

**Grant Application**  
**Small Church Mission Team**  
**Maine Conference, United Church of Christ**

1. Name of Church \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Briefly describe the community your church serves:

a. Total Active Church Members \_\_\_\_\_ Members' Average Age \_\_\_\_\_

b. Average Worship Attendance \_\_\_\_\_ Average Age Attending \_\_\_\_\_

c. Church School Enrollment \_\_\_\_\_ Average Attendance \_\_\_\_\_

d. Youth Program Enrollment \_\_\_\_\_ Average Attendance \_\_\_\_\_

e. Adult Program Enrollment \_\_\_\_\_ Average Attendance \_\_\_\_\_

f. Please attach a list of the Chairpersons of your governing body, boards and committees.

2. On additional pages please provide the following information:

a. Ecumenical and/or cooperative projects that take place, the work your church is doing in outreach to the community i.e. youth centers, senior citizens, peace education, responding to the needs of the poor.

b. A brief history of the church, which should mention major changes in focus and leadership over its history.

c. Your program of Christian education with children, youth and adults; i.e. what curriculum do you use in your Church School, what opportunities for teacher training do you make available for teachers, what is the content and focus of a typical youth group meeting, adult Bible study or other adult study opportunities.

d. How do you ask your members to support your church? Do you have a yearly financial program?

e. A mission statement or church covenant.

f. Two or three goals you believe would help you fulfill your purpose.

g. How you evaluate the goals you set for yourself.

h. What support could the Team, or Conference, or Association provide, other than financial, that you believe would be helpful to you in achieving your goals?

**EXPENDITURES**

	<u>Last Year (Actual)</u>	<u>This Year (Budget)</u>	<u>Next Year (Needed)</u>
<b>I. Pastoral Ministry: *</b>			
1. Pastor's Salary	_____	_____	_____
2. Does the church provide: (check one and fill in figures)			
___ Housing Allowance	_____	_____	_____
___ Parsonage			
b. Heat (gas, oil, wood)	_____	_____	_____
c. Electricity	_____	_____	_____
d. Telephone	_____	_____	_____
3. Health/Dental Insurance	_____	_____	_____
4. Annuity (pension)	_____	_____	_____
5. Social Security	_____	_____	_____
6. Continuing Education	_____	_____	_____
7. Ministry expenses			
a. Car Allowance	_____	_____	_____
b. Meeting Expenses	_____	_____	_____
c. Books/Periodicals	_____	_____	_____
<b>Total Pastor's Package</b>	_____	_____	_____
Pulpit Supply	_____	_____	_____
<b>TOTAL #I</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>

\* (Is your pastor full time \_\_\_ half time \_\_\_ other \_\_\_\_\_ ?)

**II. Other Staffing**

1. Secretarial Help*	_____	_____	_____
2. Organist (and/or)			
3. Choir Director	_____	_____	_____
3. Custodial Services	_____	_____	_____
4. Workers' Compensation	_____	_____	_____

	<b><u>Last Year (Actual)</u></b>	<b><u>This Year (Budget)</u></b>	<b><u>Next Year (Needed)</u></b>
5. Social Security	_____	_____	_____
6. Other benefits	_____	_____	_____
<b>TOTAL #II</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>

\* How many hours does this person work per week? \_\_\_\_\_

### **III. Church Program Expenses**

#### 1. Office Supplies

a. Postage	_____	_____	_____
b. Copying costs	_____	_____	_____
c. Stationery	_____	_____	_____
d. Worship Bulletins	_____	_____	_____
e. Other	_____	_____	_____

#### 2. Telephone (at church)

_____	_____	_____
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#### 3. Worship Ministry

a. Music	_____	_____	_____
b. Subst. Musician(s)	_____	_____	_____
c. Other	_____	_____	_____

#### 4. Educational Ministry

a. Church School	_____	_____	_____
b. Youth Ministry	_____	_____	_____
c. Adult Ministry	_____	_____	_____
d. Misc. Materials	_____	_____	_____
e. Other	_____	_____	_____

#### 5. Ministry of Committees

a. Deacons	_____	_____	_____
b. Stewardship	_____	_____	_____
c. Evangelism	_____	_____	_____
d. Lay Delegates	_____	_____	_____
e. Other	_____	_____	_____

