

 2019 Lilly Endowment  
Clergy Renewal Program for Indiana Congregations

# Indiana

*What Will Make Your Heart Sing?*



CHRISTIAN THEOLOGICAL  
SEMINARY

“Approach the renewal program slowly and thoughtfully, incorporating as much of the church family as possible so that everyone feels a part of the planning and the process. **Make it celebrative.** Be clear that it is not added ‘vacation’ time but renewal time.” - *Past Clergy Renewal Grant Recipient*

What will make Your Heart Sing?

## Program Purpose

The Lilly Endowment Clergy Renewal Program for Indiana Congregations at Christian Theological Seminary (CTS) seeks to strengthen Indiana congregations by providing opportunities for pastors to step away briefly from the persistent obligations of daily parish life and to engage in a period of renewal and reflection. Renewal periods are not vacations, but times for intentional exploration and reflection, for regaining the enthusiasm and creativity for ministry, for discovering what will make the pastor’s heart sing.

Pastors serve a variety of roles in their privileged position at the center of congregational life: preacher, teacher, spiritual guide, pastoral visitor, friend, confidant. The responsibilities are continual, and the pace and demands of parish life can be relentless, often leaving even the most dedicated pastors recognizing the need to replenish their own spiritual reservoirs to regain energy and strength for their ministry.

Life-giving experiences—strengthening relationships, renewing a sense of call, meeting and serving the neighbor in a new way, finding joy and purpose in a simplified life, traveling to new lands and unfamiliar territories, creating opportunities where members of the congregation can exercise their gifts for ministry—are common themes of these renewal times. Profound discoveries that pastors and their congregations describe as “life-changing events” occur as they participate in this program

Ministry is profoundly important, not only to the people directly served, but also to the larger community and society. The clergy renewal program honors pastors and congregations. Lilly Endowment and Christian Theological Seminary have learned a great deal about what pastors and congregations value about this program. Some of those insights, in the form of comments from previous grantees, are included in this material to help clergy and congregations “think outside the box” in creating a time of refreshment and renewal.

*“Having a theme to my sabbatical was very helpful; I was able to travel with a sense of integration and purpose.” - Past Clergy Renewal Grant Recipient*

## Important announcement to **previous grantees**

The 2019 Clergy Renewal Program for Indiana Congregations is open to support pastors whose congregations received grants between 2003 and 2012. Seven years should have passed since the pastor’s return and the beginning of a proposed renewal program. Please see the additional form for this purpose found in the application materials.

“We believe three to four months is a good time period for a sabbatical. It is long enough to get into a different rhythm, but not so long as to feel disconnected from the church.” - *Past Clergy Renewal Grant Recipient*

What will make Your Heart Sing?

## The Grants Program

The Lilly Endowment Clergy Renewal Program for Indiana Congregations at Christian Theological Seminary will provide grants of up to \$50,000 each directly to Indiana congregations for the support of a renewal program for their pastor. The costs associated with family members who accompany a pastor may be included in the amount requested for the pastor. Up to \$15,000 of the grant may be used to help the congregation fulfill pastoral duties during the pastor's absence and/or to support activities that enable the congregation as a whole to be renewed in its ministry.

The pastor and congregation will work together to design the renewal program. Both will agree on 1) the length of the program, 2) the pastor's activities during the program, 3) congregational renewal activities that will take place during the pastor's absence, and 4) how the pastor and congregation will share their experiences and insights with one another when the renewal leave is completed. The congregation will submit the proposal to CTS.

Clergy renewal programs may take many forms. No specific model is prescribed. Possible programs may include an uninterrupted period for reading and writing, directed research at a theological school, a study trip to religious sites or travel for other purposes in the United States or elsewhere in the world, quiet time for rest and prayer, special visits with family and friends. The possibilities are many. The best proposals combine several of these elements in a balanced and sensible way.

Pastors may use up to \$2,500 for post-leave activities, such as follow-up counseling, spiritual direction, continuing education or personal fitness programs that may be an outgrowth of the clergy renewal experience. Post-leave activities are not intended to include vacations, conferences or congregational activities. All congregational activities should be described in question A-6 and the cost included in the congregation's portion of the renewal budget.

