

North Indiana Conference Church Development

Church Relocation Grant-Loans

Grant Description

Relocation grant-loans are offered by the North Indiana Conference to its local churches for the purpose of helping them relocate to a new, more favorable location. Growing churches that are likely to become regional are eligible for up to a \$50,000 grant.

The grant, however, will begin as a loan. If the church is holding a weekly worship service in a facility on the new site within three years of the date the loan is issued, up to \$50,000 of the loan will revert to a grant. However, if the church doesn't, it will need to pay the loan off according to the terms described within the loan agreement.

Terms of the Loan & Funding Limits

It is the intent that all loans will carry an interest rate of one (1) point over the current prime rate as published by the *Wall Street Journal* at the time such loan is made.

The lending limit of any borrower is currently \$200,000. This limit will be reviewed and revised as necessary by the Church Development Ministry Team.

Funding Criteria

A project that receives funding through this grant must meet the following criteria:

1. Have the approval and support of the district superintendent and strategy committee, and church administrative board/council.
2. Have a qualified, trained team leading the implementation of the project.
3. Have benchmarks by which the project's success can be measured.
4. Have a consultant hired to coach the project and report monthly as to its progress.

Overview of Grant Process

1. Church completes the Church Snapshot Assessment (attached) and submits it with \$5.00, and letters of support from district superintendent and strategy committee.
2. Church Development Ministry Team (CDMT) representatives meet with church; representatives give the church the relocation grant-loan application and walk through it.
3. The church (or district) hires a coach and adopts a Racial Equality Action Plan.
4. The church and coach develop the project's plan and set benchmarks; the grant application is completed and submitted.
5. The CDMT representatives, DS, coach, project leader, church and district leaders meet to review the plan and its benchmarks, making changes if necessary.
6. The completed application is reviewed by the Cabinet.
7. If supported, the application is considered by the CDMT for approval.
8. If approved, the loan is released, the plan is implemented, and coaching begins.

9. If within three years, the congregation is holding a weekly worship service in a facility at the new site, up to \$50,000 of the loan will revert to a grant.

Detailed Grant Process

STEP ONE. Conduct a simple self-administered ministry audit using the attached Church Snapshot Assessment. Submit the completed audit along with \$5.00 (make checks payable to North Indiana Conference) to Ed Fenstermacher, P.O. Box 869, Marion, IN 46952. This assessment is to determine whether or not your church is healthy enough to take on a relocation project. If it is, you will go to Step Two.

The church should also submit, with the Church Snapshot Assessment, letters from its District Superintendent and Strategy Committee indicating their initial support.

Deadlines: In order for a relocation grant-loan request to be dealt with in March, the Church Snapshot Assessment along with the district letters must be submitted by December 1st. For grants dealt with in June, the assessment must be submitted by March 1st. For grants dealt with in September, the assessment must be submitted by June 1st.

STEP TWO. If the assessment indicates your church is capable of relocating and growing into a regional church, CDMT representatives will set up an appointment to meet with your leadership team. They will do the following:

- bring you the relocation grant-loan application and explain the application process,
- give you suggestions for a consultant who can coach your project,
- suggest a process/person that can assess the project's leader, as well as training opportunities for the team.

STEP THREE. The church needs to hire a CDMT-approved consultant to coach the project. Contact Ed Fenstermacher for approval. It also needs to make sure the church has adopted a Racial Equality Action Plan. (See appendix for explanation.)

STEP FOUR. The church, with the help of the coach, develops its plan which includes benchmarks by which the project's success can be measured. The church completes the application that it received in Step Two, and submits it to Ed Fenstermacher.

Deadlines: In order for a relocation grant-loan request to be dealt with in March, the grant application must be submitted by February 1st. For grants dealt with in June, the assessment must be submitted by May 1st. For grants dealt with in September, the assessment must be submitted by August 1st.

