



# 2012 CHURCH PLANTING GRANT REQUIREMENTS

## 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. Standard Church Planting Grant Applications (available online) are also available from the Department chairman. They 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 for this Program comes primarily from the Mission Appeal of the Orthodox Church in America that is conducted annually.

## 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 2<sup>nd</sup> and 3<sup>rd</sup> 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 make it possible for a mission served by a visiting priest or a priest who is also secularly employed, to become a mission with a priest-in-residence whose time is exclusively devoted 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 His Beatitude, Metropolitan JONAH 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

I. To qualify for a OCA Church Planting Grant the following conditions must be met:

### A. Mission Qualifications

1. Preference will be given to missions that are less than three years old with approximately 50 pledging adult members.
2. The Church Planting Grant funds are to be used solely to stipend the salary and benefits of a full-time priest.
3. A participating mission must set yearly growth goals as part of their monthly reporting process.
4. All missions participating in the Church Planting Grant Program must participate in regional seminars and workshops offered or recommended by the Department.
5. 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.
6. 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.

### B. Mission Priest Qualifications

1. The mission priest is prohibited from working outside the parish while he is receiving a Church Planting Grant.
2. 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 Chairperson of the OCA's Department of Evangelization, and be mutually agreed upon by the Diocesan bishop and the Chairman before a mission can qualify.
3. 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.
4. 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 will be shared before any final decision is made.

## **TERMINATION OF GRANT FUNDING**

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

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



# 2012 CHURCH PLANTING GRANT APPLICATION

Date: \_\_\_\_\_

## A. General Information

1. Name of the Mission \_\_\_\_\_
2. Mailing Address \_\_\_\_\_  
\_\_\_\_\_
3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
4. Year Founded: \_\_\_\_\_
5. Priest: \_\_\_\_\_ Other Clergy: \_\_\_\_\_
6. Diocese: \_\_\_\_\_
7. Deanery: \_\_\_\_\_

## B. Membership Statistics

1. Number of Adults at Founding: \_\_\_\_\_ Number of Children at Founding: \_\_\_\_\_
2. Number of Adults This Year: \_\_\_\_\_ Number of Children this Year: \_\_\_\_\_
3. Average Attendance at Liturgy: \_\_\_\_\_ Attendance at Last Pascha: \_\_\_\_\_
4. Realistic approximation of membership next year: \_\_\_\_\_
5. Realistic approximation of membership next three years: \_\_\_\_\_
6. Did the mission hold an annual meeting? \_\_\_\_\_ Please enclose the report.
7. Is the Mission legally incorporated? \_\_\_\_\_ What year? (If yes, enclose copy)

8. Does the Mission have an approved set of Bylaws? \_\_\_\_\_ What year were they adopted? \_\_\_\_\_ (If yes, enclose copy)
9. Does the Mission have Federal and State Tax ID? \_\_\_\_\_ (If yes enclose copies)
10. Does the mission have insurance that cover liability and property? \_\_\_\_\_  
From whom? \_\_\_\_\_
11. Does the Mission have a formal Metric Book? \_\_\_\_\_ Seal? \_\_\_\_\_
12. Does the Mission have an elected council? \_\_\_\_\_ Number on council? \_\_\_\_\_  
Do they have specific responsibilities? \_\_\_\_\_

List their names and positions:

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13. Does the Mission have a choir director? \_\_\_\_\_ Number in choir? \_\_\_\_\_  
Name of the Choir Director (if applicable)

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

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15. Does the Mission have a Church School Program? \_\_\_\_\_ Average Attendance? \_\_\_\_\_  
Name of Church School Coordinator:

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16. Does the Mission have an Adult Education Program? \_\_\_\_\_ Average Attendance? \_\_\_\_\_

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17. Please list other organizations that the Mission has in place?
  
18. Please list any organizations that the Mission supports?
  
19. Please list any methods the Mission is using in outreach and evangelization to the community?
  
20. Is there a formal catechumen program for the mission?
  
21. Is there a mentor priest assigned to the mission? \_\_\_\_\_  
 Name and parish:  
 \_\_\_\_\_
  
22. Does the mission support FOS and other special appeals by the OCA? \_\_\_\_\_  
 Please list support:  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. Worship Space**

1. Services are currently held in:  
 Private Home: \_\_\_\_\_ Rented Facility: \_\_\_\_\_  
 Church Building Owned by Mission: \_\_\_\_\_ Building Owned by Mission: \_\_\_\_\_  
 Vacant Land Owned by Mission: \_\_\_\_\_
  
2. Monthly Rent/Mortgage: \_\_\_\_\_
  
3. Residence for a priest:  
 Rented: \_\_\_\_\_ Owned by Mission: \_\_\_\_\_ Owned by Priest: \_\_\_\_\_
  
4. Monthly Rent/mortgage: \_\_\_\_\_

5. Briefly explain the current worship set-up including liturgical items (attach pictures):
  
6. Is there a sign on the worship space and does it indicate when services are held?
  
7. Is this space shared with other groups? Is there a set-up and take down required? By whom?
  
8. Where are classes and social functions held?
  
9. Is there an icon of the Mission's patron Feast or Saint at the facility? \_\_\_\_\_
10. 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?

