



Commission on Ethnic Ministries
2015 Application for Funding

Beyond the Doors
Application
2015

Due: March 2, 2015

Project Period: April 2015 through March 2016

Beyond the Doors, Mission Field Engagement

A Program of the Commission on Ethnic Ministries

Pacific Northwest Conference

United Methodist Church

What is it?

Beyond the Doors, Mission Field Engagement is a program of the PNW Conference Commission on Ethnic Ministries focused on inviting racial/ethnic (persons of color) and linguistic communities (first language other than English) into relationship with the United Methodist Church locally. *Beyond the Doors* focuses on the mission field of the established faith community (local church or fellowship) and supports the faith community in ministry beyond its doors.

Why offer such a program?

Making disciples of Jesus Christ for the transformation of the world is the mission of The United Methodist Church globally.¹

The vision of the PNW Conference, adopted in 1999, challenges the church to reach the diversity of peoples present in the conference. This program will assist faith communities in fulfilling the vision of the Pacific Northwest Conference, which reads as follows: *The PNWAC is called to be a community diverse and united in God's saving love, sent out in vital life-giving ministry for and with Jesus Christ.*

What will the program accomplish?

- Increased diversity in constituency and membership of the faith community
- Increased connection with the mission field
- Transformation of lives through connection with God and neighbor

What support is offered?

Successful applicants will receive \$3,900 a year (\$325.00 a month) to assist in employing an outreach worker to reach beyond the doors of the established faith community. Funding is for **personnel costs** associated with the program. Please see the attachment for explanation of tax status.

The commission may renew grants at a 10% decline per year for two additional years (total of three years) with proper and timely reporting by the recipient. Those eligible for renewal will be reviewed annually in March. Significant deviation from the project approved in the initial application will require a new application.

Who is eligible to apply?

Faith communities and extension ministries of the Pacific Northwest Conference are eligible to apply.

¹ *The 2012 United Methodist Book of Discipline*, pg 91.

What are the requirements?

1. Program design that is:
 - Outwardly focused
 - Serves racial/ethnic or linguistic communities in the mission field of the applicant
 - Offers spiritual, intellectual, physical and/or social support that is clearly linked to the mission of the church: *To make disciples of Jesus Christ for the transformation of the world*
 - Owned by the applicant in visible and tangible ways
2. Applicant willing and able to:
 - Administer the program, including *employing* the Outreach Worker²
 - Support the outreach worker for planning and implementation of outreach plan
 - Support the program financially
 - Establish measures of effectiveness
 - Report to the Commission on Ethnic Ministries on a quarterly basis. Reports will be due July 15, October 15, January 15 and April 15 of each funding year for activities in the prior quarter.

What are the criteria for decision-making for initial application?

- A clear, compelling and feasible vision for the ministry in years 1, 2 and 3, including who will be involved, what needs of the community will be addressed, who will serve and who will be served. The vision should identify objective measures and examples of hoped-for stories of transformation for those served and those serving.
- Feasibility of the project to reach the mission field³
- Applicant's ownership of the proposed program
- Plan for decreasing conference support for the ministry over time

What are the criteria for continuing funding beyond the first year?

- Evaluation of the project based on the criteria above, including the effectiveness of the project in meeting the clear, compelling and feasible picture of what will happen as a result of the ministry. It is assumed that approved ministries will be funded for three years unless the project changes or the project does not meet its vision.

2 Persons receiving compensation for the outreach work will be employees of the applicant local church or extension ministry. Please see the attachment for clarification. The applicant must maintain required tax records on behalf of the employee.

3 The mission field of a local faith community is its parish, whether defined geographically or by affinity group. The mission field will change with the context of the local faith community. For example, in a densely populated urban area, the mission field may be a 1-mile radius around the local faith community; in a rural area, the mission field may encompass a 20, 30 or 40-mile radius. In other cases, the mission field may be a particular ethnic, cultural or linguistic group.

Who can provide assistance as we write the application?

On Thursday Feb. 12, 2015, the Commission on Ethnic Ministries will hold applicant support sessions via Skype or in-person at the Conference Offices to clarify granting requirements and assist applicants in shaping their proposals. Presentations on the Beyond the Doors program and New Life program will be offered at 10AM and 2PM. In addition, individual consultations with Kristina Gonzalez, Director of Leadership Development for an Inclusive Church, are available, on the same date, by appointment.

To schedule an applicant support session or an individual consultation, please contact Patrick Ferguson, Program Assistant for Leadership and Congregational Development at pferguson@pnwumc.org or 800-755-7710 x302 to schedule an appointment.