STEP FIVE. Once the application has been submitted and preliminary benchmarks have been set, the church calls a meeting (telephone conference call is okay) that includes its DS, project leader and spouse (if applicable), church pastor and Administrative Board/Council chair, District Strategy Committee representative, and CDMT representatives. The purpose of this meeting is for all parties to agree upon the plan and benchmarks.

STEP SIX. The church then submits the final draft of the application to CDMT through Ed Fenstermacher. They in turn share it with the Cabinet for its support. The purpose is threefold: a) to make sure the Cabinet is aware of the project, b) to find out if the Cabinet considers it a funding priority, and c) to affirm that the Cabinet will strive to provide stable appointed pastor leadership during the project's implementation.

STEP SEVEN. If supported, the application is distributed to CDMT members and the CDMT representatives in Step Seven will make a recommendation to the team as to whether or not the relocation grant-loan should be approved. The church will be notified shortly thereafter as to the CDMT's decision.

STEP EIGHT. If approved, the loan will be paid out in one lump sum, unless the church prefers otherwise. The church leadership must have a consultation (via email, phone or in person) at least once a month with their consultant, and provide the CDMT (through Ed Fenstermacher), coach, and DS with monthly status reports. Failure to have at least monthly consultations with the coach and monthly reports to the CDMT will result in a loss of the loan reverting to a grant.

STEP NINE. If within three years of the date the loan was released, the church is holding a weekly worship service in a facility on the new site, it should request to the CDMT (through Ed Fenstermacher) that up to \$50,000 of the loan revert to a grant.

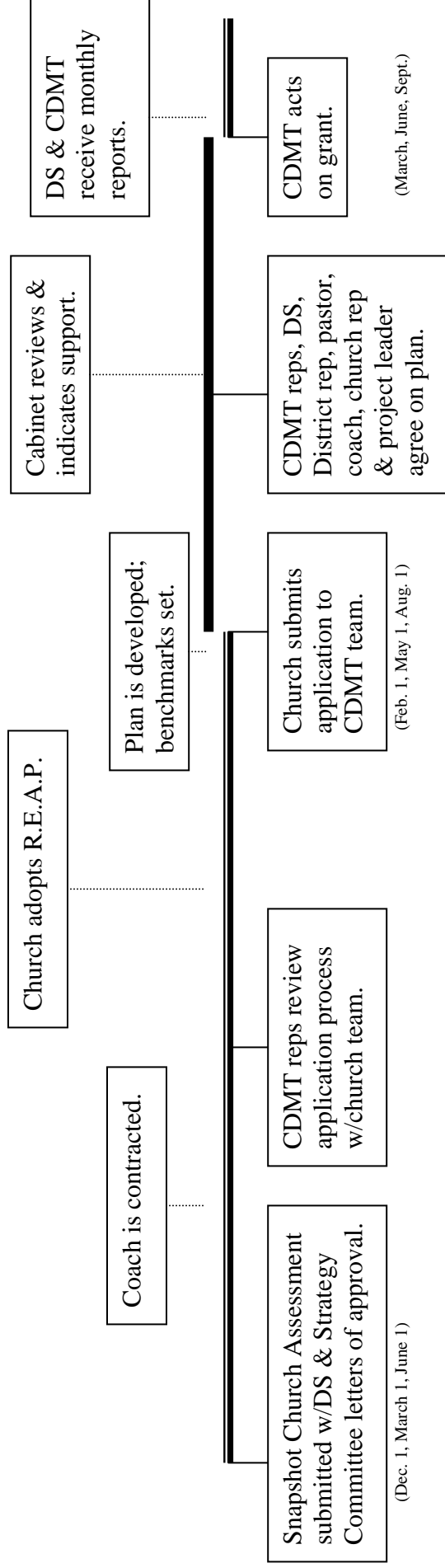
Next Step

Complete Step One above. Complete and return the attached Church Snapshot Assessment and return it to Ed Fenstermacher with a check for \$5.00 and letters of support from the district superintendent and district strategy committee.