11. Is there a library?
  
12. Is there a bookstore/kiosk?
  
13. Is there information available for inquirers about the Orthodox Church that can be handed out?
  
14. Are there service books available?
  
15. Is there music for the congregation to follow available?

**D. Clergy**

1. Married: \_\_\_\_\_ Wife's Name: \_\_\_\_\_

Does the wife have outside employment: \_\_\_\_\_

Type: \_\_\_\_\_

2. Children: \_\_\_\_\_ Names and Ages:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Total Annual Clergy Package: \_\_\_\_\_

Monthly Stipend provided by Mission: \_\_\_\_\_

Other Church sources: \_\_\_\_\_

Total: \_\_\_\_\_

Outside Employment: \_\_\_\_\_ Monthly income

Other Income: \_\_\_\_\_ From where: \_\_\_\_\_

Health Insurance: \_\_\_\_\_ Monthly Cost: \_\_\_\_\_ Who pays: \_\_\_\_\_

Life Insurance: \_\_\_\_\_ Monthly Cost: \_\_\_\_\_ Who pays: \_\_\_\_\_

Pension: \_\_\_\_\_ Monthly Cost \_\_\_\_\_ Who pays: \_\_\_\_\_

Travel stipend: \_\_\_\_\_ Monthly Cost: \_\_\_\_\_ Who pays: \_\_\_\_\_

Social Security: \_\_\_\_\_ Monthly Cost: \_\_\_\_\_ Who pays: \_\_\_\_\_

Other taxes \_\_\_\_\_ Monthly Cost: \_\_\_\_\_ Who pays: \_\_\_\_\_

Other regular monthly expenses?

4. Is the priest dependent on the wife's salary for continued ministry? \_\_\_\_\_



**E. Mission's Financial Health** *(Please attach previous year's budget and next year's anticipated budget)*

**1. Income (per month)**

Stewardship \_\_\_\_\_

Collection \_\_\_\_\_

Fund-Raising \_\_\_\_\_

Deanery Stipend \_\_\_\_\_

Diocese Stipend \_\_\_\_\_

OCA Stipend \_\_\_\_\_

Building Fund \_\_\_\_\_

Donations \_\_\_\_\_

Other Accounts or Funds \_\_\_\_\_

Other Income \_\_\_\_\_

**Total:** \_\_\_\_\_

**2. Expenses (per month)**

Priest's Stipend \_\_\_\_\_

Rent/Mortgage \_\_\_\_\_

Utilities \_\_\_\_\_

Insurance \_\_\_\_\_

Operation \_\_\_\_\_

Diocese Assessments \_\_\_\_\_

OCA Assessments \_\_\_\_\_

Other Expenses \_\_\_\_\_

**3. Total Assets**

Real Estate \_\_\_\_\_

Fixed (Endowments, etc) \_\_\_\_\_

Liquid (Checking, Savings, etc) \_\_\_\_\_

Other (please indicate) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total** \_\_\_\_\_

**4. Liabilities**

Mortgage Balance \_\_\_\_\_

Personal Loans \_\_\_\_\_

Bonds (public or private) \_\_\_\_\_

Other (indicate) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total** \_\_\_\_\_

**F. Local Planting Grant Participation**

The terms of the participation in the OCA's Department of Evangelization Church Planting Grant Program requires that the mission, its respective Diocese and /or other sources, contribute an **EQUAL** amount (up to \$24,000 per year for first year applicants) that will be matched by the OCA's Church Planting Grant Program organized by the Department of the Evangelization. Please indicate how those funds will be gathered on an annual basis and who will furnish them.

