

TRI-PRESBYTERY NEW CHURCH DEVELOPMENT COMMISSION ANNUAL MINISTRY REPORT

Date Prepared: _____ Person Preparing Report: _____

Date/Time of Annual Advisory meeting: _____

Presbytery: _____ Phone: _____

New Church: _____ Cell Phone: _____

Pastor(s) / CLP: _____ PCUSA PIN (if known) _____

Mailing Address/City/State/Zip: _____

New Church Location (meeting address): _____

Primary Contact E-Mail (Role in church): _____

Church website or Facebook Group: _____

Date of organization: _____ New Church Status: Fellowship/Pre-NCD/NCD/Chartered

Date Current Status was approved by NCDC: _____

INSTRUCTIONS: After completing the report, send the completed report to the NCDC office by e-mail attachment. This document needs to be received in the NCD office at least 10 days prior to your conversation with the Oversight/Advisory Team. This form is also available via the NCDC web page, www.tripresbyteryncdc.com, or by e-mail from the NCDC office. If you have questions or concerns about this process, or about filling out this report, please contact your new church liaison.

Part A: In narrative form, on no more than three pages, please respond to the following:

1. When are the regular meetings of your church?

What time do you meet for worship? What other regular times do you gather (fellowship, prayer meetings, children's programs, etc.)? Are there special events that occur monthly/annually?

2. What joys and celebrations have taken place in the past 12 months?

Which ministry opportunities have worked well? What has excited your congregation? Are you seeing spiritual transformation taking place in certain aspects of your church's ministry?

2. What concerns does your new church currently have?

What are the concerns that are either imminent or have already surfaced? Briefly describe what is not working or causing your church difficulties, and share what you are doing/might do to solve these problems.

If your overall ministry plan is not delivering the results for which you had planned, briefly share a new approach that may lead your project in a new and more effective direction.

3. Briefly list and describe your church's goals during the past 12 months. Reflect below about which goals remain, and which were reached.

4. Briefly list and describe potential goals you are considering for the next 12 months. How do you anticipate involving others in meeting these goals?

5. Over the past 12 months, what special training or enrichment opportunities have leaders in the church participated in to enrich your ministry? Please briefly describe.

6. What is the mission and vision of your church?

Does your congregation have a statement with which members and participants are familiar? If someone asked an average member what God's vision is for the project, what might he or she say? If you do not have a sense of the mission and vision, what resources and help might you need to begin prayerfully discerning them?

7. Describe who is coming to your church and whose lives are enriched by your ministry? How do people join your congregation (how is "membership" recognized and prepared for within the church)?

8. How many members do you have? On average, how many people (members and guests) attend worship, Christian education, or other events? What are the ages represented in the programs, on average?

Have there been changes in numbers of people participating in your church's ministry over the past year, such as more or fewer people or different people than a year ago? Describe the reasons for these changes – what you have done to attract new attendees, what you are doing to address the problem of declining attendance.

9. Describe the diversity of members/participants in terms of socio-economic, racial/ethnic, generational, cultural and linguistic diversity. Approximately what percentage of the membership is represented in each group?

10. What advice would you give to a new church starting now? Describe what could have been done differently for your church or you would recommend doing the same way.

11. Consider and briefly describe below how your church may feel called and excited to assist/partner with new or established churches enrich our common ministry.

12. Provide a brief history of the church (with significant dates), highlighting accomplishments and difficulties, and the church's vision for the future.

13. Share briefly below the following about the pastor(s) of your congregation: denomination in which ordained (dates), PCUSA presbytery of membership (if applicable), preparation for ministry (including schooling/special training).

14. If you are receiving grants or significant funding, please describe the source of the funding. What are your long-term plans for financial sustainability?

15. What are some of the most important needs of the group?

16. In what ways can the presbytery and the NCDC support your group better?

17. For the pastor(s)/church leader: In what ways has your vocation changed in the past year? Please describe briefly how you use your time and talents while engaged in the mission of your church. Please also indicate whether you are working part-time or full-time as pastor/leader of this project. If you have other vocational activities, please share with us.

Part B: Supplementary Information

1. BUDGET: Please attach a detailed statement of your church's financial position. This statement should show a detail of the church's income and expenses for the past year (2010), and budgeted year-to-date income and expenses for this year (2011). *It's acceptable to attach, without comment, a copy of your actual income/expense statement if you have one. If you need assistance in creating or formatting a budget, please indicate this on the form and provide a draft copy of a budget.*

2. LEADERSHIP: Who, besides the pastor, contributes to leading and steering the church? How does this group function? Describe the leadership team, steering team, or other body within your church. Please also attach a list of the names, ages, and genders of those on this team. *How would this group like to engage in leadership development? Does the group need clarity or advice from the NCDC about anything?*

3. DISCIPLES: Please provide an attendance list or spreadsheet of the names and approximate ages of all current members of your church (including children), with brief contact information. If congregation members have special gifts, we would love to know this, too. [Note: B2-3 can be combined. We will keep this information confidential for Presbytery records and demographic information.]

4. Please also provide the following, or indicate if you do not have these documents:

Your liaison can assist you in obtaining the following information if it is determined during your annual Ministry Advisory Meeting that the time is right for your new church to have the following:

- **A copy of property liability insurance, if you have it for the building in which you meet (or a letter indicating that your host congregation includes your church in its liability policy);**
- **A copy of the lease/mortgage for church's primary location;**
- **A copy of the new church's Federal Employment Identification Number (EIN), and 501c(3) letter recognizing it as a non-profit organization of the state of Georgia**
- **A copy of the church's by-laws and Articles of Incorporation**

Date

Pastor/Leader of New Church Development

Date

Leadership Team Member or Clerk

Date Received

New Church Liaison