

Presbytery of San Francisco
Funding New Mission Work through Regional Missional Partnerships
Process to be used by the East Bay Region
September 2018

Summary

The Presbytery of San Francisco has set aside funds for new missional work within the Presbytery. To insure the funds are used in meaningful ways across the Presbytery, they will be allocated in equal amounts to each of the three regional areas of the Presbytery and used within those local areas.

The East Bay Region of the Presbytery of San Francisco consists of 15 churches of various sizes, demographics, and cultures. Leadership from the churches within this regional body of Presbytery met several times between March 2016 and October 2017, and determined that the missional work this region would focus on, and fund with its allocation of Presbytery funds, would be housing-related. Specifically, the East Bay Region voted to pursue programs that would:

- a. Provide needed/transitional housing within a reasonable timeframe;
- b. Help to lessen housing vulnerability;
- c. Help people obtain more permanent housing; and
- d. Serve the economically challenged in educational or life-changing ways.

This paper documents the process the East Bay Region will follow to pursue its new housing-related missional work.

Organizational Structure to provide Project Management of the Regional Partnership

All PC(USA) churches within the East Bay Region of the Presbytery of San Francisco will be asked, at the September 11, 2018 Presbytery meeting East Bay Region break-out session, to approve the East Bay Region's proposed criteria, process, and application documents necessary to implement the East Bay Region's "New Mission Work through Regional Missional Partnerships". Documentation of that approval will be reported in writing to the Presbytery.

Prior to the November 13, 2018 Presbytery meeting, where there will again be regional breakout sessions, the East Bay Region churches will nominate individuals to serve (for up to 3 years) on a 5-person Partnership Management Team. The Project Management Team will be elected at the November 13, 2018 breakout session, and will subsequently serve as the administrative and approval body for the East Bay Region's mission programs and projects. That action will also be reported in writing to the Presbytery.

The Project Management Team will promote the East Bay Region mission work and solicit, review, and prioritize Requests for Proposals for housing-related mission programs/projects in the East Bay Region. Selected programs/projects must comply with the East Bay Region's Approval Criteria. The Partnership Management Team is responsible for tracking and inspecting projects on an on-going basis, and providing written reports for inclusion in the next Presbytery packet.

Outreach (Publicizing the Program and Request for Proposals)

The East Bay Region churches will encourage smaller congregations to form partnerships to work together on programs/projects to ensure greater opportunities for participation.

The Application Process

Churches or agencies seeking East Bay Region mission funds will complete a Request for Funds Application to identify their proposed program/project, including funding resources needed, project goals, timeline, and their proposed project management team. References and evidence of past successful ventures should be provided. Applications must comply with the East Bay Region's Approval Criteria.

Project Selection, Approval, and Notice-to-Proceed

The Partnership Management Team will meet, as needed, but not less than semiannually, to review applications of proposed programs/projects and associated funding requests, and prioritize them according to the Partnership's Approval Criteria. For programs/projects that do not exceed 25% of the original mission funds, the Management Team is authorized by the East Bay Region to negotiate and enter into agreements and proceed with those selected programs/projects. For programs/projects that exceed 25% of the original mission funds, the Management Team will bring a written recommendation to the East Bay Region, and the East Bay Region will have the responsibility to approve and authorize proceeding with those programs/projects.

Priority will be given to programs/projects that do not request funding in excess of 25% of the original Partnership funds.

Upon program/project approval, funding arrangements will be finalized in conjunction with the Presbytery's Finance & Property Oversight Committee (FPOC), the contract will be signed, and a Notice-to-Proceed will be issued.

All program and project selections, approvals, and Notices-to-Proceed shall have the written approval of at least two individuals authorized by the East Bay Region.

The Funding Process and Fiscal Accountability

The East Bay Regional Partnership will comply with the Presbytery of San Francisco's Fiduciary Responsibilities (Trust Obligations) for Regional Mission Partnerships, dated _____.

When a request to draw on funds is ready to be submitted, the Partnership Management Team will contact Presbytery staff to help provide the necessary backup documentation, and to verify that the intended recipient(s) qualify to receive the funds under the "Framework for Decision Making and Fund Distribution." Policy.

Project Management and Reporting

The mission program/project beneficiary will prepare and submit monthly status reports to the Partnership Management Team. The reports are to include the status of the project's schedule, budget, and expenditures.

After dispersal of the funds for the mission beneficiary, or no later than 6 months after receiving the funds, the Partnership Management Team will report, in writing, to Presbytery, on the progress of the funds reaching their missional goal and recipients. This report is twofold: 1) to celebrate with all other congregations the mission work that we are doing with each other, and 2) to "close the loop" on the documentation of where the mission money went and how it was used, which Presbytery is required to do as a part of its fiduciary to the PCUSA.

If further follow-up documentation is deemed necessary, the entity who made the request for the funds will be responsible for providing that documentation upon request of the Presbytery.

Not less than quarterly, the Partnership Management Team will inspect each project to evaluate its progress, and collect information for inclusion in the East Bay Region's written report to Presbytery.

Project Completion

A written Final Report to Presbytery, including an evaluation and full accounting of funds, will be prepared for each program and project.