Questions

Contact Ed Fenstermacher at 800 783-5138, or via email at ed@nicumc.org if you have any questions.

Grant Timeline



North Indiana Conference
CHURCH SNAPSHOT ASSESSMENT
Church Relocation Grant/Loan Application, Part 1

CHURCH'S NAME _____ DATE _____

ADDRESS _____ DISTRICT _____

Directions: Your church's pastor and at least 5 key lay persons should complete these twelve assessment items together. The group should come to consensus and answer each item with one common answer. If the group disagrees on an item, it can make a note in the margins; however, it still should give one answer.

Once completed, please send a copy of the last page to Ed Fenstermacher at the Conference Service Center (P.O. Box 869, Marion, IN 46952).

ITEM 1: Worship Attendance

A. Your church's average weekly worship attendance in 2006: _____

B. Your church's average weekly worship attendance in 2002: _____

C. Subtract *B* from *A* (last year's figure minus five-years-ago): _____

D. Divide *C* (above) by *A* (above) and multiply by 100 = _____ %

E. Check which answer best reflects your church's worship attendance change:

1. ___ Decrease by 20% or more
2. ___ Decrease by less than 20%
3. ___ Increase by less than 10%
4. ___ Increased 10% to 20%
5. ___ Increase more than 20%

ATTENDANCE TREND. Place the number checked (1-5) in the blank: _____

ITEM 2: Professions of Faith

A. Your church's average weekly worship attendance in 2006: _____

B. The number of members received in 2006 by Profession of Faith: _____

C. Divide *A* (worship attendance) by *B* (number of POF's): _____

This is the number of people in worship it takes to have one Profession of Faith.

D. How many people does it take? Check the answer below that best fits.

1. ___ One POF for every 60 in worship (or you didn't have any POF's)
2. ___ One POF for every 50-69 in worship
3. ___ One POF for every 40-49 in worship
4. ___ One POF for every 30-39 in worship
5. ___ One POF for under 30 in worship

NEW BELIEVERS. Place the number checked above (1-5) in the blank: _____

ITEM 3: Apportionments

A. Record the percentage of apportionments (or tithe) paid the last five years:

- _____ 2006 (tithe)
- _____ 2005
- _____ 2004
- _____ 2003
- _____ 2002

B. Add these together and divide by five (percentage paid): _____ %

C. Check the answer below that best matches the percentage of apportionments paid over the past five years.

- 1. ___ Less than 50% of apportionments paid
- 2. ___ 50%-64% of apportionments paid
- 3. ___ 65%-79% of apportionments paid
- 4. ___ 80%-99% of apportionments paid
- 5. ___ 100% of apportionments paid

APPORTIONMENTS PAID. Place the number checked (1-5) in the blank: _____

ITEM 4: Small Groups

A. Your church's average weekly worship attendance in 2006: _____

B. The number of small groups in your church:* _____

C. Divide *A* (worship attendance) by *B* (number of small groups): _____

*For the purposes of this survey, a small group is a gathering of 15 or fewer people that meets at least twice per month and engages in some time of Bible study and prayer. The small group may also engage in acts of service, mission projects or other activities. Examples could include a ten-member Sunday school class, a women's Bible study or a group that met for devotions and prayer and then engaged in a work project.

D. Check the answer below that best matches the number of worshipers your church has for each small group.

- 1. ___ More than 60 in worship for each small group (or no small groups)
- 2. ___ Between 50 and 60 in worship for each small group
- 3. ___ Between 40 and 49 in worship for each small group
- 4. ___ Between 30 and 39 in worship for each small group
- 5. ___ Under 30 in worship for each small group

SMALL GROUPS. Place the number checked above (1-5) in the blank: _____

ITEM 5: Advertising and Outreach

A. Record your church's total expenditures for ministry in 2006: \$ _____
(Don't include expenditures outside the normal operating budget, such as a new building.)

B. Add up all expenditures the church made in 2006 for outreach: \$ _____
Include advertising, publicity and similar evangelistic efforts, such as advertising in the phone book, direct mail to invite people to church, evangelistic block parties, flyers handed out door-to-door and similar activities.

