery to provide funds in perpetuity. Nor is it looking to invest in land, capital assets, or property.<sup>3</sup>

### **I. The Structure of Grants**

Grants will be based on the needs of the proposal, number of grants submitted, and the resources available.

Some proposals may require only one-time funding. For proposals that require more than one year of funding, the support structure will be based on its ability to meet the measurements for growth identified in the proposal or the ability to adjust such measurements based on the unknowns encountered in the work. **Initiatives that require more than one year of funding must provide a budget for the term of the funding requested, not to exceed three years.**

### **J. Criteria for Support**

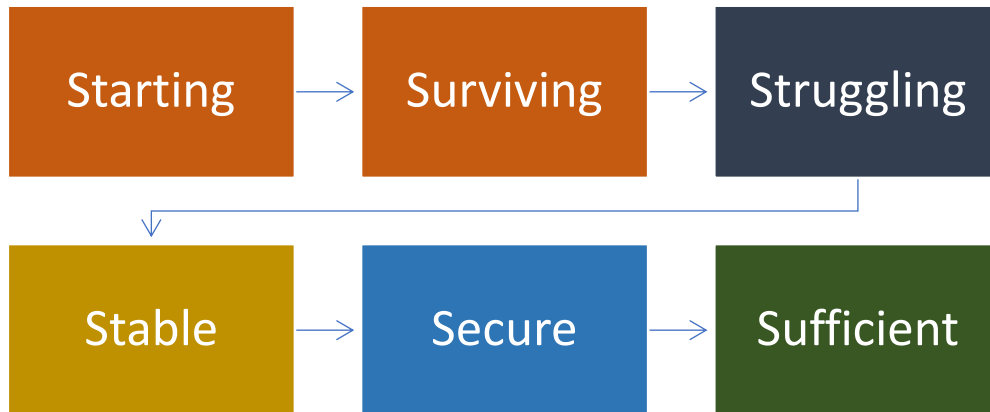
It is not the Presbytery's intent to make the grant writing process arduous. It is, however, meant to help those initiating new ministries to think through carefully and prayerfully the ministry they are seeking to start. **Where a team is involved, it is expected that the application will have the input and not simply the approval of the entire team.**

### **K. A Word About Sustainability**

Sustainability relates to whether the new ministry will continue after the period of external assistance has ended. It does not mean that the ministry is self-supporting, but it is sustainable without long-term presbytery commitment. Some ministries may require more flexibility regarding sustainability than others. New initiatives have challenges and often move through a progression:

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<sup>3</sup> Other grants are available through The PCC for congregations seeking capital improvements.



It is helpful to consider the following questions:

- Where would you locate your initiative on this grid?
- What plan do you have to move to the next stage?
- What resources do you require to see your initiative reach a stage of being secure or sufficient?
- What is your hoped-for timeline to move through these various stages?

#### L. The Purpose of the Application Process

The application process is offered as a way for you to clarify your vision and goals to yourself as well as to others. We encourage you to take the time needed to prayerfully reflect on the different questions. They are meant to provide clarity around:

- What you are trying to achieve
- Who will help get you there?
- Your timeline
- How much money and other resources will it take?
- What if all does not go as planned?
- What is the difference you are trying to make and how will you know you have made it?

They will provide you the opportunity to clearly communicate your:

- **Goals** = what you want to achieve
- **Strategy** = how you can achieve the goal
- **Tactic** = the action/s you need to take to achieve the strategy

As stated in the workshop by Perry Atwal, all strategic plans must deal with the ambiguity of the future. While it is possible to cast a vision for the next 5 years, the strategy needs to be designed for 2-3 years and the tactics need to be set for the first 1-2 years. In other words, we work backwards from vision to strategy to tactics while focusing on implementing the tactics. Tactics allow us to work with the highly probable events and as those come to fruition we achieve more of the strategy and as that is achieved, we achieve more of the vision.





Because the future is unknown, our plans must consider the “what if” of possible scenarios. Asking what could get in the way of meeting our goal is what others refer to as a sensitivity analysis. It considers the unknown variables related to the strategic plan. For example, if we have based our budget on filling 25 rental units, what would happen if we filled only 18? How would that impact the budget, and so on. If we have calculated that we will receive 30% of our funding from government agencies, what will happen if we receive only 15%? If we are depending on sources of income from various partners, what will happen if one source does not materialize?

Ministry plans should include “what ifs” related to the ministry proposal and there are questions in the application that directly address this concern.

