ORTHODOX CHURCH IN AMERICA
2020 CHURCH PLANTING
GRANT REQUIREMENTS

Due August 31, 2019
FOR GRANT PERIOD JANUARY-DECEMBER 2020

GENERAL INFORMATION
The Orthodox Church in America's Department of Evangelization coordinates and administers the review and selection of mission communities requesting to participate in the annual OCA Church Planting Grant Program.

Applications are to be prepared by the mission community seeking to participate in the Program. Before submission to the Department, they must be pre-approved by the Diocesan Bishop responsible for the existing or proposed mission community.

Funding is limited and the grant process is extremely competitive.

GRANT ASSISTANCE AMOUNT
For first year grant recipients, a total maximum annual gift of up to $24,000 is sent to Church Planting Grant communities in equal monthly installments. The grant funding period is for one year with the possibility of reapplication for a three-year maximum, to be reviewed annually by the Department, the Diocese and the mission community. The total maximum annual gift for continuing Church Planting Grant communities is $20,000 and $16,000 for 2nd and 3rd year recipients respectively for a total of $60,000 over the three-year period of the grant.

The primary purpose of the Church Planting Grant is to facilitate the ministry of a full-time parish priest in mission communities. When not burdened by secular employment, a full-time priest-in-residence is able to devote his time fully to building up and expanding the work and witness of the mission community.

Once the Application is prepared by the mission community, approved by the Diocesan Bishop, presented and preliminarily approved by the Department, an annual budget mutually agreed upon by the mission community and the Department must be established before the final recommendation is made to the Metropolitan Council and the Holy Synod of the Orthodox Church in America for their blessing.

Since the Church Planting Grant is offered for the sake of having a full-time priest-in-residence, the utmost consideration is given to the priest’s salary and benefits remuneration. Funds pledged by the mission, by the mission's Diocese, assisting parishes, or other sources can be included when the budget is being developed.
QUALIFICATIONS
To qualify for an OCA Church Planting Grant the following conditions must be met:

Mission Qualifications
- Preference will be given to missions that are less than three years old with approximately 50 pledging adult members.
- The Church Planting Grant funds are to be used solely to stipend the salary and benefits of a full-time priest, and must include the OCA’s pension fund.
- A participating mission must set yearly growth goals as part of their monthly reporting process.
- Financial stability and growth, as a general rule, is found in communities which ground their stewardship vision and practice in the Biblical Tithe.
- All missions participating in the Church Planting Grant Program must participate in regional seminars and workshops offered or recommended by the Department.
- If the diocese of the applicant mission does not have standardized mission by-laws, they will be provided by the OCA’s Department of Evangelization.
- The mission must be presented with and sign the Church Planting Grant Contract (found in this packet and completed prior to finalization of the Grant). Failure to adhere to contract will risk termination of Grant.
- Missions receiving the grant understand and accept that with the blessing of the grant comes a responsibility of love and gratitude to the wider church. As such missions may be called upon to offer their experiences to others. Additionally, the mission priest may be called upon to teach or to bear witness to the parish’s growth in other parishes or missions.

Mission Priest Qualifications
- The mission priest is prohibited from working outside the parish while he is receiving a Church Planting Grant.
- The mission priest must be supervised by a mentor priest of the OCA’s Department of Evangelization and may be guided as well by a mentor appointed by the Diocesan bishop. The Diocesan mentor priest must be identified to the Chair of the OCA’s Department of Evangelization, and be mutually agreed upon by the Diocesan bishop and the Chairman before a mission can qualify.
- The mission priest must supply monthly mission reports to his Diocesan bishop, mentor priest, Diocesan Dean (or Diocesan Mission Director), the Chancellor of the
Orthodox Church in America, and the Chairperson of the OCA Department of Evangelization. Reporting forms are provided and are available in this packet.

- The mission priest must be interviewed by one member of the Department and one member of his local Diocese. A set of basic profile questions may be asked. Consultation with the local bishop on the interview results may be shared before any final decision is made.

