

# Mission Resourcing Guide

Northern Presbytery Mission Fund August 2020

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# Mission Resourcing Guide

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## Resourcing Purpose

### Our Mission based on Strategic Plan

Northern Presbytery Mission Fund Committee's (MFC) purpose is to strategically consider how mission funds can be utilised to support the implementation of the Presbytery's Strategic and Annual Plans.

### Our Commitment

Our strategic commitments include the following:

1. Extend working together and leader development
2. Churches become more intentional and engaged with their communities
3. Reflect the Presbyterian ethos in decision making, resource allocation and operations to achieve our vision for the future.

**The ethos of the MFC model strongly reflects these commitments. We encourage you to read this document in conjunction with the Presbytery's Strategic Plan; copies of both are available from the Presbytery's website: <http://www.northpres.org.nz/about-us/strategic-plan/>**

To quote from the Presbytery's Statement of Intent:

*To be a network of churches and ministry enterprises that reflect the gospel of Christ... They are innovative and imaginative, connect authentically with children and young people, reframing the one gospel in many and varied ways in their worship and life. Establishing new initiatives giving fresh expression to the gospel is a core feature of this network.*

## Overall Guidelines

### Overall guidelines for mission resourcing (see commitment #2)

- To support mission initiatives
- To support renewed expressions of the gospel
- To support 1-2 initiatives in each of the 5 regions
- To evaluate approved initiatives and expressions by June 2021.

## Defined Terms

Within the context of this document, "we", "our", "us" and "Presbytery" refer to Northern Presbytery, while "you" and "your" refer to congregation(s) and faith communities engaging with Presbytery over mission resourcing.

## Resourcing Criteria

### Applications

Your application needs to demonstrate:

- Evidence of clearly defined local needs
- Clear mission objectives that are linked to your mission plan
- An explanation of the project and how it is expected to develop over its lifetime
- A realistic plan of action and resourcing
- A job description and person specification where relevant
- A clear budget for both income and expenditure
- An assessment of the major risks in carrying out the project
- Plans for the on-going viability of the project once the grant ends
- Endorsement from relevant parties.

Note: If the application is successful presbytery will be working with you to establish a Results Based Accountability framework to help you monitor progress and evaluate outcomes.

### General Principles

- A project will be expected to find some of the money locally or obtain grants from other Christian and/or community sources where possible.
- Adapting a room or equipping part of a building for a new work might be a welcome project, but buildings in and of themselves are generally out of scope.
- We aim to nurture the development of new and extended work in parallel with existing ministries, rather than provide core resourcing for existing ministries.

Date of Application: \_\_\_\_\_

# Northern Presbytery Mission Fund Application Form

August 2020

Northern Presbytery Mission Fund encourages mission initiatives, including first expressions of the Gospel.

- *Mission* refers to the purposes of God and the business of the Church in the world
- *The Gospel* is the good news of Jesus Christ, of God's outworking in love to care for, redeem and renew the world
- *First expression* refers to the research and development or the testing of new ideas.

## Applicant Information

Name of Church	
Name of Contact Person	
Email	
Telephone	
Postal Address	
Amount applied for	

1. Have you spoken with the Mission Enabler about this proposal?  
 Yes  
 No
2. Have you discussed with and gained support from your Region?  
 Yes  
 No

## Purpose of Grant

3. Which of the *Five Faces of Mission* is the focus of your application (tick all that apply)?  
 Proclaiming the Gospel  
 Teaching and nurturing people in Christian faith  
 Loving service responding to human need  
 Seeking to transform society  
 Caring for God's creation

4. How would you describe this project (tick one)?

- Project seeking to invigorate and extend an existing core activity
- Project seeking to develop new opportunity in similar areas of activity
- Project seeking to create entirely new options.