## Who is this program for?

The Lilly Endowment Clergy Renewal Program for Indiana Congregations is open to Christian congregations whose pastors are serious about parish ministry and who can envision this program as a means of renewing the pastor's commitment to the congregation and to ordained ministry. The program is designed for those congregations and pastors who have a strong relationship with one another, a high degree of mutual trust and support, and are eager to see their relationship strengthened, renewed and continued.

“The renewal program was life-changing. It will give shape to the next 10 years of my ministry at the church and in the community. It has enlarged my vision and renewed my call and commitment.” - *Past Clergy Renewal Grant Recipient*

## Application Details

The Lilly Endowment Clergy Renewal Program for Indiana Congregations at Christian Theological Seminary is a competitive grants program open to congregations in Indiana that have an ordained pastor. CTS plans to award as many as 25 grants to the congregations that submit the most outstanding applications.

### Eligibility

- ✦ Indiana congregations may apply for a clergy renewal program grant for any of its ordained pastors. A joint proposal may be submitted for husband-and-wife co-pastors. (Spouses serving different congregations may each apply from the congregation they serve and may include each other, as desired, in the renewal program.)
- ✦ Congregations with multiple pastors who are not spouses may submit one application for only one pastor per year. However, three years must have lapsed before an additional grant can be awarded. Thus, a congregation that receives a grant in the 2019 program would be eligible for a second grant no sooner than the 2020 program. In addition, all the requirements of the previous grant must have been fulfilled in a satisfactory and timely manner, including final narrative reports from the pastor and the congregation and a financial report from the congregation. CTS will not make exceptions to this policy
- ✦ A pastor from an applying congregation must be a member in good standing of his or her denomination.
- ✦ A congregation must continue the pastor's salary and benefits during the renewal leave.
- ✦ The pastor and an authorized congregational leader need to certify the pastor's intent to remain in the congregation at least one year after completing the program.

- ✦ The Clergy Renewal Program is designed to support pastors serving local congregations and parishes. Thus, CTS will not accept applications for renewal programs from clergy serving on military bases or for chaplains in colleges, universities, hospitals or prisons.
- ✦ If you have any questions about whether your congregation is eligible for this program, please contact CTS before you submit an application.

## Further Information

- ✦ The ideal renewal program is an uninterrupted time of three to four months.

### Size of Request

- ✦ The clergy renewal program is intended to be flexible. Although \$50,000 is the maximum grant amount, many congregations have received renewal grants for lesser amounts. Each congregation is encouraged to apply for a clergy renewal grant that best fits its unique situation.
- ✦ A renewal leave funded by a grant in the clergy renewal program may begin no sooner than January 1, 2020, and no later than December 31, 2020.

### Selection Procedures

- ✦ An impartial panel will review the applications. Proposals will be evaluated in terms of the renewal program's feasibility, coherence, creativity and potential benefits to the congregation and pastor. The size of the request will not be a determining factor unless—in the best judgment of the panel—the amount requested is inadequate or unrealistic to fulfill the renewal program described in the proposal.

*“If you think you're too busy to get away, you're busier than you need to be. The renewal program can help you understand that.” - Past Clergy Renewal Grant Recipient*

“The most prevalent impact on the congregation was that we bonded beyond any expectations we could have had. By working together and intentionally putting God and the church first, we grew as one and accomplished things that we were not sure were possible.” - *Past Clergy Renewal Grant Recipient*

- ✦ The awards in the Clergy Renewal Program for Indiana Congregations will be announced in late August 2019.