- The Mission Priest may be asked to assist in various Departmental ministries, including mentoring other grant recipients following one’s own graduation from the grant.

TERMINATION OF GRANT FUNDING
Grant funding will cease when it is demonstrated that any of the following actions have taken place:

- The annual funding limit has been reached.
- Failure to adhere to any of the criteria in the contract (provided in packet).
- Upon the recommendation of this Department and or the Diocesan bishop.
- Insufficient funds from this Department.
- Failure to adhere to the standards and bylaws of the Orthodox Church in America.

PROCEDURE
☐ Ask your Hierarch’s blessing to apply.
☐ Prepare your application and all appropriate documentation.
☐ Submit your application to your Hierarch for his WRITTEN approval. He signs the end of your application.
☐ Once you have obtained the written blessing of your Hierarch, send the full application and all attachments, in PDF format, to Fr John Parker at evangelization@oca.org.

Late applications are not customarily accepted.

All applications will be reviewed, and recommendations will be made to the Holy Synod of Bishops for their approval at their Fall meeting. Blessed recommendations are submitted to the Metropolitan Council for Funding.

Notifications of approval are normally given in November or early December, and begin in the following January.
APPLICATION
2020 CHURCH PLANTING GRANT

Date: ________________

**General Information**
Name of the Mission: __________________________
Mailing Address: ____________________________
Phone: __________
Fax: __________
Email: __________

Year Founded: ______

Priest: ________________ Other Clergy: ________________

Deanery: ____________________________

**Membership Statistics**
Number of Adults at Founding: ______
Number of Children at Founding: ______

Number of Adults This Year: ______
Number of Children this Year: ______

Average Attendance at Liturgy: ______
Attendance at Last Pascha: ______

Realistic approximation of membership next year: ________________
Realistic approximation of membership next three years: ________________

Did the mission hold an annual meeting? ______ Please enclose the report.

Is the Mission legally incorporated? ______ What year? (If yes, enclose copy)
Does the Mission have an approved set of Bylaws? ______
What year were they adopted? ______(If yes, enclose copy)
Does the Mission have Federal and State Tax ID? ______ (If yes enclose copies)

Does the Mission have insurance that cover liability and property? ________

From whom? ____________________________________________________________

Does the Mission have a formal Metric Book? _______ Seal? _________

Does the Mission have an elected council? _______ Number on council? _______ Do they have specific responsibilities?________

List their names and positions:

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

Is your Mission Council committed to the Biblical Tithe as the minimum standard of Christian Giving? YES/NO/WILLING.

Does the Mission have a choir director? _______ Number in choir? _______

Name of the Choir Director (if applicable)

___________________________________________________________

Does the Mission have any other ranks? (Deacons, Subdeacons, Readers)

___________________________________________________________

___________________________________________________________

Does the Mission have a Church School Program? ____ Average Attendance? ______ Name of Church School Coordinator:

___________________________________________________________

Does the Mission have an Adult Education Program? _____ Average Attendance? ___ Please list other organizations that the Mission has in place.

___________________________________________________________

___________________________________________________________
Please list any organizations that the Mission supports:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Please list any methods the Mission is using in outreach and evangelization to the community:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Is there a formal catechumen program for the mission?

Is there a mentor priest assigned to the mission?

   Name and parish: ____________________________________________________

Worship Space
Services are currently held in:

   ______ Private Home
   ______ Rented Facility
   ______ Church Building Owned by Mission
   ______ Building Owned by Mission
   ______ Vacant Land Owned by Mission

Monthly Rent/Mortgage: ___$______________

Briefly explain the current worship set-up including liturgical items (attach pictures):
Is there a sign on the worship space and does it indicate when services are held?

Is this space shared with other groups? Is there a set-up and take down required? By whom?

Where are classes and social functions held?

Is there an icon of the Mission's patron Feast or Saint at the facility? 

Is there a monthly newsletter? _______ A weekly bulletin? _______

website?______ Website address ________________________________

Has the mission been listed on the OCA website and is the information up-to-date?