Every ministry plan requires an action plan that sets out the major actions that need to take place with the specific dates for when they need to happen and who will be responsible. These should be a manageable number (10-15). An action plan also includes the measurements we intend to use along the way. How will progress be measured? Measuring our progress needs to align to the ministry plan and could include things such as:

- Our financial situation
- The value for those being served
- The value for those leading – personal growth and development
- The difference we are making

Each ministry plan will need its own “score card” to determine its progress toward its preferred future. What would “a balanced scorecard” look like given the transformation or the new mission you are engaged in? What measurements matter in this ministry? The application questions also seek to address this aspect of the proposal.

In the end, we are looking for proposals that have clarity regarding these six key questions:



Responses to the questions should be of sufficient length to provide an “outsider” with clarity of the purpose and the basic plan of the initiative. Avoiding unnecessary detail will also be helpful. The detail of your plan should be commensurate with the amount of funds you are requesting. Applications will be assessed on the overall goals of the Presbytery as well as the criteria set out in the following categories of the application form.

### **M. Grant Applications**

(In an attempt to help applicants draft a meaningful mission plan, the Presbytery hosted a workshop by Perry Atwal from the Sauder School of Business. Applicants for grants must indicate that they have read the summary notes, have watched the video, or engaged in the original workshop. <sup>4</sup>)

All applications must meet the criteria set out in the application form. Responses to the questions should be clear and concise. Applications will be assessed on the overall goals of the Presbytery as well as the criteria set out in the following categories:

#### **1. Introducing Your Project**

Please tell us a bit about your project:

- In a few sentences, what is the main thrust of this mission?

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<sup>4</sup> A summary of the video can be found on the Presbytery website.

- What is the status of this mission? For example, is it in the early planning stages? Has it already started? If so, have any early goals been met?
- Is this project being done in collaboration with anyone else? For example, a local congregation, an agency of The PCC, a community group?

## 2. Clarifying Your Vision: Clarity/Relevance

- What is the vision behind this proposal?
  - Who is this ministry initiative directed toward? Please be specific.
  - What specific challenge or need does this ministry address?
  - How do you anticipate lives will be changed as a result of this ministry?
  - How do you see this ministry in relationship to the mission of God?

## 3. Creating Your Plan: Feasibility

- What are the specific goals and how will they be achieved through this initiative?
  - What are the assumptions this initiative is making?
  - Have these assumptions been tested? For example, is there research that can be utilized? Has another group done similar work elsewhere in the same or similar type of ministry initiative? Have the needs of the people the ministry is seeking to reach been sufficiently described and analysed?
- Where will it take place?
- What are the steps you will need to take to initiate this plan?
- What is the timeline? If it is expected to be more than one year, please provide a timeline up to three years.

## 4. Developing Your Resources: Capacity

- What resources, other than financial, will you need for this initiative? Consider:
  - physical resources (What facilities will you need, if any, and how will you get them?)
  - people resources (Who will help you? How will you bring people into this ministry?)
  - technical resources (What technical skills or resources will this ministry require, if any?)
- What financial resources will you require?
  - Provide a detailed budget of all expected income and expenses. (If this is a multi-year project, please provide the budget for the first three years.)
  - What is your plan for securing the necessary funds beyond the Presbytery?
  - How have you factored in long-term financial sustainability for this ministry?

## 5. Building Your Team: Competency

- Please provide a summary of who is on your team and the gifts they bring to this ministry.

- What time and other commitments do you expect from the leaders of this project?

#### 6. Evaluating Your Progress and Your Learning:

- What does ‘success’ look like for this ministry?
- What are your hoped-for measurements along the way? Please be specific.
- What process will you use to get feedback?
- Who will be involved in the assessment process?

#### 7. Establishing Accountability

- What accountability structures will be built into this initiative, specifically to the Presbytery, and how will those structures relate to any other partner, if applicable?
- How will the initiative meet any provincial and federal requirements, if applicable?

### **N. Reviewing Your Application**

Before you submit your application, take a moment to review it considering these three critical elements:

1. **Financial Vitality/Sustainability**—the congregation has the finances it needs to carry on for the foreseeable future; that is, at least a 5-year period with adequate provision for its ongoing ministry and mission, including any capital improvements needed. Congregations that do not have the financial support they need for their present ministries will find it difficult to support new initiatives, even if these initiatives are funded from other sources.
2. **Missional Vitality/Sustainability**—occurs when the mission a congregation engages in matches its gifts and resources so that the ministry it offers is effective and real needs are met. Mission sustainability is when our resources meet a real need in a way that a positive difference is made in the lives of others. So a question would be, “Looking over the next five years, do our resources (people, finances, physical, technical) match our mission?”
3. **Leadership Vitality/Sustainability**—asks key questions such as: How well informed is the leadership team about our goals, resources, and challenges? Is a leadership team well balanced, or is it primarily in one or two people? Who are we bringing alongside us to replace us as leaders? Who are we training to take over? The more complex the changes a congregation makes, the more critical it is to ensure that the quality of leadership is spread throughout the congregation.