#### Additional Information

- ✦ CTS recommends that all applicants consult the pamphlet entitled *What Makes a High-Quality Proposal?* and a second document entitled *Grace Notes*. These documents provide wisdom and advice from previous grant recipients that will stimulate your creative thinking and offer helpful advice regarding the practical aspects of designing and submitting a proposal. Both pamphlets can be downloaded from the Clergy Renewal website, [www.lillyclergyrenewal.org](http://www.lillyclergyrenewal.org). You may also wish to read reflections that several previous grantees have written concerning their clergy renewal experiences. These can be found on the website. CTS does not make available copies of previous successful clergy renewal grant applications.
- ✦ For a guide to planning clergy renewal programs, prospective applicants may be interested in reading *Clergy Renewal: The Alban Guide to Sabbatical Planning*, written by A. Richard Bullock and Richard J. Bruesehoff and published by the Alban Institute. Another helpful resource, also available through the Alban Institute, is *Journeying Toward Renewal* by Melissa Bane Sevier.

#### Additional Details

- ✦ This program is not intended to be a fellowship program for work toward an academic degree, including the doctor of ministry degree. It is acceptable for some part of the program to involve travel and research. However, if plans are strictly to work involved in pursuit of a degree, applicants are advised to find support elsewhere.

- ✦ CTS does not encourage the use of professional grant writers who are outside the circle of the congregation that is applying for this grant. Creating and writing the renewal proposal is intended as an occasion for joyful discernment and collaboration between the pastor and the congregation, even when someone within or close to the congregation assists in drafting the final product.

## Application Procedures

The first step in the application process is to decide whether you will complete the application using the online system or complete a print application to mail in. **Please do not do both.** Once you have selected, follow the application guidelines and note the prompts for **either** “online application” **or** “print application.”

- ✦ **Online Application:** You may complete an application fully online using this “Request for Proposals” document as a guide. You will be required to mail one hard copy document (generated by the system after you complete your online application) with original signatures. The online instructions will remind you of this
- ✦ **Print Application:** To complete, print and mail an application to CTS, fill out pages 10 - 16 of this document. Be sure to include all of the required material. (If you prefer, you may visit [www.lillyclergyrenewal.org](http://www.lillyclergyrenewal.org) for a fillable PDF version of pages 10 - 16). The completed print application must be mailed to CTS. It may not be emailed or faxed.

Print applications and online application signature documents must be postmarked by April 11, 2019.

Congregations that provide a congregation email address (print application “Cover Page”) will receive email notification that their applications have been received by CTS. Emails may arrive up to 3 weeks after application deadline.

“It is crucial for the pastor to consider what he or she hopes to achieve by this experience. The application process helped me to think this through.” - *Past Clergy Renewal Grant Recipient*

## Application Elements

A completed application must provide all the information requested below. Please read all the application materials thoroughly.

**Congregation & Pastor:** Fill out the information requested using the Congregation & Pastor form provided. This should be the top page of your print application. Please do not send a cover letter in addition.

### Signatures Page:

- ✦ **Print applicants,** complete the Signatures Page.
- ✦ **Online applicants,** see the online system for additional details.

**Proposal Narrative:** Write a three-part Proposal Narrative that provides the information requested in Parts A, B and C.

- ✦ **Print applications:** the Proposal Narrative should take up no more than 10 typewritten, double-spaced pages with 1-inch margins using only one side of the paper, a readable font and type size (12-pt. Times New Roman). Be sure to number the questions (A-1, for example) and provide the information fully and in the order presented in the next three sections. Number all pages consecutively. These pages should be placed after pp. 10-16 when you submit your proposal.
- ✦ **Online applications:** see the online system for additional details.

## Part A – Program Rationale and Design

1. Begin with a summary statement describing the overall character and purpose of the renewal program you are proposing.
2. Provide a clearly articulated rationale for engaging in the clergy renewal program. Include a discussion about why this is an appropriate time for the pastor and congregation to participate. To present a strong application, please give careful thought to the connection between the purpose, the proposed activities and your rationale. Programs that are coherent, well-integrated and possess a degree of thematic unity often are the most compelling. Your responses to these first two questions should convey these characteristics.
3. Present a thorough narrative description of the pastor’s activities and timeline for the renewal program. Include a brief description and a rationale for each of these activities. This section is where you will give the fullest description of your plans and describe how the pieces fit together into a coherent whole. Use the Outline of Renewal Program form to list in sequence the proposed date(s) for each activity and the names of any family members or associates who will attend or travel with the pastor as a part of this program.
4. Provide a statement written by the pastor that describes the intended benefits, both for the pastor and for the congregation, of the program as planned.