Deadline for Applications

Applications must be **received by March 2, 2015** at the PNW Conference Office, PO Box 13650, Des Moines WA 98198 or by email to Patrick Ferguson at pferguson@pnwumc.org. Please note that the ***signature of the District Superintendent is required*** for the application to be considered complete.

Additional deadlines may be announced if funding is not depleted in the first round of applications.

Granting period: April 2015 to March 2016

Application
Beyond the Doors, Mission Field Engagement
April 2015 to March 2016

Applicant:

Address:

Contact Person:

Telephone:

1. Mission Field

Describe the mission field. Who is included in the mission field? Where is it located? What cultivation has taken place, if any, to prepare the soil for an outreach ministry? What do you know about the needs of the mission field? Who did you consult about the needs? (The Local Faith Community Self-Assessment process may be useful in answering this question.)

<type your answer here>

2. Who will be served and how?

What ethnic/racial or linguistic community(ies) will be reached through this ministry?

<type your answer here>

3. What will happen as a result of this ministry?

Paint a clear, compelling and feasible vision for the ministry in years 1, 2 and 3, including who will be involved, what needs of the community will be addressed, who will serve and who will be served. The vision should identify objective measures and examples of hoped-for stories of transformation for those served and those serving.

<type your answer here>

4. Assignment and Responsibilities

What is to be the assignment of the outreach worker? What are the specific duties that will be required of this person? Generally, what will happen in this ministry? If a detailed plan has been developed, include it here.

If the proposed outreach worker is known, attach a profile indicating the person's background, experience and training. Include a discussion of how the gifts and graces of the leader match the proposed placement (location, responsibilities, culture etc.).

If the outreach worker is not known, how will you find the right person to do the work?

<type your answer here>

5. Partners

Who are the partners that will support this ministry? (hosting faith community or extension ministry; social services organizations; schools; etc.) If the support is financial in nature, include in the narrative below and in the budget. What steps have been taken to prepare the partners for this work?

<type your answer here>

6. Accompaniment

Who will support the Outreach Worker spiritually and strategically in the ministry?
Will the hosting pastor play a role? Will there be support committee established?

If the proposed Outreach Worker is clergy with a current assignment to reach out to the mission field, how will this program expand the opportunity for reaching new people?

<type your answer here>

7. Goals and Accountability

Describe goals for the following intervals:

- 1 Year
- 2 Years
- 3 Years

List strategies to be employed to reach the goals. These goals and strategies should expand upon the vision described above (What will happen as a result of this ministry?)

How will the ministry be evaluated and by whom?

<type your answer here>

8. Budget

Please modify the table below to accommodate your budget categories or submit an Excel Spreadsheet.

The detailed annual budget should include:

Income Sources and Amounts (Indicate whether the sources are approved or pending)

Expenditures (Include all personnel costs.)

Income Source	Amount
Beyond the Doors (pending)	\$3,900
Hosting Faith Community	
Other	
Expenditures	
Personnel	
Outreach Worker Salary	
Payroll Taxes	
Accountable Reimbursement	
Program	
Equipment	
Food	
Transportation	
Other	

Signatures:

Pastor	Date	Proposed Outreach Worker, if known	Date
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Date

District Superintendent*

*Signature is to ensure that the district superintendent knows about the application. It does not imply an endorsement of the application.

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Attachment Employee Status

General Information

Two classes of employees may be considered for this work. Please determine which class is appropriate for your project. Submittal of an application will be confirmation that the applicant is clear on tax status of the employee and is willing to administer the program. The descriptions below are not to be considered as legal or financial advice, but as information only. Applicants should research and determine the appropriate tax status of their employees.

The program requires that the applicant employ the Outreach Worker. All employee-related filings (Federal Form 941 and/or State L&I) are the responsibility of the applicant.

No Outreach Workers will be treated as independent contractors for purposes of this program.

Class One

Functioning in the role of spiritual leader or clergy

If the Outreach Worker is functioning as a spiritual leader or in the traditional roles of clergy (for example preaching, teaching, sacraments), then the Outreach Worker will likely be considered as clergy for tax purposes, whether the person is lay or clergy.

While still an employee of the applicant, the Outreach Worker in this category will file his/her quarterly estimate of taxes with the Internal Revenue Service, and will receive a W-2 for wages earned.

Class Two

Functioning as Employee

An Outreach Worker in this category functions under the guidance and supervision of the applicant. All Outreach Workers who are not functioning in the role of spiritual leader or clergy are considered regular employees of the applicant.

Outreach Workers in this class will have payroll taxes withheld and will be issued a W-2 at the end of the tax year.

The applicant will withhold all required payroll taxes and remit withheld taxes and employer portion of Social Security Taxes to the Internal Revenue Service.