C. Divide *B* (above) by *A* (above) and multiply by 100 = _____ %

D. Check the answer below that best matches the percentage of your church's budget expended for advertising and outreach.

- 1. ___ Less than 1% of the total budget
- 2. ___ 1% to 2% of the total budget
- 3. ___ 2% to 4% of the total budget
- 4. ___ 4% to 6% of the total budget
- 5. ___ More than 6% of the total budget

OUTREACH EXPENDED. Place the number checked (1-5) in the blank: _____

ITEM 6: Training and Leadership Development

A. Give the total number of elected church leaders in 2006: _____

B. How many experienced at least 4 hours of training in 2006? _____

Leadership/training events could include team-building workshops, small group leadership skills, a seminar on conducting an effective meeting, a faith-sharing workshop and other leadership development programs. Such training would NOT include Bible studies, attending Annual Conference, etc.

C. Divide *B* (above) by *A* (above) and multiply by 100 = _____ %

D. Check the answer below that best matches the percentage of your church's elected leaders that experienced at least 4 hours of training in 2006:

- 1. ___ Less than 25% of the leadership was trained
- 2. ___ 25-40% of the leadership was trained
- 3. ___ 41-60% of the leadership was trained
- 4. ___ 61-80% of the leadership was trained
- 5. ___ Over 80% of the leadership was trained

LEADERSHIP TRAINED. Place the number checked (1-5) in the blank: _____

ITEM 7: Rotation of Leadership

A. Give the total number of elected church church leaders in 2006: _____

B. How many of these have been active in the church less than 5 years? _____

C. Divide *B* (above) by *A* (above) and multiply by 100 = _____ %

D. Check the answer below that best matches the percentage of your church's elected leaders that have become active in the church in the past 5 years:

1. ___ 0-20% of the leadership has been involved 5 years or less
2. ___ 21-30% of the leadership has been involved 5 years or less
3. ___ 31-40% of the leadership has been involved 5 years or less
4. ___ 41-50% of the leadership has been involved 5 years or less
5. ___ Over 50% of the leadership has been involved 5 years or less

NEW LEADERSHIP. Place the number checked above (1-5) in the blank: _____

ITEM 8: Hospitality

A. Check the following items if they are currently a part of your church's intentional system of hospitality:

- ___ greeters in the parking lot,
- ___ greeters at the entry ways/doors,
- ___ a welcome/information station,
- ___ an area for refreshments and conversation,
- ___ informational flyers/brochures/material about the church and its ministries that is available in the lobby/narthex,
- ___ a committee charged with the task of evaluating and improving the hospitality ministry of the church,
- ___ a time for greeting guests and others during the worship service,
- ___ a non-threatening, non-embarrassing method of collecting contact information from guests

B. Add the number of items above that are checked: _____

C. Check the answer below that best matches the above number (B):

1. ___ 0-2 items currently in place
2. ___ 3 items currently in place
3. ___ 4 items currently in place
4. ___ 5-6 items currently in place
5. ___ 7-8 items currently in place

HOSPITALITY. Place the number checked above (1-5) in the blank: _____

ITEM 9: Guest Follow-Up

A. Check the following items are currently part of your church's intentional system of guest follow-up AND occur within 30 days of the visit:

- ___ letter from the pastor sent within 3 days,
- ___ letter from a non-staff person in the church,
- ___ the guest receives the church's newsletter (at least after third visit),
- ___ a phone call is made to the guest,
- ___ a brief visit or phone call is made to the guest within 36 hours,
- ___ if a prospect, the guest is added to a prospect list that is cultivated,
- ___ there is a person or team that follows up on the prospects,
- ___ an email address is requested from the guest and is then added to the email mailing list for church announcements