*“I think the most significant thing I have learned from my renewal experience is how necessary are larger blocks of time off in order to nurture my inner being so that I feel fit and healthy inside as well as outside.” - Past Clergy Renewal Grant Recipient*

“It was a spiritual experience—one that leaves me permanently affected and marked. I can never have that taken away from me. It has changed who I am: to trust, relax, share and celebrate more.”

- Past Clergy Renewal Grant Recipient

5. Provide a similar statement written by a representative of the congregation that describes the intended benefits both for the congregation and the pastor. This statement should summarize the congregation's views and should be incorporated into the body of the proposal. Do not include letters from individual members of the congregation.
6. Describe the congregation's plans for covering the necessary pastoral functions during the pastor's absence, for celebration of the pastor's leave-taking and return, and/or for programs or activities that will serve to renew the congregation as a whole. Up to \$15,000 may be used for such purposes and should be allocated as the congregation deems appropriate. (Note: These expenses should be included in the congregation's budget for the renewal program.)
7. Tell how the pastor and the congregation will communicate and share insights from the renewal program with one another after the pastor returns from the renewal leave. Please note that we do not anticipate contact between pastor and congregation during the renewal leave unless it's absolutely necessary.
8. Give a brief description of the process by which the congregation determined whether to submit a proposal. Favorable consideration will be given only to proposals that provide evidence of broad congregational support for the program.

#### Part B - Congregational Information

1. Provide the date of founding and number of years at your present location. Describe any especially illuminating or distinctive historical events in the life of this church.
2. Tell how many members you have and what your average worship attendance is.

3. Provide the names and tenure of the last four pastors.
4. List a representative sampling of the ministries, both internal and outreach, in which your church is involved.
5. Include a one-page summary of the congregation's current annual budget, in the order described on p.17 of this packet.

✿ **Print applicants**, This page is not counted as part of the 10-page limit for the print Proposal Narrative.

✿ **Online applicants**, see the online system for additional details.

#### Part C - Pastoral Information



1. Tell about the pastor's education (include only postsecondary through graduate school). Provide the name of the college and seminary from which the pastor graduated, degrees earned and the years in which the degrees were granted.
2. Provide the pastor's date of ordination, the name of the ordaining body, and the tenure and places of previous pastoral positions. Also tell us how long the pastor has served this congregation.
3. Provide any other information about the pastor and his or her ministry, career and community involvements that may be helpful for the review committee to know.
4. If the pastor is bivocational, please confirm in writing the approval of the supervisor at the second job for the pastor to undertake a renewal leave.

#### Part D - For Pastors Applying for a Second Grant



1. Fill out this part only if the pastor has previously taken a renewal leave through this program.

“Nobody had to spend a lot of time making decisions about how we were going to spend the [grant] money or provide ministry in my absence—it was all there in black and white. A detailed plan provides a lot of freedom for people not to worry.” - *Past Clergy Renewal Grant Recipient*

#### Outline of Renewal Program:

-  **Print applicants**, complete this form and include it in your application.
-  **Online applicants**, see the online system for additional details.



#### Verification of Standing,

-  **Print Applicants**, enclose a letter from the congregation’s judicatory indicating the pastor’s standing as a minister in his or her denomination, placing in the order described on p.17 of this packet.
-  **Online applicants**, see the online system for additional details.

(Note: Judicatory officials should be advised of the expectation that the pastor will continue to serve the congregation that receives the grant award for at least one year after the end of the renewal program.) If the congregation is independent and not a member of any denominational body, the governing board of the church should sign a letter attesting to the pastor’s standing as an ordained minister in the congregation.

**Expense & Budget:** The total budget for your congregation’s clergy renewal program must not exceed \$50,000. Of that amount, up to \$15,000 is allowable for congregational expenses; the remainder may be used for the pastor’s renewal program.

1. Using Pastoral Budget Expenses Worksheet, located on the “Expenses & Budget” tab for online applicants, provide detailed budget for the pastor’s renewal program.