**TOTAL #III**

<b>_____</b>	<b>_____</b>	<b>_____</b>
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	<b>Last Year <u>(Actual)</u></b>	<b>This Year <u>(Budget)</u></b>	<b>Next Year <u>(Needed)</u></b>
<b>IV. <u>Missions</u></b>			
1. Our Church's Wider Mission	_____	_____	_____
2. Special UCC Offerings			
a. One Great Hour/Sharing	_____	_____	_____
b. Just Peace Offering	_____	_____	_____
c. Neighbors in Need	_____	_____	_____
d. Christmas Fund	_____	_____	_____
e. Strengthen the Church	_____	_____	_____
f. Other Wider Support (through the Conference)			
i. _____	_____	_____	_____
ii. _____	_____	_____	_____
3. Association & Conference Dues	_____	_____	_____
4. Local Mission Outreach (local clubs, scouts, schools etc.)			
i. _____	_____	_____	_____
ii. _____	_____	_____	_____
iii. _____	_____	_____	_____
5. Lay Delegate's Expenses	_____	_____	_____
6. Other Wider Mission Giving (Not sent through UCC) (ex. CWS Blanket Offering, sponsored child, etc.)			
i. _____	_____	_____	_____
ii. _____	_____	_____	_____
iii. _____	_____	_____	_____
_____			
iv. _____	_____	_____	_____
<b>TOTAL IV</b>	<b>_____</b>	<b>_____</b>	



**TOTAL #V (Church Properties)** \_\_\_\_\_

**GRAND TOTAL OF EXPENSES** \_\_\_\_\_

**INCOME**

	<b><u>Last Year (Actual)</u></b>	<b><u>This Year (Budget)</u></b>	<b><u>Next Year (Needed)</u></b>
1. Pledges	_____	_____	_____
2. Loose Offerings	_____	_____	_____
3. Church School Offerings	_____	_____	_____
4. Gifts from Individuals	_____	_____	_____
5. Gifts/Pledges from Groups	_____	_____	_____
6. Rent or donations for use of building by outside groups or individuals	_____	_____	_____
7. Special Fund Raising	_____	_____	_____
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____
8. Income from Dividends (stocks, mutual funds, etc.)(non-endowment church funds)	_____	_____	_____
9. Income from Interest (savings accounts, certificates of deposit, etc)	_____	_____	_____
10. Capital taken from Endowments	_____	_____	_____
11. Other Income(please include amounts that come from special funds that the church's treasurer does not control such as Sunday School Funds, Youth group funds, etc. but only if withdrawals from these funds are included in the expenses section)			
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____
<b>TOTAL INCOME</b>	_____	_____	_____

**Other Assets** {Include savings, CD's, rental property, etc., not included above, and please explain briefly why these item(s) are not included above in the report and cannot be used to help meet the coming year's budget)  
(Use reverse side as needed)

	<b>Last Year (Actual)</b>	<b>This Year (Budget)</b>	<b>Next Year (Needed)</b>
<b><u>Reconciliation &amp; Anticipated Need</u></b>			
Grand Total Expenses	_____	_____	_____
Total Income	_____	_____	_____
Balance or (Deficit)	_____	_____	_____
<b><u>Reserve Funds Available</u></b>			
For Operating Budget			_____
For Building/Repairs			_____
_____			
<b>Total</b>	_____		

How much will you take from Reserves to help balance the Budget for the coming year?  
\_\_\_\_\_

**Your Request as a Grant from the Small Church Mission Team** \_\_\_\_\_

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**IMPORTANT**

**I hereby certify that this Application is made by vote of the church at a meeting called for that purpose, and that a faithful effort will be made on the part of the people to obtain the largest possible amount among themselves toward the support of the proposed budget.**

Date of Congregational Meeting \_\_\_\_\_ Number Attending \_\_\_\_\_

Vote of Congregation: For \_\_\_\_\_ Against \_\_\_\_\_ Abstaining \_\_\_\_\_

**(Signed by the meeting Chair)** \_\_\_\_\_

Contact person \_\_\_\_\_

Address and Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**MINISTERIAL STANDING INFORMATION**

The pastor of this church is \_\_\_\_\_

He/she has ministerial standing in the United Church of Christ as follows:

\_\_\_ In Care of Association with \_\_\_\_\_ Association of  
\_\_\_\_\_ Conference. (Year) \_\_\_\_\_

\_\_\_ A Licensed Minister by action of \_\_\_\_\_ Association in  
\_\_\_\_\_ Conference. (Year) \_\_\_\_\_

\_\_\_ An Ordained Minister in (year) \_\_\_\_\_ by \_\_\_\_\_ Association of  
\_\_\_\_\_ Conference.

\_\_\_ Privilege of Call granted by \_\_\_\_\_ Association of  
\_\_\_\_\_ Conference on \_\_\_\_\_ (Date)

**Certification by the Pastor**

**This is to certify that the \_\_\_\_\_ Church of  
\_\_\_\_\_, Maine has fulfilled its pledges made for my support to the  
present time.**

**(Signed) \_\_\_\_\_ Date \_\_\_\_\_**