## Proposal Description

5. What is the title of your proposal?

6. Please describe your proposal.

7. What is the primary purpose of what you are proposing?

8. What are the expected outcomes of what you are proposing?

9. How does what you are proposing contribute to your congregation's mission for future?

10. Who will be leading this project and what expertise will they bring to its fulfilment?

## Budget for Proposal

11. What are the costs of this specific project?

*(these are only examples, please overwrite with what is relevant to your application)*

Item	Cost
<i>Salary / stipend</i>	
<i>Personnel expenses (e.g. Housing Allowance, KiwiSaver etc)</i>	
<i>Administration</i>	
<i>Office supplies</i>	
<i>Telephone, broadband etc</i>	
<i>Resource and activity materials</i>	
<b>TOTAL EXPENSES</b>	<b>\$</b>

12. What funding has been identified for this project?

*(these are only examples, please overwrite with what is relevant to your application)*

Funding source	Amount	In hand / raised	Applied for
Congregation			
<i>Congregation's PIF funds or investments that can be released for mission</i>			
<i>Other grants (name them)</i>			
<i>General fundraising</i>			
<i>User fees</i>			
<i>Other</i>			
<b>TOTAL INCOME</b>	<b>\$</b>		

13. If funding sources are not in hand or applied for, how do you plan to raise them (be specific)?

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14. Please provide a summary description of your congregation and any developments or initiatives that are underway?

15. Are there any current issues or concerns that may affect the implementation of what is proposed? If there are, what are they and how are they being managed?

16. Please outline why you are confident that what is proposed will be progressed successfully and achieve the conveyed outcomes?

## Additional Documentation

Please ensure the following documents are attached to this application:

- The Congregation's Mission Plan
- Research identifying the need for this project
- Description of the skills and experience for the person that will be leading this project
- Job descriptions for positions that are a part of the project
- Latest Annual Report and Financial Statements for all congregational accounts, including Trusts
- Minutes of Church Council meeting where this proposal was approved

## Applicant Signatures

- This application is reviewed by the Mission Fund Committee and who may ask to clarify any aspect of it. In signing this application, you give us permission to discuss it with others.
- A favourable decision may be for a smaller grant than you are seeking, and we may place conditions on the grant in some circumstances.
- We reserve the right to decline an application and no correspondence will be entered into regarding that decision.

Are Assembly Assessment levies up to date (circle one)?	Yes	No
Are Presbytery levies up to date (circle one)?	Yes	No
Are annual returns with Charities Services up to date and compliant?	Yes	No

<b>Signature</b>		<b>Signature</b>	
<b>Name</b>		<b>Name</b>	
Role	Church Council representative	Role	Church Treasurer
Date		Date	

To discuss a potential project or an application please contact the Mission Enabler on 022-343-1576, or [mission@northpres.org.nz](mailto:mission@northpres.org.nz). Applications can be sent electronically to this address or mailed as hard copies to: Mission Fund Committee, P O Box 9240, Newmarket, Auckland 1149.

## Memorandum of Understanding

### Background

Northern Presbytery has adopted Results Based Accountability (RBA) for MFC funded initiatives. RBA is a simple framework that helps to know whether or not an initiative is progressing well and a positive change is being achieved. It involves designing a small number of qualitative and quantitative measures for each initiative. An example of RBA framework applied to a mission initiative follows.

Example: Goal is to outreach into the community

#### **How to achieve this?**

Introduce the holding of a regular Community Dinner, perhaps monthly to begin with. The purpose would be bringing people together, helping families and those challenged by isolation, such as the elderly or those living alone. This also helps grow an understanding of the surrounding community. The dinners contain some simple elements of thanksgiving, embody God's grace and hospitality, and include an activity programme for children and youth.

#### **How well is the congregation introducing a regular Community Dinner?**

One way of measuring this is a handout questionnaire, confidentially completed, at 4 months and at 12 months after its introduction. The data would be entered into Survey Monkey, with some of the questions possibly being the following:

- Have you felt welcomed at the Community dinner? (no, a little, most of the time, all the time)
- Have you felt comfortable at the Community dinner? (no, a little, most of the time, all the time)
- Have you enjoyed the organized activities? (no, a little, most of the time, all the time)
- Have you enjoyed the meal that has been provided? (no, a little, most of the time, all the time)

#### **Are we on track in outreaching to the community (Mission)**

One way of exploring this is to include questions at 4 months and at 12 months, such as:

- Have you become friends with others who have attended the Community dinner? (not at all, one or two, several people, quite a few)
- Have you become more interested in learning more about the Gospel? (no, a little, yes, very interested)
- Have you learned more about the local community and what's available? (no, a little, quite a bit, a lot).

