

April 15, 2008

Dear Friends,

Attached you will find the Congregational Development Grant Application for 2009, along with several supporting documents. You may complete the registration form and return it to me online ([jteter@diobeth.org](mailto:jteter@diobeth.org)) or mail to Diocesan House.

**PLEASE NOTE: the deadline is earlier this year** so that the Committee can include the specific grants in the budget presented to Diocesan Convention in October. The advantage for you is that you will know the amount of your grant in time to include it in your budget planning instead of waiting until January.

Please review the "Policies and Procedures" and the application carefully. If you need help with the application, please contact me. Members of the Congregational Development Committee are available and eager to assist you.

Please also note that the **deadline for applications is July 1, 2008. No applications received after that date will be considered.** You will receive a letter soon after the Convention indicating the decision of the Committee and the amount of the grant.

If you have questions, please contact me at 1-800-358-5655, ext 228 or at [jteter@diobeth.org](mailto:jteter@diobeth.org).

Faithfully yours,

The Reverend Canon Jane B. Teter  
Canon for Ministries

# 2009 APPLICATION FOR CONGREGATIONAL DEVELOPMENT GRANT

The Diocese of Bethlehem  
The Committee for Congregational Development

*Please review the 2009 "Congregational Grants Policies & Procedures" before completing this application.*

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## CONGREGATION:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## RECTOR:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## SENIOR WARDEN:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## TREASURER:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## SIGNATURES:

Rector/Vicar: \_\_\_\_\_  
Senior Warden: \_\_\_\_\_  
Treasurer: \_\_\_\_\_  
Vestry: \_\_\_\_\_  
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**2009 CONGREGATIONAL DEVELOPMENT GRANTS  
POLICIES and PROCEDURES**

**The Diocese of Bethlehem  
The Committee for Congregational Development**

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**POLICIES:**

The Congregational Development program provides financial support to congregations in the Diocese that have demonstrated the desire and the need to have assistance in funding the development of their mission and program ministry. Such funding, when available, is provided through grants that are administered by the Committee for Congregational Development. This funding for the grants is made available through the Diocesan budget supported by congregations of the Diocese.

The Committee provides guidance for congregational leadership throughout the development process. Committee members are available to meet with vestries, clergy, and others. The Committee considers both the needs of the congregation and the available resources when prayerfully making decisions regarding the granting of funds. Clergy compensation is expected to meet Diocesan standard.

Funding is normally provided to help meet three different types of need:

- Develop and support new congregations in their growth.
- Provide short-term financial support during the period of transition for congregations that have undergone change (fire, flood, rapid growth.)
- Provide financial support for congregations who are not self-sufficient to enable ministry in places where there is a viable witness to the Lord Jesus.

At the request of Diocesan Council our main focus will be on congregations with a vision and a plan to live into that vision.

**2009 CONGREGATIONAL DEVELOPMENT GRANTS  
POLICIES and PROCEDURES  
(Continued)**

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**PROCEDURES:**

Grants are provided for a period of one year. A complete *Application for Congregational Development Grant* must be submitted to the Committee for Congregational Development no later than **July 1, 2008**. For assistance regarding any aspect of this process, please contact Canon Teter at 800-358-5655 or email to [jteter@diobeth.org](mailto:jteter@diobeth.org).

1. Review the Policies and Procedures for Congregational Development Grants with the vestry.
2. Formulate a description of the need for funding.
3. Determine if the funding need fits one of the types of need for which grants are provided.
4. Complete a copy of the 2009 Application for Congregational Development Grant.
5. The Application should include the enclosed forms:
  - a. The budget for the current year, including all income and other funding sources available to the congregation and all disbursements for the current year.
  - b. The proposed budget for 2009 (form attached.)
  - c. Copies of pages 2 and 3 of your 2007 Parochial Report.
6. Make a photocopy of the Application, including all attachments for your records.
7. Submit the Application, including all required documentation, to the Committee for Congregational Development, but the due date, to the following:

The Reverend Canon Jane B. Teter  
Diocesan House  
333 Wyandotte Street  
Bethlehem, Pennsylvania 18015  
Or [jteter@diobeth.org](mailto:jteter@diobeth.org)

**2009 APPLICATION**  
**FOR CONGREGATIONAL DEVELOPMENT GRANT**

*Please provide the information requested below on separate sheets of paper:*

1. What is your mission statement?
2. What ministry are you already doing? Please list your ministry activities under the following headings: Spiritual Development, Evangelism, Christian Education for all ages, Pastoral Care, Youth, Outreach, Other.
3. How are you funding and otherwise supporting this work? Please list resources both within and beyond your congregations.
4. How have these ministry initiatives been, and not been, successful during the past year?
5. What is your three-year ministry plan, including both the continuation of the ministries you have already listed and new ones?
6. How do you plan to fund and otherwise support this work? Please list resources both within and beyond your congregation, and please describe how you will fund your mission if you do not receive the Congregational Development Grant. Please include a description of your parish stewardship program, including the average pledge, and the average pledge of parish leadership, including vestry and the clergy.
7. Please attach a table showing the amounts of your Congregational Development Grants from the previous two years, with the amount you are requesting this year; your current vestry-approved budget for the upcoming year; and pages 2 and 3 of the current parochial report.

**PROPOSED 2009 BUDGET**

**INCOME:**

**AMOUNT:**

Balance brought forward:	\$ _____
Plate and Special Offerings:	\$ _____
Pledges:	\$ _____
Church, School, Parish Groups:	\$ _____
Diocesan Congregational Development Grant:	\$ _____
Investment Income:	\$ _____
Other Income ( <i>detail on reverse side</i> ):	\$ _____

**TOTAL INCOME:** \$ \_\_\_\_\_

**DISBURSEMENTS:**

Diocesan Assessment:	\$ _____
Diocesan Acceptance:	\$ _____
Other Purposes Outside Parish ( <i>detail on reverse side</i> ):	\$ _____
Clergy:	

Salary:	\$ _____
Housing:	\$ _____
Social Security:	\$ _____
Auto Expense:	\$ _____
Insurance:	\$ _____
Pension:	\$ _____
BC/BS:	\$ _____
Workman's Comp:	\$ _____
Cont. Education:	\$ _____

Total Clergy Expense: \$ \_\_\_\_\_

Secretary:	\$ _____
Sexton:	\$ _____
Organist:	\$ _____
Insurance:	\$ _____
Christian Education:	\$ _____
Evangelism:	\$ _____
Office Expenses:	\$ _____
Telephone:	\$ _____
Heat and Utilities:	\$ _____
Music and Organ Maintenance:	\$ _____
Altar Guild Expense:	\$ _____
Building/Grounds Maintenance:	\$ _____
Other Expenses ( <i>detail on reverse side</i> ):	\$ _____

**TOTAL EXPENSE:** \$ \_\_\_\_\_  
**SUPPLEMENTAL BUDGET INFORMATION**

<u>DESCRIPTION</u>	<u>AMOUNT:</u>
Other Income:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL OF OTHER INCOME</b>	<b>\$ _____</b>
	(To Front Sheet)

Other Purposes Outside Parish:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL OF OTHER PURPOSES</b>	<b>\$ _____</b>
	(To Front Sheet)

Other Program Expenses:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL OF OTHER PROGRAM EXPENSES</b>	<b>\$ _____</b>
	(To Front Sheet)