By submitting this grant request, you covenant to:

- Keep the Presbytery regularly updated on the work of this ministry;

- Inform the Presbytery within a timely manner should unforeseen challenges negatively impact the fruitfulness of this ministry;
- Share your learning with the Presbytery so that we can grow together;
- Share your successes along the way so that together we can give thanks to God;
- I/we have attended the ministry plan workshop or watched the presentation online and reviewed the written summary of the workshop.

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Signature

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Date

## **O. Questions Regarding the Allocation of Grants**

1. When do applications need to be submitted?

Application Deadlines: Applications must be received by April 1 or October 1. Funds available in October of each year will be dependent upon funds remaining after any proposal disbursements in April. Proposals will only be considered after the April deadline and will not be dealt with on a “first come, first serve” basis.

2. Who will be responsible for assessing ministry plans?

The Presbytery has established a process for reviewing grant requests. That process is included at the end of this document. Only upon approval by the Presbytery will the applicant receive funds. Applicants should be aware that the process could take two months or longer if there are issues that need to be addressed. Submitting applications well ahead of when the finances are needed is highly encouraged.

In addition to the above criteria, grants will also take into account:

- Terms of the funds held by the Presbytery
- Priorities of the Presbytery of Westminster
- Availability of funds

3. How will a “no” be delivered?

Applications that do not receive a positive recommendation will have their application returned and may be invited to resubmit their plan addressing issues identified in their initial application. Applicants will be notified by email from the Chair of the Special Committee. Applicants should pay careful attention to the issues or concerns raised by the committee since applicants will be allowed only one rewrite.

4. What are the Presbytery timelines with respect to funding requests?

Applicants should apply for funding at least six months before the funding is required. Applications submitted in time to be considered for the October deadline and receiving a positive recommendation from the SLC will be brought to the December Presbytery meeting. Applications received in time to be considered for the April deadline and receiving a positive recommendation will be presented in the May Presbytery meeting. Applications requiring revision, can be resubmitted at anytime and will be considered during the closest deadline date.

#### 5. What assistance is available to those seeking to request a grant?

Applicants requiring clarification on the application process are encouraged to communicate with the Chair of the Special Committee. The PMV is also available for suggestions or comments. Applicants should understand, however, that being able to produce a viable ministry plan is a basic expectation of the leadership engaging in such a ministry. For team ministries, it is expected that all team members have participated in the development of the ministry plan.

#### 6. What are the expectations after receiving a grant?

The Presbytery will stay in communication with those with whom it is partnering, to pray for them, to offer encouragement, to provide other areas of support such as mentoring or coaching as resources allow. To maintain a consistent level of support toward success of each initiative, the presbytery will engage in an appreciative evaluation every three months to ensure early nourishment of new projects. Ideally, the Presbytery will assign one person to each project noting that while the presbytery will work to facilitate new initiatives, it is not the goal of the presbytery to manage them.

The presbytery understands that some initiatives may be moving into uncharted waters. It will be a matter of having successes and failures, both of which provide valuable learning opportunities. One of the goals of the presbytery is to become a learning presbytery. Therefore, it is expected that new initiatives will share freely and openly with the presbytery regarding what they are learning and how the presbytery can benefit from that learning.

Initiatives that receive funding from the Presbytery will be expected to regularly communicate with the Presbytery by:

- Sharing what it is learning including celebrating the small victories along the way.
- Identifying new challenges and opportunities it is experiencing.
- Reporting any significant changes to the proposal including changes in leadership, etc.
- Providing full financial reporting.

One-year grants will require a final report to be submitted including a summary of the project, financials, key insights, and outcomes within four weeks after the project has been completed.

Grants requested up to three years, will be expected to provide reports at each 6-month interval. Funding assessments of the project will be made on an annual basis for projects extending beyond one year, detailing progress in the areas of identified goals and benchmarks. A grant may be terminated because of an unreasonable extension of the time or because of failure to implement the project as submitted in the application.