-  **Print applicants**, attach a budget narrative that explains how all amounts were calculated, placing in the order described on p.17 of this packet.
-  **Online applicants**, see the online system for additional details.

Applicants may request funds to cover the cost of equipment and supplies needed in order to pursue the renewal activities described in the Proposal Narrative. As a general rule, equipment expense should be no more than 10 percent of the pastor’s renewal budget. The budget narrative should list the items requested and describe why they are essential to the renewal experience. Applicants are encouraged to make sure that the cost of such items is appropriate to their significance for the program and proportional in relation to the overall budget. (See Grace Notes at the CTS website for further information and guidance.) Excessive requests for equipment will not receive favorable consideration. The congregation and the pastor should determine as part of their preparation of the grant proposal to whom equipment and supplies purchased with grant funds will belong (i.e. the pastor or the congregation) once the renewal program is complete.

#### **Tax Liability Offset**

The budget may contain an adjustment to offset any additional income tax liability that will accrue to the pastor as a result of this grant.

#### **Post-leave Activities**

The budget may also include up to \$2,500 for possible post-leave, follow-up activities for the pastor’s continuing renewal (see page 3 for examples of appropriate post-leave activities). Pastors and congregations are encouraged to think carefully and realistically about renewal expenses. Be sure that the amount requested is sufficient to cover all activities.

## Questions? Need more information

Please contact us at [clergyrenewal@cts.edu](mailto:clergyrenewal@cts.edu);  
or write to the Program Director at the address  
on the following page.



“While I returned rested and refreshed, I also returned highly charged and somehow more resolved. It has been an amazing and life-changing journey.”

- Past Clergy Renewal Grant Recipient

2. Using Congregational Budget Expenses Worksheet, provide detailed budget showing the congregation's expenses to fulfill pastoral functions during the pastor's absence and to support other appropriate activities.

- ✦ **Print applicants**, attach a budget narrative that explains how each item was calculated, placing it in the order described on p.17 of this packet.
- ✦ **Online applicants**, see the online system for additional details.

In your budget narratives, please be sure that you are specific about how you calculated each of the various line items for each of the two budgets.

- ✦ **Tax Status Information:** Complete the Applicant's Tax Status form and provide the requested information concerning your congregation's tax-exempt status under federal tax law.
  - ✦ **Print applicants** may place these documents placing it in the order described on p.17 of this packet.
  - ✦ **Online applicants** see the online system for additional details.

## Application Submission

**Online applicants**, see the online system for additional details.

**Print applicants**, CTS requests that all print materials be printed on one side only, then clipped. Please do not submit proposals with staples, binders or any other kind of covering. Do not send additional attachments, brochures, pictures or other information that we have not requested.

Use the Application Checklist on page 17 to make sure your application is complete.

Please return the completed print application, with attachments, postmarked by April 11, 2019, to:

**Lilly Endowment Clergy Renewal Programs at CTS  
c/o Robert Saler  
Christian Theological Seminary  
1000 West 42nd Street  
Indianapolis, Indiana 46208**

Recipients will be notified by late August 2019.

*“Start planning and communicating early. We started our planning almost a year in advance; we needed the time. And have fun!” - Past Clergy Renewal Grant Recipient*

# Grant Application

## Congregation & Pastor

(type or print clearly)

These forms must be printed and mailed to Christian Theological Seminary with the other required materials. They may not be emailed or faxed.

\_\_\_\_\_  
Name of congregation (please print official, legal name)

\_\_\_\_\_  
Common name of congregation (if different from legal name)

\_\_\_\_\_  
Congregation street address

\_\_\_\_\_  
Mailing address (if different from street address)

\_\_\_\_\_  
City **Indiana** State ZIP Code County

\_\_\_\_\_  
Telephone number FAX number

\_\_\_\_\_  
Email address Website URL (if any) Employer Identification Number (EIN)

\_\_\_\_\_  
Pastor's Prefix Full name of pastor

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City **Indiana** State ZIP Code

