

**ITEM D.203
FOR INFORMATION**

MISSION DEVELOPMENT RESOURCES COMMITTEE MANUAL OF OPERATIONS

The Presbyterian Mission Agency Manual of Operations (“**PMA Manual**”) provides, in part in Appendix 1F, that the Mission Development Resources Committee (“**MDRC**”)

- “Reports to the Worshiping Communities Committee, typically in the form of action items, information reports and changes to the MDRC Manual of Administrative Operations” (Section III, B, 4).

Upon review of the MDRC Manual of Administrative Operations (“**MDRC Manual**”), it was discovered that it consists of two (2) parts: a part constituting the manual which describes the history of MDRC, the work of MDRC, and the structure of MDRC and a part which contains the grant policies and procedures. The Policies and Guidelines of the General Assembly Church Loan Program Endowment Funds are a separate document from the MDRC Manual of Administrative Operations.

The PMA Manual requires that the MDRC Manual (Attached) be reported to the Worshiping Communities Committee and that the grant and loan policies and procedures be recommended to the board for approval. The purpose of this Information Item and an Action Item related to MDRC grant policies is to bring the practices for both documents into alignment with the requirements of the PMA Manual and ratify past changes to the grant policies and procedures and all actions taken pursuant to those changes. A separate Action Item is being presented to the Worshiping Communities and the Finance Committees to secure approval of the MDRC grant policies.

In 1988 the former Evangelism and Church Development Ministry Unit Committee appointed the MDRC to administer the Mission Program Grant and Church Loan programs. The primary focus of the MDRC is to respond faithfully to the church growth commitment of the Presbyterian Church (U.S.A.). This work is conducted in partnership with partner congregations and mid councils engaged in church growth mission through the allocation of grants and loans.

PRESBYTERIAN MISSION AGENCY BOARD
April 15-17, 2015
Evangelism and Church Growth Ministry Area

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PRESBYTERIAN CHURCH (U.S.A.)

**MANUAL OF ADMINISTRATIVE OPERATIONS
FOR THE
MISSION DEVELOPMENT RESOURCES
COMMITTEE
AND
OFFICE OF MISSION PROGRAM GRANTS**



NOVEMBER 2014

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Applications and resources are available through the Mission Program Grant web site at <http://www.presbyterianmission.org/ministries/missionprogramgrants/>.

For information about Presbyterian Mission Agency Church Loans, please contact Jim Rissler, Ben Blake, Jason Peterson, or Judy Walton at the Presbyterian Investment & Loan Program (800) 903-7457 or <http://pilp.pcusa.org/>.

INTRODUCTION

This manual describes the work of the Mission Development Resources Committee (MDRC) and the grants sponsored through the Office of Mission Program Grants. The contents remain flexible allowing amendments and additions to be made as recommended by the committee and approved by the Presbyterian Mission Agency Board.

Mission Development Resources Committee

In 1988 the former Evangelism and Church Development Ministry Unit Committee appointed the MDRC to administer the Mission Program Grant and Church Loan programs. The primary focus of the MDRC is to respond faithfully to the church growth commitment of the Presbyterian Church (U.S.A.). This work is conducted in partnership with partner congregations and mid councils engaged in church growth mission through the allocation of grants and loans.

The MDRC implements its work through the following functions:

- Allocating of grants for new worshiping communities and presbytery support for continual congregational transformation;
- Originates and oversees the repayment of Presbyterian Mission Agency loans to new and existing congregations for site acquisition, building construction, renovation, and other related projects;
- Recommends policies, procedures and guidelines that govern grant and church loan programs;
- Interprets the purpose and availability of the grant and church loan programs to the whole church, instilling hope for future ministry to keep the church alive and growing;
- Responds in partnership with mid councils to new and emerging ministries;
- Grants office staff and/or MDRC members conduct consultations and training events in order to provide information related to the preparation of written proposals, funding policies and procedures;
- Annually reviews and recommends to the Presbyterian Mission Agency excellent new congregations nominated to receive Sam & Helen R. Walton Awards.

Church Loan Program—Coordinated Loan Program

The Church Loan Program (CLP) is part of the Coordinated Loan Program with the Presbyterian Investment and Loan Program (PILP), providing a coordinated lending service for all related churches and presbyteries. A joint loan team composed of MDRC Church Loan Team members and PILP Investment and Loan Policy Committee members to review and make recommendations on joint loan applications.

The MDRC reviews and approves policies and procedures for the CLP and the PILP Board conducts reviews of their respective policies and procedures. Policies and procedures for the CLP are available from PILP.

