

Presbyterian Church of Victoria
MINISTRY DEVELOPMENT COMMITTEE
MINISTRY GRANT APPLICATION FORM - 2016-2017

FOR SUBSIDY, SECOND-WORKER, AND CROSS-CULTURAL WORKER GRANT APPLICATIONS TO THE MDC
 (For **ongoing** second worker applications please just provide a report of
 work done and an up to date audited financial statement and APR.)

There is a total of 4 pages - please complete all pages including budget
 - please read and follow the relevant guidelines - available on MDC website - prior to filling out the form.
 - The MDC operates on a financial year basis
 (All applications should be received by the MDC no later than 12th May - use extra paper if required)

Home Mission Station or Parish Presbytery.....

Home Missionary or MinisterSignature.....

Name and Address of Treasurer

.....

.....

Name & Signature of Moderator (if applicable).....Signature.....

Circle Grant Type: PARISH SUBSIDY / SECOND WORKER GRANT / CROSS CULTURAL WORKER GRANT

Amount requested \$.....

Please give details of any grants, loans or subsidies received during the past five years:

Year					Most Recent
Amount received					

Number of consecutive years up to this year that the parish has been receiving a subsidy: ____ years

The Ministry Development Committee seeks to assist as many needy congregations as possible each year. To enable new requests to be met, the committee seeks to reduce renewed subsidy requests by at least 25% each year. If you believe your subsidy should not be reduced or if you are seeking an increased amount, please state your reasons in an addendum to this form.

SUPPORTING INFORMATION

Number of Communicant Members: Number of Adherents:

Attendance at worship **per week** averaged over the last six months:

Adults Children Total

What is the trend in attendance over the last 12 months? Decreasing / Static / Increasing

Tithes and Offerings **per week** averaged over the last six months: \$.....

Have you applied for a Sustentation Grant from the Maintenance of Ministry Committee Yes / No
 (Does not apply to Home Mission Stations)

SUPPORTING INFORMATION

Please give details of the **systematic and self-denying** efforts your congregation has pursued in an endeavour to provide for the physical and spiritual needs of the congregation:

Give details of the Home Mission Station's or Parish's plan, perceived prospects for future growth, and your vision for achieving it in both the short term (next 2 years) and the medium term (next 5 years):

What ministries have occurred during the previous year which have brought church members into personal contact with non-churched members of the community?

Give succinct reasons for this application. Include an explanation of how this grant will impact outreach into your community:

Forwarded to the Presbytery of for appropriate action and transmission to the Ministry Development Committee.

.....// 20..... (please sign)
Session Clerk Treasurer, Board of Management

PRESBYTERY ACTION

Remarks (include all information that will assist the Committee):

Priority assigned for the advice of the MDC - ____ / ____ (eg. "A/2" or "C/3")

Approved and forwarded to the Ministry Development Committee

.....// 20..... (signed)
Clerk of Presbytery

*Presbytery Clerk, please send this form (all 4 pages including Worksheet) and related documents to:
Ministry Development Committee, Presbyterian Church of Victoria, 156 Collins St, MELBOURNE VIC 3000.*

**WORKSHEET FOR MINISTRY GRANT APPLICATIONS TO THE
MINISTRY DEVELOPMENT COMMITTEE 2016 - 2017** PARISH NAME _____

1) Current and future Giving

- a) Total congregational giving for the previous audited financial year (14/15) \$ _____
- b) Total congregational giving (estimated) for current financial year (15/16) \$ _____
This figure to Column A page 4
- c) Total congregational giving for the next financial year (budgeted) (16/17) \$ _____
This figure to Column B page 4

2) Calculation of Total Potential Income and Assets

A) Congregational Giving - Write in the budgeted amount from (c) above \$ _____

B) List all Other Available Funds in Operating account / Savings / Investment/ Term Deposit accounts where the funds are available to the congregation to pay for ministry.

- a) Operating Acc Est at 30th June \$ _____
- b) Savings Account _____ \$ _____
- c) Term Deposits _____ \$ _____
- d) Investments/Common Fund _____ \$ _____
- e) Other _____ \$ _____

Subtotal of Available Funds \$ _____

C) List other grants/subsidies applied/eligible for:

- a) Maintenance of Ministry \$ _____
- b) Other eg PIM/HCCC \$ _____

Subtotal of Grants \$ _____

D) TOTAL \$ AVAILABLE TO PAY FOR MINISTRY: \$ _____

(Add the above subtotals of A), B) and C))

(Where significant available funds are held by a congregation the MDC has an expectation that the parish should draw on a reasonable proportion of those funds first.)

E) List any other accounts where funds held are NOT available to Congregation for ministry purposes.

(Reasons for Funds being NOT AVAILABLE should be given - eg Bequest, Sites Reserves)

- a) _____ \$ _____
- b) _____ \$ _____

Please show the Grant amount requested in the budget figures for the next Financial year (Column B) on Page 4 as well as showing estimated figures to the end of the current Financial Year (Column A) Page 4.

== Notes on the reporting of Assets on this Worksheet

- If excessive funds are reserved by a parish for repairs & maintenance the MDC may seek evidence for the cost and timing of those repairs.
- Where you have listed funds under (E) as being unavailable the MDC may seek further clarification or it may make enquiries through the Church Office if funds are held by the Church.
- It is important that you supply an up to date Annual Parish Report and audited figures.

MDC Grant Application – Estimates and Budget Sheet			
	APR Ref No. (P1 APR Form)	A – Est. Current Year 2015 / 2016	B – Budget Next Year 2016 / 2017
<u>INCOME</u>			
Offering * open plate, envelopes, electronic	1		
Rent/Donations Use of Facilities outside groups, wedding fees	2		
Donations			
Fundraising	3		
Mission & Wider Work mission fund offerings, special collections for mission and social service purposes	4		
Investment Income	5		
Grants – Maintenance of Ministry – Sustentation/Super Subsidy			
Grants – Ministry Development			
Grants – Evangelism			
Bequests	6		
Other- please give details			
Congregation Transfers to Federal Board	19		
Contributions from Capital / Reserves			
<u>TOTAL INCOME</u>			
<u>EXPENDITURE</u>			
Minister's - Total Remuneration * stipend, NCB, manse allowance, extras	8		
Minister's – Add-Ons superannuation, disability/indemnity ins, , LSL pulpit supply, ministry tools, Relocation Costs	9		
Second Workers – Total remuneration	10		
Second Workers – Add Ons – superannuation, disability/indemnity ins, LSL pulpit supply, ministry tools	11		
Office & Administration + Staff phone, stationery, office costs, wages, Relocation Costs	12		
Evangelism - All expenses related to outreach	13		
Mission & Wider Work - payment of special collections for mission and social service purpose	14		
Congregational - Advertising, gifts, supplies, Sunday school, youth group, public liability, music including copyright, supply/travel fees	15		
Property Expenses – Church, Hall Maintenance	16		
Improvements	16		
Utilities, Insurance, Cleaning, Rates	16		
Property Expenses – Manse Maintenance	17		
Improvements	17		
Utilities, Insurance, Cleaning, Rates	17		
Rent Paid for buildings used for church services or other activities	18		
GMP Budget Allocation			
Assembly & Presbytery Rates			
Loans – interest payments			
Other – please give details			
Congregational Transfers to Federal Board	19		
<u>TOTAL EXPENSES</u>			
SURPLUS / (DEFICIT) Income subtract Expenses			
Expected Bank balance (Operating Account) 30th June			
* see Annual Parish Report Form page 1 for full details of codes			