### The Mission Project

If approved, an implementation plan will be included with the funding. It will include:

- Understood purpose of the project
- Identified key actions required for the project
- Desired outcomes of the project
- Expected timeframe for the project
- Established milestones for measuring progress

## Financing

A budget for the mission proposal has been agreed. <Name of congregation(s)> will contribute to the budget in resources and funds of a minimum <amount, frequency and duration of project>. Northern Presbytery will provide resourcing of <nature, amount, frequency of duration of project>. <Detailed outline of congregational financial commitment.>

Payment(s) from Northern Presbytery will commence on <describe the milestone that triggers the resourcing process>. Payment will be made <frequency of payment> from Northern Presbytery into the nominated bank account of <participating congregation>. If <milestone that triggers suspension of resourcing>, Northern Presbytery is to be advised immediately and payments will cease.

## Initial Requirements

Prior to <milestone>, the <Name of congregation(s)> governance group overseeing the mission project will provide details of the 'measures of success' along with statements about how the initiative will be developed, monitored, reviewed and communicated to Northern Presbytery.

## Reporting

Northern Presbytery will have an ongoing connection with the assessment and development of this mission project as part of its commitment to <insert or more of the guidelines outlined under commitment 4 of our Strategic Commitment>.

At the end of each reporting period, the <Name of congregation(s)> will produce an Accountability Report for Presbytery Central. The report will be reviewed by the Mission Resourcing Work Group, who will evaluate the report with the congregation(s) to determine if the project has met the conditions and requirements set out in this Memorandum of Understanding.

Resourcing for each subsequent period will be contingent on the outcome of the review.

This Memorandum of Understanding commences when signed by all parties and can be terminated by any of the parties with reasonable notice being given.

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Signed Dated for and on behalf of Northern Presbytery

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Date

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Signed Dated for and on behalf of the Congregation

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Date

## Assessing Applications

### Capacity and Capability

Criteria will be used by the Committee in considering your application include but are not limited to those listed below:

1. Is this a viable congregation in respect of the following?
  - Worship attendance
  - Income
  - Expenditure
  - Property maintenance
  - Assessment levies
  - Mission
  - Outreach
  - Sustainability
2. Does the congregation have an adequate skill base or access to appropriate external skills? Specifically:
  - Financial skills
  - Management skills
  - Project skills.
3. Is the proposed budget appropriate for the project?
4. Does the project fit within Northern Presbytery's Strategic Commitments?

### Resourcing Priorities

1. What are the merits of this application against others that have come in?
2. To what degree does what is proposed help achieve the Presbytery's Vision Statement? In particular:
  - Growing and making disciples, or
  - Culturally adapting to their setting, or
  - Reaching across generations, or
  - Establishing a new initiative giving fresh expression to the gospel?
3. To what degree does what is proposed increase the vibrancy of the congregation, or its prospects for the future?
4. How will what is proposed extend mission or ministry, and who will benefit?
5. What will the congregation contribute to the proposal?
6. to what degree will what is proposed extend mission into the local community and/or increase membership / attendances at church?

## Evaluating Results

As noted earlier, each year for each project we require you to provide an Accountability Report. The Mission Resourcing Work Group will review the report. In undertaking the review, they will check that:

- You have received the agreed mission resourcing – type, amounts and timing
- You have contributed your funding
- Your fund-raising initiatives are on track
- You have provided your agreed resourcing
- There has been proper financial accounting
- The project demonstrates sound project management
- Skilled and trained resource people have been used where required
- The project is achieving its goals
- The project is sustainable
- You have provided satisfactory reporting.

On concluding that the review shows the mission project is proceeding satisfactorily, the Mission Resourcing Work Group will, in conjunction with the leadership of your congregation(s), determine if there should be any change to the resourcing that is to be provided for the project in the following 12 months.

Separate discussions, which may lead to amendment of the Memorandum of Understanding, will be held with the leadership of your congregation(s) if the level of resourcing for the following 12 months is not what the congregation(s) would have expected from the Memorandum of Understanding.