

# **ROCKY MOUNTAIN DISTRICT GOSPEL GAP PARADIGM**

## **CIRCUIT APPLICATION/REQUEST FOR DISTRICT FUNDING**

### **Expectations**

Resolution 2012-1-01B: TO ADOPT A CIRCUIT-BASED MISSION MODEL (GOSPEL GAP PARADIGM) was adopted at the 2012 District Convention. This mission model was proposed as a means to move away from a top-down mission approach to a more grass roots, local mobilization approach. The model is designed to empower multiple congregations to collectively support greater outreach within their circuit. The greatest sense of ownership for the success of the Circuit Gospel Gap (CGG) mission resides with the Circuit.

Circuits are encouraged to collaborate in identifying ministry gaps to reach the unchurched or underserved populations within their respective circuits. A missional initiative should be developed to fill the gap through an inclusive process of congregations in the circuit.

Because the district circuits are diverse, it is anticipated that their CGG initiatives will likewise be diverse. Therefore, the nature of support by any given number of congregations is not prescribed but is rather expected to be determined by the nature and needs of the initiative.

If an initiative does not require a high degree of "hands on" involvement by the majority of congregations it is expected that, at a minimum, the majority of congregations be involved or represented in the process to identify the gap and given the opportunity to provide input in the selection of the missional initiative to address it. Hence, a congregation should have buy-in to commit to participating in, and/or funding the initiative in ways that are conducive to the needs of the initiative and within its resources.

### **District funding support**

The circuit is expected to strive for self-sufficiency in meeting the funding obligation of its CGG initiative. This may include several congregations sharing costs and raising funds for the ongoing development and maintenance of the initiative.

If the circuit determines that all available means for funding of the CGG initiative are inadequate to launch and ground the initiative, it may submit an application for funds from the district. Submission of the application should be done by a congregation designated by the circuit to liaison with the district office.

In keeping with the spirit of the circuit-based Gospel Gap Paradigm, funding requests to the district office should be viewed as "seed money" aimed at initial start-up costs or the early stages of development as opposed to ongoing maintenance cost.

The district will review a circuit's funding request only on an annual basis. Future funds cannot be guaranteed. Circuits are urged to plan accordingly and not over-rely on external support going forward.

### **Selection of circuit liaison**

To facilitate a circuit's application for funding, each Circuit must identify a congregation as the Point of Contact for the District. This congregation will likely be a strong advocate for the growth and support of the CGG mission and can communicate about the goals and status of the CGG on behalf of the circuit. Responsibilities are to: 1) Receive the district funds and provide fiscal oversight of their utilization, i.e. accounting and record keeping, expenditure reports, etc., and 2) Ensure that information or reports requested by the RMD are completed and submitted.

### **Instructions and explanations**

This Excel workbook provides one placeholder for submitting to the RMD an application for CGG funding, including the budget, as well as filing progress and financial reports. Specific instructions for how to submit the file appear at the bottom of these instructions.

1. Inform the funding committee with enough information to indicate that two key elements of the CGG are present and therefore the CGG is eligible for district funding. Elements are:
  - a. Multiple congregations were included in the process for determining the gap and the missional initiative to address it.
  - b. Multiple congregations continue to be involved in ongoing support to foster its success and to strive for self-sufficiency from resources within the circuit.
2. Funds provided to the circuit will be invested in circuits that hold true to the convention resolution for adopting a Circuit-based Gospel Gap missional initiative.

Worksheets are paginated for printouts, pre-populated with calculation formulas where needed, include check boxes to reduce the amount of text-based information needed, and request only brief descriptions within space limitations. Worksheets required to be submitted to the RMD have black shaded tabs with white text labels. The worksheets included in this workbook are:

<b>Worksheet Tab Label</b>	<b>Purpose</b>
1. Expectations and Instructions	Provides background, expectations, and instructions for completing worksheets to submit to the RMD.
2. Circuit Funding App to RMD	Provides a 3-page fill in the blank form to describe the CGG missional initiative, the process for identifying the Gospel Gap and resulting response, the degree to which the CGG initiative has circuit-wide support, and goals for what the circuit hopes to achieve.
3. Funding Application - Budget	Provides a 1-page form for the Circuit to identify budgeted categories, the amount to be covered by the circuit, the amount requested to be covered by the district and the amount approved by the district.
4. Circuit's Support Assessment	Can be used as an option to assist with completing a section of the application that reflects the degree to which the CGG initiative has circuit-wide support. This worksheet does not have to be submitted with the application but may be a useful tool to the circuit for ongoing monitoring of congregational involvement.
5. Progress and Financial Report	Provides a 3-page report to be submitted to the RMD office semi-annually and at the end of the fiscal year. It will describe progress toward goals and the financial status of expended funds and remaining balances.
6. Resolution 2012-1-01B	A copy of the Circuit-based Gospel Gap Paradigm is included only for reference.

7. Intra-Circuit Notes	This worksheet is optional and serves only as a placeholder should the Circuit's administrative liaison with the RMD office wish to keep a running log of notes, activity, statistics or other records. Additional worksheets can be added at the Circuit's discretion.
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**Completion of worksheets**

Note: As long as pagination is not disrupted, pages will print at logical breaks between content. An easy way to display page breaks (dotted lines) is to go to the Print function in the File dropdown menu. A preview is displayed. Click on the File tab again to return to the document. You'll see the dotted lines between columns and rows to depict page breaks.

**Worksheet #2: Circuit Funding Application to the Rocky Mountain District**

This worksheet is self-explanatory for the most part and serves as the narrative of the application. The "Degree of Circuit-wide Support" section requires a self-assessment be done in advance of completing the worksheet. Only the percent of involved congregations is needed for this section, not an itemized list per congregation. Refer to the instructions for worksheet # 4. Circuit Support Assessment below for more information.

Regarding the "Assurance of Circuit-level Collaboration and Agreement for the CGG Funding Request to the District" section, note three red-colored placeholders for inserting your information.

**Worksheet #3: Funding Application - Budget**

This worksheet is self-explanatory for the most part and serves as the request for funds. Some budget categories have a cell note that offers a definition and examples. Place your cursor over the red flag in the upper right corner of the cell to make the comment box appear. Brief descriptions should align to information provided in the narrative. Funding amounts to be covered by the circuit must be determined prior to completing the budget. Refer to the instructions for worksheet # 4. Circuit Support Assessment below for more information.

**Worksheet #4: Circuit's Support Assessment**

This worksheet is optional and does not have to be submitted with the application. A circuit may devise its own method for determining the percent of congregational support/activity and funding for the CGG.

If the applicant finds it helpful, this worksheet may be utilized to organize the circuit's information and determine the percent of support needed for the application. It has been designed as a tool with the following features:

1. By entering only the numeral 1 in the matrix, per congregation's row, a summed number will appear at the bottom of each column.
2. By entering the number of congregations in the circuit (Column F, row 3), the percent row at the bottom will automatically be calculated in shaded rows.
3. Dollar amounts in the funding columns will automatically sum to the green shaded cells on the summary page.
4. As long as columns are not adjusted, this worksheet is paginated to provide the circuit with a 3-page record of congregational support in the way of activity and funding, and a summary or "status sheet."

5. The worksheet can be updated for ongoing monitoring of the circuit-wide support available throughout the duration of the CGG initiative.

This Circuit Support Self-assessment is not intended to pass judgment on any congregation's level of involvement. Rather, it is intended to gauge the degree to which a beginning foundation has been laid to implement a circuit-wide Gospel Gap initiative. It is understood that any congregation's support depends on the nature and needs of the initiative, size of the congregation, assets available, etc. It is also a time-referenced reflection of support in the early phases of planning and implementation. It is likely to change with ongoing development of the initiative.

**Worksheet #5: Progress & Financial Report**

This section yet to be completed, pending further thinking and discussion about reporting procedures.

**Submission of completed worksheets**

All completed worksheets and application are to be submitted to the Rocky Mountain District electronically by emailing them to [doug.ullmann@rm.lcms.org](mailto:doug.ullmann@rm.lcms.org)

Applications are reviewed by an appointed committee of the Rocky Mountain District Board of Directors.