Is there a library?

Is there a bookstore/kiosk?

Is there information available for inquirers about the Orthodox Church that can be handed out?

Are there service books available?

Is there music for the congregation to follow available?
Clergy
Married: _____ Wife’s Name: ____________________________

Does the wife have outside employment: _________________________
Type: _______________________________________________________
Children: ______ Names and Ages:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Total Annual Clergy Package: ____________________________
Monthly Stipend provided by Mission: _________________________
Other Church sources: ________________________________
   Total: ____________________________

Health Insurance: Y/N Monthly Cost:_______ Who pays:_______
Life Insurance: Y/N Monthly Cost:_______ Who pays:_______
Pension: Y/N Monthly Cost:_______ Who pays:_______
Travel stipend: Y/N Monthly Cost:_______ Who pays:_______
Social Security: Y/N Monthly Cost:_______ Who pays:_______
Other taxes Y/N Monthly Cost:_______ Who pays:_______

Residence for a priest:
    ______ Rented
    ______ Owned by Mission
    ______ Owned by Priest

Monthly Rent/mortgage: ____________________________

Other regular monthly expenses?

Is the priest dependent on the wife’s salary for continued ministry? ________
# Mission’s Financial Health

(Please attach previous year’s budget and next year’s anticipated budget)

### Income (per month)

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stewardship</td>
<td></td>
</tr>
<tr>
<td>Collection</td>
<td></td>
</tr>
<tr>
<td>Fund-Raising</td>
<td></td>
</tr>
<tr>
<td>Deanery Stipend</td>
<td></td>
</tr>
<tr>
<td>Diocese Stipend</td>
<td></td>
</tr>
<tr>
<td>OCA Stipend</td>
<td></td>
</tr>
<tr>
<td>Building Fund</td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
</tr>
<tr>
<td>Other Accounts or Funds</td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Expenses (per month)

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priest’s Stipend</td>
<td></td>
</tr>
<tr>
<td>Rent/Mortgage</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
</tr>
<tr>
<td>Operation</td>
<td></td>
</tr>
<tr>
<td>Diocese Assessments</td>
<td></td>
</tr>
<tr>
<td>OCA Assessments</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Total Assets

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate</td>
<td></td>
</tr>
<tr>
<td>Fixed (Endowments, etc)</td>
<td></td>
</tr>
<tr>
<td>Liquid (Checking, Savings, etc)</td>
<td></td>
</tr>
<tr>
<td>Other (please indicate)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Liabilities

<table>
<thead>
<tr>
<th>Liability</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage Balance</td>
<td></td>
</tr>
<tr>
<td>Personal Loans</td>
<td></td>
</tr>
<tr>
<td>Bonds (public or private)</td>
<td></td>
</tr>
<tr>
<td>Other (indicate)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>
Local Planting Grant Participation
The Planting Grant is a MATCHING GRANT. The mission (ideally) and/or the Diocese and/or Deanery and/or other outside sources may provide the matching amount. Please indicate the quantity and source(s) of the Mission’s matching portion.

Reminder: the Grant and the Mission’s Matching portion are to be used solely for the proper compensation of a full-time parish priest.

Mission: __________
Diocese: __________
Deanery: __________
Other: (indicate) __________

