

## GENERAL ASSEMBLY MISSION PROGRAM GRANT ANNUAL PROGRESS REPORT

Date Prepared \_\_\_\_\_  
Synod \_\_\_\_\_ Phone \_\_\_\_\_  
Presbytery \_\_\_\_\_ Phone \_\_\_\_\_  
Project Name \_\_\_\_\_ Project Number \_\_\_\_\_  
Pastor / Project Director \_\_\_\_\_ Date of Charter \_\_\_\_\_  
Address/City/State/Zip \_\_\_\_\_ Project E-Mail \_\_\_\_\_

**The purpose of this report is to track a project's progress during its funding cycle and to gather & share insights that can be used to help and inform other projects.**

**INSTRUCTIONS:** After obtaining the necessary presbytery and synod signatures, send the original & five copies (two-sided) of this report to the Mission Program Grant Office at the address noted above no later than October 1<sup>st</sup>. This form is available in Microsoft Word format and may be obtained by downloading from the Mission Program Grants web page, [www.pcusa.org/missionprogramgrants](http://www.pcusa.org/missionprogramgrants), or by e-mail from the Mission Program Grants office

In narrative form, on no more than two pages, please respond to the following:

1. What joys and celebrations have taken place in the past 12 months?
2. What concerns does the project currently have?
3. What goals have been met in the past 12 months and what goals have been set for the next 12 months? Did the project leader and the lay leaders attend any professional development or training? If so, please describe the course(s) and the benefits that were gained.
4. Provide membership, worship attendance & church school participation figures for the current year and up to five preceding years. *Compare these to the projections listed in the original grant proposal and explain any growth or decline.*
5. If a similar project were planned now, describe what would have been done differently.
6. Attach a copy of the year-end actual income/expense statement for the preceding year, the current year income/expense budget and the year-to-date actual income/expense statement. Also provide an itemized income/expense budget for the next year. ***(Not required for final year report)***
7. Middle Governing Bodies participating and giving oversight and assistance to this project must provide on a single separate page, a concise and independent evaluation of the current status of this Mission Program Grant project. Also, describe how you are maintaining regular contact with project leadership.

**For Projects in their Final Year of Grant Funding**

***In addition to the previous questions 1—5 & 7, please respond to the following:***

8. Provide a brief history of the project, highlighting accomplishments and difficulties, and your vision for the future.
9. How could the presbytery, synod and General Assembly have been more helpful?

\_\_\_\_\_  
Date

\_\_\_\_\_  
General / Executive Presbyter or designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Synod Executive or designee

***(Over)***

***In narrative form, on no more than two pages, please respond to the following:***

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

What project events have worked well? What has excited your congregation? Take this opportunity to share several uplifting occasions that describe the essence of your ministry.

**2. What concerns does the project currently have?**

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

If your overall ministry plan is not delivering the results for which you had planned, share a totally new approach that may lead your project in a new and more effective direction. In answering both of these questions, remember to be concise in your answers. You are striving to do two things. Give the reviewer a feel for what is happening—both good and bad—without being exhaustive in your response.

**3. What goals have been met in the past 12 months and what goals have been set for the next 12 months? Did the project leader and the lay leaders attend any professional development or training? If so, please describe the course(s) and the benefits that were gained.**

It is helpful to the reader to list your project's goals for the past year, being sure to indicate how they have or have not been met. Similarly, for next year's goals, it's reasonable and typical for them to be adjusted to address the current needs of your project. Remember to keep the presbytery and synod informed of any adjustments you propose to make to the original goals.

**4. Provide membership, worship attendance & church school attendance figures for the current year and up to five preceding years.**

This is a straightforward reporting of statistics. To bring them to life, you may want to find a way to demonstrate growth. For example, if your worship attendance for the year averages 45, you have answered the question. But, if at the first of the year, you averaged 15 and by the end of the year you averaged 75 per week, you are telling a story that is not necessarily related in the simple statistics.

Account for changes in attendance. Describe what you have done to attract new attendees. In the case of declining attendance, describe what you are doing to address the problem.

**5. If a similar project were planned now, describe what would have been done differently.**

This is your opportunity to enlighten and educate the planners of future projects by describing what you have discovered from your efforts. You can provide presbytery, synod and GA with invaluable information that can be shared with other projects.

**6. Attach a copy of the year-end actual income/expense statement for the preceding year, the current year income/expense budget and the year-to-date actual income/expense statement. Also provide an itemized income/expense budget for the next year. *(Not required for final year report)***

Your current and future year budgets should reflect the funding you have received, or will be receiving, from presbytery, synod, GA and all other sources. Ensure that your project achieves & maintains 10% of its total program operating budget to PC(USA) Basic Mission Support. This level of support must be reached by the end of the third year for 5 & 6-year grants and by the end of the fourth year for 7-year grants. Failure to do so may result in your funding being delayed. It's acceptable to attach, without comment, a copy of your actual income/expense statement.

**7. Middle Governing Bodies participating and giving oversight and assistance to this project must provide on a single separate page, a concise and independent evaluation of the current status of this Mission Program Grant project. Also, describe how you are maintaining regular contact with project leadership.**

Project leaders are not responsible for answering this question. The presbytery leadership should provide an objective assessment that describes the joys and concerns, strengths and weaknesses and the future viability of the project.

**8. Provide a brief history of the project, highlighting accomplishments and difficulties, and your vision for the future.**

This question asks you to give your reader a sense of the flow of the project from its beginning to the end of the grant funding period. The historical narrative should answer some of the basic questions you would expect: "Who? Why? When? What? Where? How?"

**9. How could the presbytery, synod and General Assembly have been more helpful?**

This is an opportunity for your reader to learn what was or was not helpful in your efforts to advance Christ's ministry in your congregation. Please be honest, specific, and straightforward in your answers.