



Southeastern District

The Lutheran Church – Missouri Synod

York County, PA · Delaware · District of Columbia · Maryland · Virginia · North Carolina · South Carolina

The Rev. Glenn Lucas
Executive Director for Mission Development
6315 Grovedale Drive
Alexandria, VA 22310-2501
www.se.lcms.org

5 August 2009

Dear Partner In Mission:

It is time to submit your mission grant request for 2010. Enclosed is the Mission Grant Application packet. You will notice that the packet includes several items. These are designed to help you think through your ministry before you submit your request. Your Region Mission & Ministry Facilitator, Circuit Mission Advocate, or the Director for Mission Development will review the information submitted in preparation for his or her visit with you. The information will also be used in making final decisions about your grant request. **It is important that you complete the entire packet.** Make a copy of your request for your own records. **Return the entire completed Mission Grant Application by September 15, 2009 to glucas@se.lcms.org.** The Southeastern District will not award a grant to a ministry that has not submitted a completed grant request packet. This is NOT the Mission Report form you will be asked to complete after your grant has been approved.

IN THE MISSION GRANT APPLICATION PACKET:

MISSION GRANT APPLICATION PART I

Pages 1 - 2

2010 MISSION PLAN:

Share your specific ministry plan for the year 2010 by identifying critical targets in key areas, Goal(s), and strategies. Good goals are SMART (Specific, Measurable, Achievable, Relevant, Timed). You must provide goals for *Outreach, Ablaze Faith Sharing, and Daughter Church Planting.*

Pages 3 - 5

THREE YEAR PLAN:

We would like your mission to share with us where you believe God is calling you to be in the next three years. You must provide a specific plan for sustaining the ministry beyond the period of the SED grant.

Page 6-7

STATISTICAL DATA

This page helps the Circuit Mission Advocates and SED Staff get a feel for your ministry's outreach and in-reach efforts.

- Complete the statistical data for 2008 and 2009.
- Share any other information you believe the Circuit Mission Advocates and SED Staff should consider.

MISSION GRANT APPLICATION PART II

Pages 1 - 4

FINANCIAL AND STATISTICAL INFORMATION

This 4-page document will provide the SED with necessary information on your congregation's history, information for the current year, and projections for next year and future expectations related to budget, membership and worship attendance. To complete the document you should work through the costs of any programs and activities that will be part of your ministry during the coming years. Project other costs such as salary, debt retirement, and utilities. Develop an understanding as to the financial support that your membership will be able to provide toward your ministry. Round off figures to the nearest whole dollar. Use a computer to complete this

document.

The following may be helpful in completing Part II:

- **Cooperative Efforts** include any budgeted expenditure of congregational funds by which the congregation enables the church's mission beyond the local congregation. Examples of *Cooperative Efforts* would be: *Mission Partnership Support*, gifts/pledges for mission through District and Synod, institutions of healing and health, local social service agencies, etc. Do not include any anticipated disbursement made through the congregation's treasury to an organization for which you are making an appeal for special funds, since in that instance you are using non-budget income for a non-budgeted disbursement.
- **Local Ministry** includes any budgeted expenditure of funds for any program or materials by which the congregation pursues the functions of the congregation in accordance with the Great Commission: witness, worship, service, nurture, fellowship, and stewardship. Please note on line B.5. Education, do not include pre-school or day school amounts. Attach separate budget document for school.
- **Personnel** include any budgeted expenditure of congregational funds for any person actively engaged in the congregation's mission and ministry.
- **Building** includes any budget expenditures of congregational funds for the provision and care of a building for the congregation's mission and ministry.

Note: *If your congregation is engaged in a building program, please attach a complete summary of building expenses and income. Do not include building project costs within the operating budget. Debt repayment is included once the project is completed and the loan has been amortized.*

- **Administration** includes any budgeted expenditure of congregational funds for any service or supplies that aid the functioning of the congregation and the church office.
- The **Summary Page** budget information should correspond to the budgeted information from pages 1 and 2.
- The **Current Resources and Liabilities Summary** on page 4 should list all actual assets in accounts and outstanding liabilities.

Intentional Ministry Worksheet

This worksheet is included to help you plan specific ministry areas. You do not have to return it with your application.

Mailing Instructions

1. Make a copy for your congregation's records.
2. Email the completed files of your Mission and Ministry Grant Application and other supporting documents to the Glenn Lucas at glucas@se.lcms.org no later than September 25.

The SED will make copies for forwarding to your regional facilitator, circuit counselor and mission and ministry representative.

The Mission Grant Packet has been mailed in August to afford your ministry enough time to complete the strategic plan and projected budget in a reasonable time frame. The September 15, 2009 deadline is important because your mission representative(s) needs to be able to meet with you prior to the end of

"Creative partnerships resulting in congregational renewal and Kingdom growth"

October. Grant determinations will be made by December. You will be notified of the status of your request as soon as possible after the District's budget has been set by the Board of Directors. Note: No applications received after September 15, 2009 will be considered.

Mission Grant Application Timetable

Grant Request Packet Mailed:	Week of August 3, 2009
Grant Request Returned By:	September 15, 2009
Mission Representative Visits & Recommendations:	September 2009
Executive Staff Grant Meeting:	October - November 2009
SED Board of Directors Finalize Budget:	December 2009
Grant Notification:	January 2010

If you have questions or need assistance in completing this form please contact your Region Mission & Ministry Facilitator.

Yours in Christ's service,



Rev. Glenn A. Lucas
Philippians 3:12

Enclosures