Mission: \_\_\_\_\_

Diocese: \_\_\_\_\_

Deanery: \_\_\_\_\_

Other: (indicate) \_\_\_\_\_

\_\_\_\_\_

**Total:** \_\_\_\_\_

*The above total is the **maximum** amount that can be matched by the planting grant.*

**G. Please use this space for any additional comments:**

## H. Mailing Procedure

*Please enclose all request reports and information. Send a copy to your Diocesan bishop for approval. Upon His approval, please forward it to the Chancery of the Orthodox Church in America.*

-- Approved                      Diocesan Bishop \_\_\_\_\_

-- Not Approved Date:

Comments:

-- Approved                      Dept of Evangelization \_\_\_\_\_

-- Not Approved Date:

Comments:

Mail, fax or email this application to: **Department of Evangelization, Chancery, Orthodox Church in America**  
**PO Box 675, Syosset, NY 11791-0675. Phone: (516)922-0550 Email: [egtos@oca.org](mailto:egtos@oca.org).**

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*A copy should be sent to the Diocesan Bishop, Chancellor of the Diocese, Dean, Diocesan Mission Director and the Chancellor of the Orthodox Church in America.*



# Mission Vital Signs

(circle appropriate box)

	# People at Liturgy	# people in Committed Core	Shared Vision	Building/Property	Clergy and Liturgical Life	Financial Components	Leadership Structures
<b>Synaxis (Gathering)</b>	<5	2+	Low	Home	No Clergy/Mother Parish Support	None or minimal	1 Person
<b>Core Group</b>	8-10	3-4+	Developing	Home or Rented Space	Occasional/Reader Services	-Diocesan policy -Shared Experiences -Pledge=\$300-\$400/month -Reserve=\$0	1-2 Persons
<b>Mission Station I</b>	20	5+	Vision Defined	Lease Building	Supply Priest celebrating weekly or bi-weekly	-Diocesan policy -Oper Budget -Pledge=\$600-\$900/month -Reserve=\$10K	Core Group and Supply Priest
<b>Mission Station II</b>	15-20 Families	7+	Vision/Mission Defined	Lease Building and/or own property	Regular Priest scheduled weekly	-Diocesan policy -Oper Budget -Pledge=\$1200-\$1500/month Reserve=\$20K	Priest and Selected Council
<b>Mission I</b>	25 Families or 50 People	10+	Achieving Vision & Mission, Goals Defined	Develop Property	Priest assigned with regular weekly services	-Pay Assessment -Oper Budget -Other Funds -Pledge=\$2500-\$3000/month -Reserve=\$30K	Priest and Elected Parish Council and Programs
<b>Mission II</b>	30-35 Families	15+	Vision, Mission & Goals Implemented	Build Hall and own property	Resident Priest with full Liturgical cycle	-Pay Assessment -Oper Budget -Pledge=\$5000/month Priest Salary -Reserve=\$40K	Priest & Elected Council with subcommittees
<b>Parish</b>	50 Families	20+	Ongoing Vision renewal	Temple Built	Priest and/or other clergy & full schedule	-Pay Assessment -Oper Budget -Self-Supporting	Priest & Elected Council with subcommittees



# 2012 CHURCH PLANTING GRANT MONTHLY PROGRESS REPORT

TO: Department of Evangelization, Chancery, Orthodox Church in America  
FROM:  
DATE: \_\_\_\_\_ (Send by the 10th of each month for the previous month)

## LAST MONTH'S PROFILE

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
1. Attendance at:					
Saturday Great Vespers					
Sunday Divine Liturgy					
2. Other Services Held	Attendance:				
_____	_____				
_____	_____				
_____	_____				
_____	_____				
_____	_____				
3. Monthly Income	\$_____				
Monthly Expenses	\$_____				

*(When submitting a Church Planting Grant Monthly Program report to the appropriate recipients, please attach copies of all current monthly financial reports)*

4. Total number of visitors to mission last month?

How were the visitors greeted and was there any follow-up contact?

5. How were your growth goals prayed for and worked on during the last month?

6. During the last month, please indicate the number of:

BAPTISMS	_____	WEDDINGS	_____
CHRISMATIONS	_____	FUNERALS	_____
NEW CATECHUMENS	_____	MEMORIALS	_____
INQUIRERS	_____	OTHER	_____

7. Indicate the progress in the past month of the Building Program or Purchase Plan:

8. Indicate the progress of the Outreach Program:

9. Indicate the progress of the Stewardship Plan:

10. Indicate the progress of the Leadership Development Plan:

11. Education Program:

Church School		Adult Education	
Number of Classes	_____	Number of Classes	_____
Number of Students	_____	Number of Attendees	_____
Average Attendance	_____	Average Attendance	_____

12. Remarks

**Please enclose a copy of the monthly council meeting and financial reports.**

Mail, fax or email this report to: **Department of Evangelization, Chancery, Orthodox Church in America**  
**PO Box 675, Syosset, NY 11791-0675. Phone: (516)922-0550 Email: [egtosi@oca.org](mailto:egtosi@oca.org).**

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