\_\_\_\_\_  
Home telephone number FAX number

\_\_\_\_\_  
Email address Cell phone number

\_\_\_\_\_  
Representative Prefix Name of authorized congregational representative

\_\_\_\_\_  
Title or position in congregation

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City **Indiana** State ZIP Code

\_\_\_\_\_  
Home telephone number FAX number

\_\_\_\_\_  
Email address Cell phone number

\_\_\_\_\_  
\$

**Total Amount Requested**

## Signature Page

### Signatures of Congregational Representative and Pastor

I am duly authorized to submit this proposal on behalf of the congregation and affirm that to the best of my knowledge the information contained in the proposal is accurate. This signature indicates that the congregation is fully aware of this proposal, approves its submission and is prepared to accept a grant from Christian Theological Seminary if selected. If a clergy renewal grant is awarded, the congregation commits to continue the salary and benefits of the pastor during the renewal program.

\_\_\_\_\_  
Authorized congregational representative\*

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior minister (if not the applicant)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* This signature must be that of the congregation's authorized lay leader (for example, clerk of session, senior warden, chair of parish council, president of the congregation) and not an employee of the congregation. Signatures of relatives of the pastor are not acceptable.

I believe that the information provided on this application is accurate. If a clergy renewal grant is awarded and the program is undertaken, I intend to serve this congregation for at least one year after the end of the renewal program. Further, I recognize that this grant is not portable and that it can be used only while I am serving in the congregation that has applied for this grant.

\_\_\_\_\_  
Pastor who will engage in the renewal program

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Brief Summary of Other Data (Please complete each item)

\_\_\_\_\_  
Official name of denomination, if applicable. If nondenominational or independent, please indicate

\_\_\_\_\_  
Date of founding of this congregation

\$ \_\_\_\_\_  
Annual operating budget total

\_\_\_\_\_  
Number of members

\_\_\_\_\_  
Average number at worship

\_\_\_\_\_  
Years pastor has served this congregation

Is the pastor bi-vocational?     Yes     No

If yes, how many hours per week does the pastor spend in service to this church? \_\_\_\_\_ hours

#### Please tell us how you learned about this program:

friend/colleague     news story     website (cts.edu)     other website     email

other \_\_\_\_\_

Have you attended a fall informational meeting?     Yes     No

If "yes," when? \_\_\_\_\_ year



## Proposal Narrative

### Part D - For Pastors who have Participated in a Previous Clergy Renewal Program

If you have previously been supported by a grant in the Clergy Renewal Program for Indiana Congregations and it will have been at least seven years in 2019-2020 since your renewal leave ended, your congregation is eligible to apply for a grant to support another leave in the Indiana clergy renewal program. If this is such a proposal, please fill in and include this form in your proposal and answer questions 1 - 3 below on separate sheets of paper.

The clergy renewal grant to my congregation was made in \_\_\_\_\_ (month and year), and I took my renewal leave from \_\_\_\_\_ to \_\_\_\_\_ (month and year).

Are you serving the same congregation?     Yes     No

If not, please list the name and city of the congregation to which the first grant was made:

\_\_\_\_\_  
Name of congregation

\_\_\_\_\_  
City

In addition to the questions in Part A, B and C, we request that previous clergy renewal participants respond fully to the following three questions. Please use no more than two additional, double-spaced pages.

1. How would you characterize your first experience with your renewal leave? What were the most important things you learned during your previous renewal leave(s)?
2. In what ways would another renewal leave be different from or improve upon the previous one(s)?
3. Why is this an appropriate time in your career for you to consider another renewal leave?

Please include this sheet and your additional responses after Part C in the narrative section of your application.

# Grant Application

## Expenses & Budget: Pastoral Budget Expenses Worksheet

**Important: Please enclose a budget narrative (in addition to this worksheet),** in the order described on p.17, that explains how the figures were calculated and gives a complete explanation for each item or activity. Be sure the budget specifically reflects particular activities, the number of people, and the amount of time that is covered by each budget item.

If you anticipate using funds from additional sources, beyond Clergy Renewal grant funding, please explain how those will be used in this budget narrative (do not include them in the worksheet).