Presbyterian Mission Agency Board

The MDRC is accountable to the Board and conducts its work in consultation in the following ways:

- Communicates with the church regarding the work of MDRC;
- Nominates persons to serve on MDRC;
- Funding and budgetary matters;
- Sam & Helen R. Walton Awards;
- Issues related to establishing policies, new funding categories and new priorities;
- Reporting annually on the work of MDRC;
- Other related matters.

COMMITTEE STRUCTURE

Membership

The MDRC is comprised of thirteen (13) elected members, one of whom must be a Presbyterian Foundation Representative. Members are eligible to serve two four-year terms. The Worshiping Communities Committee of the Presbyterian Mission Agency and the Board of PILP each assign a member as liaison to the MDRC.

Preferred skills and abilities (experience and expertise) required for the work of the committee include, but are not limited to:

- Establishing new worshiping communities and/or leading congregational transformation;
- Mid council level church development work;
- Real estate knowledge;
- Lending, including credit analysis, risk management, loan documentation, and related legal matters;
- Ability and willingness to work with a committee to analyze funding requests, and review voluminous and detailed information in a short period of time;
- Ability to maintain confidentiality.

Committee Teams

The MDRC is organized into three teams to facilitate and carry out specific tasks and the ongoing work of the committee. In consultation with committee members and staff, the Chairperson annually appoints Team Coordinators, members, and task groups as necessary. Decisions and activities conducted by a team or task group are reported to the MDRC following the action taken. Ordinarily, face-to-face team meetings are held during the spring and fall meeting of the MDRC. Four other conference calls will be held between face-to-face meetings in order to conduct the business of the committee, reduce travel expenses, and enhance the committee's ability to be responsive to the needs of the denomination.

Coordinating Team: Supports and coordinates the work of the MDRC, and assumes decision-making responsibility between meetings. Cares for the members, giving full expression to the rich diversity within the committee and promotes inclusiveness in their activities and work; presents nominations for Chairperson and Vice-chairperson; and assists with the membership nominating process. Walton Award nominations will be reviewed jointly with the Grants Team.

Grants Team: Members are responsible for establishing policies that guide the grant programs and for reviewing grant proposals, consulting with applicants, Presbyterian Mission Agency staff reviewers and coaches, and making funding decisions in collaboration with fellow team members. Members are responsible for reviewing progress reports of funded projects. Team decisions are to be reported to the whole of MDRC and shared with appropriate Presbyterian Mission Agency staff.

Church Loans Team: Members are responsible for establishing policies that guide the church loan program and for reviewing and approving loans which are to be funded from endowment dollars that have been gifted for church development. PILP funds are investment dollars that individual Presbyterians, congregations, mid councils, Presbyterian Mission Agency and the Presbyterian Foundation invested for church development.

Committee Officers

The MDRC annually elects a Chairperson and a Vice-Chairperson as needed. Officers are ordinarily elected for a term of one year and are eligible to be re-elected for additional terms as circumstances demand. The Chairperson serves as the leader of the Coordinating Team and as an ex-officio, voice without vote, member of the Grants and Church Loans Teams. In the absence or disqualification of a team member that results in the failure to obtain a quorum, the Chairperson shall be an alternate with voice and vote. In addition, the Chairperson shall serve as lead reviewer at the invitation of Team Coordinators.

Meeting Schedule

The MDRC normally meets face-to-face during the spring and fall. Grant proposals will be reviewed and funding decisions made according to the following schedule. MDRC will strive to meet on or within one working day of the scheduled review dates. In the event that a proposal is not approved, resubmission for consideration is possible. Resubmitted proposals must address the cause(s) for denial and be received by the grants office no later than 10 working days prior to the next regularly scheduled review date.

<u>2015 Cut-off Date For Receipt Of Proposals</u>	<u>2015 Review Date</u>	<u>Proposals Received After The Monthly Cut-Off Date, Will Be Reviewed</u>
February 11	March 9-10*	April 15
March 11	April 15	May 13
April 15	May 13	August 10
July 15	August 10*	October 14
September 16	October 14	November 11
October 14	November 11	March 7, 2016

* Face-to-Face MDRC Meeting

New Worshiping Community Seed Grant proposals are not bound by these dates and therefore may be submitted for consideration at any time.

Walton Award Nomination Deadline: Nominations need to be filed for each nominee and received in the Office of Mission Program Grants by January 31st of each year. The 2015 MDRC Review Date will be March 9–10.*

Training Events

Related program staff and/or MDRC members will plan and implement training events for mid council staff and leaders in the following areas:

- Providing assistance in grant and loan application preparation;
- Developing models of planning and strategy based on other successful projects;
- Discovering creative and experimental ventures in new projects;
- Gaining an understanding of grant funding;
- Other areas of skills development training as requested.