- B. Add the number of items above that are checked: _____
- C. Check the answer below that best matches the above number (B):
1. ___ 0-2 items currently in place
 2. ___ 3 items currently in place
 3. ___ 4 items currently in place
 4. ___ 5-6 items currently in place
 5. ___ 7-8 items currently in place

GUEST FOLLOW UP. Place the number checked (1-5) in the blank: _____

ITEM 10: First-time Guests

- A. Your church's average weekly worship attendance in 2006: _____
- B. How many new families did your church average in worship each week in 2006? (Count each single adult as a separate family unless they reside with another guest.): _____
- C. Divide A (above) by B (above) = _____
- D. Check the answer below that best matches the number (C above) in worship for each new family on any given week during 2006:
1. ___ Over 100 in worship per each new family
 2. ___ 80-100 in worship per each new family
 3. ___ 65-79 in worship per each new family
 4. ___ 50-64 in worship per each new family
 5. ___ Under 50 in worship per each new family

FIRST-TIME GUESTS. Place the number checked (1-5) in the blank: _____

ITEM 11: Participation in Ministry

- A. Your church's average weekly worship attendance in 2006: _____
- B. Add up the number in your church who were actively involved in a ministry within or outside your congregation on any given week during 2006: _____
 Ministry could include activities such as teaching Sunday school, singing in the choir, participating in the church's prayer ministry, tutoring in a public school, or volunteering at a community soup kitchen. Ministry would not include serving on a committee, attending Sunday school, a Bible study, women's circle, nor one-week commitments like VBS, a mission trip, etc. Count a person only once even though they may have been involved in more than one ministry.
- C. Divide B (above) by A (above) and multiply by 100 = _____%
- D. Check the answer below that best matches the percentage in worship that's involved in ministry (C above):
1. ___ 0-20% involved in ministry
 2. ___ 21-30% involved in ministry
 3. ___ 31-40% involved in ministry
 4. ___ 41-50% involved in ministry
 5. ___ More than 50% involved in ministry

IN MINISTRY. Place the number checked above (1-5) in the blank: _____

ITEM 12: Spiritual Life

A. Have your church's Ad. Council members anonymously answer the following:
On a scale of 1 - 5, *one* being seldom and *five* being always, rate the following:

- _____ I pray at least 15 minutes each day.
- _____ I read the Bible daily.
- _____ I attend worship weekly.
- _____ I tithe a tenth of my income to my church.
- _____ I attend a Sunday school class or Bible study each week.
- _____ I invite an unchurched person to church every six months.

B. Add up their total scores and divide by the number taking the quiz: _____

C. Check the answer below that best matches *B* (Ad. Council's average score):

- 1. ___ 0 - 1.0
- 2. ___ 1.1 - 2.0
- 3. ___ 2.1 - 3.0
- 4. ___ 3.1 - 4.0
- 5. ___ 4.1 - 5.0

SPIRITUALITY. Place the number checked above (1-5) in the blank: _____

SNAPSHOT SUMMARY

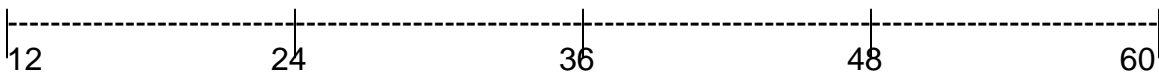
Church: _____ District: _____

Address: _____ Date: _____

Name of Contact Person: _____ Email: _____

A. Total all the numbers in the twelve boxes (pages 1-6) and place here: _____

B. Place your score on the continuum below: (12 minimum, 60 maximum)



C. Composite. Put an "x" in the box representing your score for each item.

Score	1	2	3	4	5	TREND +/- Compared to last year.
1. Worship Attendance						
2. Professions of Faith						
3. Apportionments						
4. Small Groups						
5. Advertising and Outreach						
6. Leadership Development						
7. Leadership Rotation						
8. Hospitality						
9. Guest Follow-up						
10. First-time Guests						
11. Participation in Ministry						
12. Spiritual Life						

Submission Deadlines: December 1st, March 1st, June 1st.