**Enter amounts without commas or cents**

*Only enter amounts you seek grant funding to cover.*

### Travel

Airfare \$ \_\_\_\_\_

#### Automobile expenses:

Personal car mileage \_\_\_\_\_

Car rental costs and gasoline \_\_\_\_\_

Other ground transportation \_\_\_\_\_

Meals and lodging \_\_\_\_\_

Tuition or fees \_\_\_\_\_

Books \_\_\_\_\_

Telephone \_\_\_\_\_

Postage \_\_\_\_\_

Equipment and supplies \_\_\_\_\_

Other (passports, inoculations, entrance fees, etc.) \_\_\_\_\_

Set-aside for post-leave activities \_\_\_\_\_

(maximum amount, \$2,500)

Estimated increase in tax liability as a result of \_\_\_\_\_

receiving grant (must include an explanation of how this amount is calculated)\*

**Total \$** \_\_\_\_\_

\_\_\_\_\_  
Signature of Pastor

\_\_\_\_\_  
Signature of Treasurer

\* Pastors should work with the congregation's treasurer and/or personal tax adviser to determine the potential impact of this grant on the pastor's personal income tax. When determining the potential tax impact, note that the grant will be paid by Christian Theological Seminary to the congregation, not directly to the pastor. Please note that CTS and LEI will not provide advice about the tax implications of grant awards.

# Grant Application

## Expenses & Budget: Congregational Budget Expenses Worksheet

In the space below, please provide a line item budget that addresses how the congregation will pay for the pastoral functions during the pastor's absence. Be sure to include not only Sunday worship, but also other activities such as pastoral care, weddings, funerals, and so forth. Also address costs relating to the pastor's leave-taking and return and/or costs related to congregational renewal activities.

**Important:** Please enclose a budget narrative (in addition to this worksheet), in the order described on p.17, that explains how the figures were calculated and gives a complete explanation for each item or activity.

Enter amounts without commas or cents

Pulpit supply and / or interim staff

Honoraria \$ \_\_\_\_\_

Travel and lodging \_\_\_\_\_

Benefits \_\_\_\_\_

Congregational events relating to pastor's  
leave-taking and return \_\_\_\_\_

Congregational renewal activities  
Please explain fully in Proposal Narrative,  
Part A, and in budget narrative. \_\_\_\_\_

Other \_\_\_\_\_

**Total \$** \_\_\_\_\_

\_\_\_\_\_  
Signature of Pastor

\_\_\_\_\_  
Signature of Treasurer

# Grant Application

## Applicant's Tax Status

Christian Theological Seminary is required by federal tax law to determine the exempt status and foundation status of each organization to which it makes a grant. Therefore, it is necessary that you supply the following information to establish that your congregation is exempt from the payment of federal income taxes under Internal Revenue Code ("Code") section 501(c)(3) and is a church described in Code section 170(b)(1)(A)(i). Please (1) complete and execute this form and (2) provide the requested document(s) listed under "Required Tax Status Documents" below, placing document(s) in the order described on p.17 of this packet. Please feel free to address any questions regarding this form to Christian Theological Seminary at [clergyrenewal@cts.edu](mailto:clergyrenewal@cts.edu).

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Legal name of organization

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Common name of congregation (if different from legal name)

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Congregation street address; then, mailing address (if different from street address)

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City

---

State

---

ZIP Code

## Required Tax Status Documents

- (a) If your congregation has an Internal Revenue Service letter determining that your organization is exempt from federal income taxes under Code section 501(c)(3) and a church described in Code section 170(b)(1)(A)(i), please provide a copy of the most recent letter.
- (b) Some congregations may not have asked for or received such a letter from the IRS. If that is the case in your situation, then determine whether your congregation is listed in a group exemption ruling for your denomination. If so, please attach evidence that your congregation is covered by the ruling (for example, by sending copies of the directory cover and the page on which the congregation is listed in the official directory of your denomination).
- (c) If your congregation does not have an individual exemption letter and does not fall under a denomination group ruling, please attach a letter that has been written and signed by legal counsel that verifies that your congregation is a church described in Code sections 501(c)(3) and 170 (b)(1)(A)(i).