## **Application Process**

### **New Witnessing Communities—A Three Step Application Process**

#### **A. Assumptions:**

The assumptions in this process are as follows:

- The presbytery and every member within commits to seek those initiatives it believes will be most fruitful and faithful in its witness to the redeeming love of God in Christ.
- Applicants make their application seeking the wisdom of the community of believers rather than their own personal commitment to the project.
- The process will be open and transparent.
- The application process will be grounded in the Christian value of humility meaning that
  - Applicants who receive a “yes” will honour their commitment to steward the resources wisely according to the application.
  - Applicants who receive a “no” will consider carefully the feedback provided and if desired, resubmit an application that incorporates the feedback.
- The process is open to ongoing reflection and adaptation.

#### **B. Goals:**

The application process has three goals:

- To effectively steward the resources of the presbytery in achieving its goals.
- To further develop the culture of innovation and vitality within the presbytery.
- To create a process that enables a high level of accountability without creating unnecessary barriers.

#### **C. Steps – Establish, Engage, Evaluate**

To achieve these goals, the following steps will be necessary:

1. Establish a transparent application process which highlights missional vitality/sustainability, leadership vitality/sustainability, and financial vitality/sustainability.
2. Engage the broader presbytery in the evaluation process to develop further a culture of transformation within the presbytery and provide broad involvement and feedback in the process.
3. Evaluate the vision and goals of the application through a committee of five members of the presbytery made up of three elders and two clergy. The Grant Selection Committee has the prerogative to include an additional person or persons, either from within or outside of the Presbytery, who they believe may bring a particular area of expertise to a specific application to advise without vote. Two-thirds of the committee will change annually.

#### **D. Process**

1. The Presbytery approves the application form and the process. These are to be reviewed annually and adjusted as needed. Evaluation will consider things such as:

- How many applications are approved or not approved? What might this feedback tell us?
- What is the average size of grants provided?
- What are the primary reasons applicants are turned down?
- What are the primary criteria used in the approval process?
- What is working well?
- What could be improved?

The evaluation process will include feedback from applicants, members of the committee, and the presbytery as whole.

2. Applicants complete the application form.

3. The PMV reviews the applications and makes any suggestions that might be helpful. Applicants may or may not adjust their proposal based on the PMV's suggestions.

4. Applicants make a 20-minute presentation to the whole presbytery including the overall vision of the project, the goals they hope to achieve, and the financial support requested. The presbytery is given 10 minutes for questions. The presbytery responds with an online poll to three questions:

- What, if anything, did you find exciting about this initiative?
- What concerns, if any, do you have about this new initiative? (Concerns could be things such as a lack of clarity in the proposal, financial contributions required, the desired outcome, etc.)
- Do you think this is a wise use of our resources? "yes", "no", or "unsure".

This feedback is gathered and made available only to the Grant Selection Committee for input to help in their review. It will not be shared with the applicant to avoid the possibility of intervening between the presbytery and the committee.

5. The committee meets and makes recommendations which may be:

- "Yes, as is"
- "No", explaining what changes are required and inviting resubmission if the applicant so desires.
- "No", the application does not fit within the goals of the presbytery or its available resources required for the totality of its key strategies and a re-application will not be considered.

Applicants cannot appeal the decision of the committee given that the committee has thoroughly reviewed the application with the broader input of the presbytery.



## **Committee Review – An Evaluative Tool**

Below are some criteria and questions the committee may find helpful as they review applications. These are suggestions only and the committee is encouraged to review each application on its own unique merits.

The presbytery invites applications from congregations using the following criteria. The grant request:

- Clearly articulates the initiative including the rationale and the goal/s of the initiative
- Describes some form of measurement toward achieving those goals
- Is missional in nature; that is, they reach out to new people in the community
- Describes the resources (time, talent, finances) required for this new initiative
- States how the initiative will be accountable to the Presbytery, including how they will share what they have learned
- Does not commit the presbytery to long-term financial commitments or engage in an employee/employer scenario

Given the above criteria, the following questions may be used as guidelines in reviewing grant applications:

1. Does this proposal describe a clear vision of what it wants to achieve?
2. What need is it hoping to address? How did it discern this need?
3. Does it have any way of measuring the change it hopes to bring about?
4. Does the proposal fit within or help address the strategic goals of Presbytery?
5. In what way does this initiative understand its participation in the mission of God in the world?
6. How does this initiative relate to discipleship?
7. Is the financial forecast reasonable?
8. Is this proposal in line with the gifts of the person/people making the request?
9. It is clear how the initiative will be accountable to the presbytery including sharing what is learned through the mission?