Total: __________

Please use this space for any additional comments, unique circumstances, etc:
DESCRIBE YOUR MISSION (the People, your location, your identity). How have you come together? How is your location suited to growth? What makes your mission tick? Why is this the time to apply for this grant in the life of your mission?
DESCRIBE YOUR MISSION’S APPROACH TO
A. EVANGELISM AND OUTREACH
B. STEWARDSHIP
<table>
<thead>
<tr>
<th>Subcommittees</th>
<th>Strategic Planning Council with Priest &amp; Elected</th>
<th>Self-Supporting</th>
<th>Social Sales</th>
<th>Temple Built</th>
<th>Integrated Mission Vision</th>
<th>Families</th>
<th>People</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Supporting Parish &amp; Other Assessment</td>
<td>Preserve=840K</td>
<td>$900,000/mo</td>
<td>$800,000/mo</td>
<td>$400,000/mo</td>
<td>20+</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Supporting Parish &amp; Other Assessment</td>
<td>Preserve=20K</td>
<td>$500,000/mo</td>
<td>$400,000/mo</td>
<td>$200,000/mo</td>
<td>15+</td>
<td>30-35</td>
</tr>
<tr>
<td></td>
<td>Supporting Parish &amp; Other Assessment</td>
<td>Preserve=512K</td>
<td>$600,000/mo</td>
<td>$500,000/mo</td>
<td>$300,000/mo</td>
<td>10+</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Supporting Parish &amp; Other Assessment</td>
<td>Preserve=10K</td>
<td>$120,000/mo</td>
<td>$100,000/mo</td>
<td>$60,000/mo</td>
<td>7+</td>
<td>15-20</td>
</tr>
<tr>
<td></td>
<td>Supply Priest &amp; Parish Council</td>
<td>Preserve=10K</td>
<td>$600,000/mo</td>
<td>$500,000/mo</td>
<td>$300,000/mo</td>
<td>5+</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Supporting Priest &amp; Parish Council</td>
<td>Reserve=20K</td>
<td>$800,000/mo</td>
<td>$600,000/mo</td>
<td>$400,000/mo</td>
<td>3-4</td>
<td>8-10</td>
</tr>
<tr>
<td></td>
<td>Supporting Priest &amp; Parish Council</td>
<td>Reserve=60</td>
<td>$900,000/mo</td>
<td>$800,000/mo</td>
<td>$600,000/mo</td>
<td>2+</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Spiritual Leadership</td>
<td>None or minimal</td>
<td>No Change/Modifier</td>
<td>Low</td>
<td>5+</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spiritual Leadership</td>
<td>None or minimal</td>
<td>No Change/Modifier</td>
<td>Low</td>
<td>5+</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Please circle those details which describe your mission.
**Mailing Procedure**
Please enclose all request reports and information.
Send a copy to your Diocesan Hierarch for his WRITTEN approval.

**HIERARCHICAL BLESSING:**
With my signature I give my blessing and support for this mission to be considered for the Planting Grant of the Orthodox Church in America.

- ______Approved  Diocesan Bishop ________________________________
- ______Not Approved  Date: ________________________________

Comments:

**PARISH AGREEMENT/COMMITMENT:**
With our signatures, we indicate our gratitude for this opportunity, and our willingness to serve as growing examples of Missionary work in our local setting. We understand and agree to our above-mentioned responsibilities, and we are committed, individually and as a mission, to Biblical Stewardship of Time, Talent, and Treasure, to the Glory of God and the up-building of our mission. With God as our helper, we shall lead by example in our tithing and serving.

<table>
<thead>
<tr>
<th></th>
<th>Print</th>
<th>Sign</th>
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<tbody>
<tr>
<td>Priest</td>
<td>___________________</td>
<td>__________________</td>
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<tr>
<td>Council 1</td>
<td>___________________</td>
<td>__________________</td>
</tr>
<tr>
<td>Council 2</td>
<td>___________________</td>
<td>__________________</td>
</tr>
<tr>
<td>Council 3</td>
<td>___________________</td>
<td>__________________</td>
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<tr>
<td>Council 4</td>
<td>___________________</td>
<td>__________________</td>
</tr>
<tr>
<td>Council 5</td>
<td>___________________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

Upon His approval, please forward it to the Chair of the Department of Evangelization of the Orthodox Church in America for consideration.

**EMAIL APPLICATION AND ALL DOCUMENTS IN PDF FORMAT TO:**
Fr John Parker at: evangelization@oca.org
843-810-9350
A copy should be sent to the Diocesan Bishop, Chancellor of the Diocese, Dean, and Diocesan Mission Director.
DEPARTMENTAL RECOMMENDATION

_____Recommended

Department Chair ____________________________

_____Not Recommended

Date: ________________________________

RATIONALE: