



# CONGREGATIONAL DEVELOPMENT

## APPLICATION FOR FUNDS FOR AN EXISTING CHURCH INSTRUCTIONS

We are pleased that your congregation is planning missional opportunities, an addition and/or improvements to your facilities. Attached is an application form for a grant from the S.C. Conference Congregational Development Fund. There are several things related to Congregational Development funding you should share with your building committee.

- 1) All of the information requested must be included with the application. Use the attached checklist to be certain the application is complete.
- 2) Maximum grant available to any existing congregation is \$100,000. However, it is not realistic to expect the maximum due to limited funds and the number of requests received each year. Be realistic in your proposal.
- 3) You must have the approval of the District Board of Congregational Development, the district superintendent, and the District Board of Church Location and Building in order to be considered by the conference. The DBCD is to place a priority ranking on the application and minutes of its meeting are to be attached. A copy of your completed application must be received by email in your [district office](#) no later than **November 1**.
- 4) Keep in mind that the mission of the church is to make disciples. The mission of Conference Congregational Development is to enable the local church in its mission to the extent we are able. Therefore, the Conference Committee looks at applicant churches in the following order of priority:
  - a. Church is growing and community is growing.
  - b. Church is growing in spite of stable community.
  - c. Church is stable but community is growing.
  - d. Church is stable or declining, community is stable or declining, but United Methodist presence is needed.
- 5) Applicant congregations must have twenty percent (20%) of the total cost of the project in hand at the time the application is submitted. Churches that do not have 20% already in hand will not be considered for funding.
- 6) Each congregation shall sign a grant agreement document when its application is submitted to the District Office.

Every local church requesting funding for ministry projects and/or planning a building project shall engage in a discernment process to determine the ministry needs of the congregation. The director of Congregational Development will be happy to consult with you and suggest resources that could assist with your project, including churches and pastors who have experience in leading a congregation through major building projects.

All applications must be received by email ([lhill@umcsc.org](mailto:lhill@umcsc.org)) in the Conference Office of Congregational Development by **January 15**. If you need any assistance, please call our office at 803-786-9486 or 888-678-6272.



# CONGREGATIONAL DEVELOPMENT

## Church Building Procedures In Accordance With The Book of Discipline

Requirements apply if a church intends to build a new church or parsonage, purchase a church or parsonage, or remodel an existing church or parsonage, with the cost of the remodeling exceeding ten percent of the current value of the existing building.

### Step 1 – Establish a Building Study Committee (§2544)

- The Church Council or Charge Conference may elect a Building Study Committee.
- The BSC shall analyze the needs of the church and community and project the potential membership with average attendance. It shall project future needs as well as present needs and develop a proposal for the church's program of ministry. (In the case of a parsonage, the BSC shall use the S.C. Annual Conference Parsonage Guidelines.)
- The proposal of the BSC shall be reported to the Church Council for recommendation to the Charge Conference.
- The proposal of the BSC shall be reported to a regular or called session of the Charge Conference.
- The church shall secure the written consent of the pastor and district superintendent to proceed with the project.
- The pastor shall request in writing that the BSC report be brought before the Charge Conference for approval.

### Step 2 – The Charge Conference

- The Charge Conference must approve the project.
- It shall then elect a Building Committee or give the Board of Trustees responsibility of functioning as the Building Committee.

### Step 3 – The Work of the Building Committee

The Building Committee, using the report of the BSC, shall:

- Determine the building facilities needed to house the church's program of ministry, or provide a parsonage.
- Develop preliminary architectural plans that show the location on the site, what the building will include, that it will comply with all local building codes and be assessable for persons with disabilities.
- Secure an estimate of the cost of the project and develop a financial plan.

- Submit to the District Board of Church Location and Building:
  - Statement of need for the proposed building
  - Preliminary architectural plans
  - Preliminary cost estimate and financial plans
- After preliminary approval of the DBCLB, report its finding and recommendations to a called session of the Church Conference.

#### **Step 4 – The Church Conference (§2544.7)**

- The Building Committee shall submit to the Church Conference:
  - Preliminary architectural plans
  - Preliminary cost estimate
  - Preliminary financial plan
  - The Building Committee’s recommendation
- A simple majority of those present and voting must approve the project.

**If a capital campaign is to be conducted,  
it may best be done at this stage.**

#### **Step 5 – Detailed Plans**

- After the approval of the Church Conference, Building Committee shall proceed with detailed plans and specifications and secure a reliable and detailed estimate of cost.
- These plans shall be submitted to the District Board of Church Location and Building for approval.

#### **Step 6 – District Board of Church Location and Building Approval**

#### **Step 7 – Second Charge Conference (§2544.9)**

- The detailed building and financial plans shall be submitted to the Charge Conference for approval, which shall be by majority vote of those present and voting.
- If a loan is needed, the local church shall comply with the provisions of Paragraph 2544 of the Book of Discipline.
- Local churches should be incorporated for protection of the trustees and members.

#### **Step 8 – Consecration and Dedication**

- Upon completion, a service of consecration may be held.
- Before a building may be dedicated, it shall be free of debt.

*The above outline is excerpted from the 2016 Book of Discipline. It is not intended to be all-inclusive. Churches should refer to Paragraph 2544 for more detailed information.*



# CONGREGATIONAL DEVELOPMENT

## Checklist for Your Application

- \_\_\_\_\_ Fill in all blanks on your application.
- \_\_\_\_\_ Attach a breakdown of last year's church budget.
- \_\_\_\_\_ Attach floor plan if project is construction or renovation of building.
- \_\_\_\_\_ Attach evidence of the church's commitment to growth by increased attendance and financial support and program expansion.
- \_\_\_\_\_ Attach demographic information about your church's community. Be sure to include the QuickInsight Demographic report from MissionInsite.
- \_\_\_\_\_ Attach summary of your Ministry Plan as requested in Section IV.
- \_\_\_\_\_ Attach minutes indicating approval and ranking by the District Board of Congregational Development.
- \_\_\_\_\_ Obtain all required signatures.

### **Funds on hand**

A church must have on hand 20 percent of the total funds required for the project in order to receive a grant from the conference.

### **Deadline to District Office**

Your application must be delivered by email to your church's [District Office](#) by **November 1**.

### **Deadline to Congregational Development Office**

Your application must be delivered by email ([lhill@umcsc.org](mailto:lhill@umcsc.org)) to the Conference Office of Congregational Development by **January 15**.



# CONGREGATIONAL DEVELOPMENT

## APPLICATION FOR FUNDS FOR AN EXISTING CHURCH

For congregations seeking to attain substantial membership growth that they cannot accomplish on their own. Use this application form and attachments to document the growth potential of your congregation. Your congregation must present thorough demographic, community and local church analysis and demonstrate a commitment to growth by increased attendance and financial strength and by expanded program ministries.

Application must include all required signatures and the District Board of Congregational Development minutes showing the district's priority ranking.

**Deadlines**  
**November 1** – Must be received by email in the District Office.  
**January 15** – Must be received by email in the Conference Office of Congregational Development ([lhill@umcsc.org](mailto:lhill@umcsc.org)) – including the District Board of Congregational Development's review.

Name of church: \_\_\_\_\_ District: \_\_\_\_\_

Pastor: \_\_\_\_\_ District superintendent: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Physical address of church: \_\_\_\_\_

Office phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

### I. CHURCH DATA

Date organized: \_\_\_\_\_ Present membership: \_\_\_\_\_ Number of households: \_\_\_\_\_

Average worship attendance (most recent 6 months): \_\_\_\_\_

Nearest United Methodist church: \_\_\_\_\_ Distance from your church: \_\_\_\_\_

Church budget (most recent 4 years):

Year: \_\_\_\_\_ Budget: \_\_\_\_\_ Total income: \_\_\_\_\_

Year: \_\_\_\_\_ Budget: \_\_\_\_\_ Total income: \_\_\_\_\_

Year: \_\_\_\_\_ Budget: \_\_\_\_\_ Total income: \_\_\_\_\_

Year: \_\_\_\_\_ Budget: \_\_\_\_\_ Total income: \_\_\_\_\_

Please attach a breakdown of last year's church budget.

List paid staff leadership positions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Percentage of apportionments paid this year \_\_\_\_\_ as of (date) \_\_\_\_\_

Statistical information (most recent 4 years):

<u>Year</u>	<u>Total members</u>	<u>Average attendance</u>	<u>Church school attendance</u>	<u>Apportionment</u>	<u>Apportionment paid</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

What visioning process has the church used? *(Attach a separate document, if needed.)*

Revised October 2022

## II. PROJECT DESCRIPTION & CONGREGATIONAL SUPPORT

1) Summarize the essential details of the proposed project and, in a separate document, attach a full description of the proposed project (including a floor plan, if the project includes a building). Include present seating capacity and future seating capacity. *(Attach a separate document, if needed.)*

2) Is there a commitment to growth by increased attendance and financial support and by program expansion? Yes          No          If yes, please attach evidence to indicate such commitment.

3) Total cost of project \$ \_\_\_\_\_

4) At least 20% of the total cost of project must be on hand to qualify. Cash on hand \$ \_\_\_\_\_  
How were these funds raised?

5) Amount church will raise by completion of building project: \_\_\_\_\_  
If other than a building, amount church will raise within next 12 months: \_\_\_\_\_  
How will this money be raised? *(Attach separate document, if needed.)*

6) Explain funding if loan is required (amount of loan, terms and payments): *(Attach separate document, if needed.)*

7) Other funding sources (savings accounts, CDs, money market accounts, investment accounts, reserve funds, etc.) and other requests for funding. Include sources and amounts. *(Attach separate document, if needed.)*

### III. COMMUNITY DEMOGRAPHICS

1) Has the congregation conducted or received a demographic study of its community? Yes No

Please attach all relevant materials, including a QuickInsite Demographic Report from MissionInsite.  
(See enclosed directions.)

2) Have county and/or metropolitan demographic studies been conducted by the District Board of Congregational Development? Yes No

3) Do these studies support this Congregational Development proposal? Yes No

Please attach all relevant materials.

### IV. MINISTRY PLAN

Please attach a summary answering these questions:

1) Where does this expenditure take the ministry?

2) What is the vision for the church?

### V. CERTIFICATION OF APPROVAL

#### ADMINISTRATIVE COUNCIL APPROVAL

The Administrative Council of \_\_\_\_\_ United Methodist Church in the \_\_\_\_\_ District of the South Carolina Annual Conference, requests a grant of \$ \_\_\_\_\_ for the above referenced project.

\_\_\_\_\_  
Pastor's signature (Typing name in box serves as signature.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Council chairperson's signature  
(Typing name in box serves as signature.)

\_\_\_\_\_  
Date

#### DISTRICT SUPERINTENDENT APPROVAL

\_\_\_\_\_  
District superintendent's signature (Typing name in box serves as signature.)

\_\_\_\_\_  
Date

#### DISTRICT BOARD OF CONGREGATIONAL DEVELOPMENT APPROVAL

This is an approved project of the \_\_\_\_\_ District. It is the number \_\_\_\_\_ priority of the \_\_\_\_\_ District Board of Congregational Development.  
(Minutes from District Board of Congregational Development must be attached.)

\_\_\_\_\_  
District Board of Congregational Development chairperson's signature  
(Typing name in box serves as signature.)

\_\_\_\_\_  
Date

#### DISTRICT BOARD OF CHURCH LOCATION AND BUILDING APPROVAL

(If request is for funds for building.)

The \_\_\_\_\_ District Board of Church Location and Building has approved this project.

\_\_\_\_\_  
District Board of Church Location and Building chairperson's signature  
(Typing name in box serves as signature.)

\_\_\_\_\_  
Date