No grants will be awarded until the proper tax status is confirmed.

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Date

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Signature

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Title (must be responsible officer of the congregation)

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Print Name



## Note and Checklist for All Print Applicants (Online Applicants see the online system)

Christian Theological Seminary strives to give fair and thoughtful attention to each proposal submitted for this program. In order to do so, the proposals must be legible and comparable in length and sequence. Thus, CTS reminds pastors and congregations to be sure that their applications meet the minimum requirements noted below and in the checklist.

Proposals that do not meet the following standards will not be considered for funding:

1. The complete Proposal Narrative includes Parts A, B and C and all questions are numbered.
2. For ease of readability, Proposal Narratives should be presented in 12-pt. Times New Roman.
3. Proposal Narratives must be double-spaced (not single-spaced or space-and-a-half) with no more than 23 to 24 lines per page with 1-inch margins.
4. Use only one side of the page.
5. The Proposal Narrative must not exceed 10 pages.
6. All forms should be those provided on the CTS website. Congregations using or creating other forms will not be considered for funding. Be sure that all forms are those for the current year's program.
7. All forms are completed on pages marked "2019 Clergy Renewal Program for Indiana Congregations" at the bottom. Applications using forms for the Lilly Endowment's National Clergy Renewal Program will not be considered for a grant.
8. No binders, staples, plastic folders or any other kind of covering are included. The application and its attachments have been secured with paper clips.
9. No photographs, brochures, articles or other such items about the pastor or congregation are included.

### Print Applicants: Place Material in Following Order:

- All six forms have been completed and enclosed:
  1. Congregation & Pastor page with basic information about pastor and congregation
  2. Signatures Page
  3. Outline of Renewal Program
  4. Pastoral Budget Expenses Worksheet
  5. Congregational Budget Expenses Worksheet
  6. Applicant's Tax Status form
- Budget narratives that explain calculations in both of the budgets are included.
- The congregation's recent summary budget of the congregation is included.
- The proposal contains thorough and detailed responses to all questions asked in the instructions. The Proposal Narrative portion (Parts A, B and C) is double-spaced, with 1-inch margins, uses only one side of the paper, is printed in 12-pt Times New Roman, and does not exceed 10 pages.
- If you are a previous clergy renewal grant recipient, address the questions marked Part D, "For Pastors Applying for a Second Grant." These pages, plus a copy of the completed form on page 13, should be inserted.
- One of the additional pieces of tax documentation requested on "Applicant's Tax Status" page.
- A letter verifying that the pastor is a minister in good standing in his or her denomination is enclosed. (Note: If the congregation is independent of any judicatory oversight, the governing board of the church should sign a letter attesting to the pastor's standing as an ordained minister in the congregation.)

All applications become the property of Christian Theological Seminary, and application materials will not be returned.

## About Christian Theological Seminary

CTS is a fully accredited ecumenical seminary and is affiliated with the Christian Church (Disciples of Christ). It offers nine graduate-level degree programs, including theology, ministry and counseling, with specializations in ministries that emphasize the arts and programs for life-long learning. More than 30 denominations are represented among faculty and students.

## About Lilly Endowment

The Indianapolis-based Lilly Endowment Inc. was founded in 1937 by three members of the Lilly family through gifts of stock in their pharmaceutical business, Eli Lilly and Company. The Endowment—a private philanthropic foundation—is a separate entity from the company, with a distinct governing board, staff and location, and is devoted to the causes of religion, education and community development.

The Endowment supports a wide variety of efforts to enhance the quality of ministry in American congregations and parishes. It seeks both to honor the high calling of pastors currently serving local congregations and to provide opportunities for them to strengthen the capacities and skills they need for their ministerial work. Significant funding is provided as well to help identify, recruit, call and nurture into Christian ministry a new generation of talented pastors.

The Endowment also funds projects designed to promote informed dialogue about religion in American life, generate new knowledge, communicate fresh insights, and renew and sustain vital institutions of American Christianity.