

<b>Name of Project:</b>
<b>Director's Name:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Fax:</b>
<b>E-mail:</b>

## REQUEST FOR A CHURCH AND COMMUNITY WORKER PROPOSAL GUIDE

The Guide is for the purpose of outlining information needed for requesting a Church and Community Worker so that the people of the local area, district, conference and national levels will have enough information about the situation.

Do not use this proposal guide form on which to put your written responses to Items I - VI, but rather, use it to guide your writing of a narrative response on separate pages. Items VII - IX should be completed on this form and returned with the final proposal.

### I. Description of the Area

- A. Please describe the physical setting, including the following:
1. Land, terrain, elevation, county line, location in state.
  2. Climate, annual precipitation (rain, snow).
  3. Accessibility (Major roads and highways).
  4. Public Transportation, buses, trains, taxis, airport.
  5. Basic employment, including major industries, farming, etc.
- B. Please describe the population, using statistics (numbers) showing:
1. Racial make-up and age groups in each
  2. Average income
  3. Number households below federal poverty level for four
  4. Unemployment
  5. Education levels (include illiteracy rate--unable to read or write)
  6. Population and increase/decrease for past 10 years Problems and Needs

### II. Problems and Needs

- A. List specific problems and needs of the area, in categories such as long-standing, new, emergency.
- B. Who did you ask to help discover these problems and needs?

### III. Description of Projects

- A. Include statement of purpose B mission statement.

- B. Share historical background of project.
  - 1. When, why and by whom started.
  - 2. Who is involved and how (U.M. and other denominations, clergy, laity; civic/governmental agencies; racial and ethnic groups, and other groups.)
- C. Give a detailed description of the project's governing body.
  - 1. Number of persons serving on the governing body.
  - 2. Name groups/churches and agencies presented.
  - 3. How often and when does the governing body meet?
  - 4. Describe structure and how the body functions.

#### IV Objects or Goals

- A. In light of the problems and needs under II, list immediate and long-range objectives or goals of this project. (These need to be measurable.)
- B. Please give an example of how these objectives or goals fit into at least one or two of the objectives and strategies of the General Board of Global Ministries. (See second page of cover memo.)

#### V Need for Church and Community Worker

- A. Indicate who wants a Church and Community Worker and how the Council or Board of the project participated in and approved this request.
- B. In the light of existing staff, goals, priorities and the total program, list in order of importance the major responsibilities, a detailed job description, being proposed for a Church and Community Worker.

#### VI Understanding Cooperative/Staff Ministry

- A. Describe your type of mission, indicating how churches, staff and laity work cooperatively.
- B. How will the Church and Community Worker function in this ministry (i.e., with the staff, council, board)?
- C. Attached pertinent information about the churches, organizations and agencies involved in the project.

VII Financing Support Package

Financing is on a participatory basis involving both the General Board of Global Ministries (GBGM) and the field (project/district/annual conference) requesting the Worker. Details concerning amounts for the current year(s) are attached or may be secured from the Office of Church and Community Ministry and include Field Share and Housing/Utilities.

- A. You are expected to provide housing and utilities for the Worker. Location, type and cost of housing should be to the mutual agreement of the project and Worker. You will also need to think about office space for the Worker, i.e., in a central location, a church, etc. Also, think about equipment which will be available for the Worker's use. Please describe the plans you have for each of these things.

Housing:

Utilities:

Office Space:

Equipment:

- B. Indicate sources and amounts that will total the cash figure to be sent to the GBGM (amount needed is to cover field share and housing/utilities).

<b>Source</b>	<b>Amount</b>
1. United Methodist Women Supplementary Giving	
2. Advance Specials	
3. Annual Conference	
4. District	
5. Project	
6. Other (Specify)	

- C. Attach a copy of the parish/project/center budget.

VIII Authorization

We approve the request for a Church and Community Worker to be assigned by the General Board of Global Ministries of the United Methodist Church to the \_\_\_\_\_ project.

Signature of:

1. Chairperson of the Council or Board of the Project

Signed: \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

2. Director of the Project or Chairperson of the Staff

Signed: \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

3. District Superintendent

Signed: \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

4. Chairperson of Conference Committee on Mission Personnel.

Signed: \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

5. District and/or Conference Church and Community Ministry Chair (if applicable).

Signed: \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

6. Chairperson of the Conference Board of Global Ministries or equivalent

Signed: \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

7. Date shared with Conference Council Director Date \_\_\_\_\_

8. Date shared with the Bishop Date \_\_\_\_\_

IX Who participated in completing this Church and Community Ministry project proposal?  
Please give names and their positions held in the church and/or community.

Name	Position and Phone number

Two copies of this Proposal are to be sent to:

Brenda J. Connelly, Executive Secretary  
Church and Community Ministries  
General Board of Global Ministries  
The United Methodist Church  
475 Riverside Drive - Room 320  
New York, NY 10115

(Please use full address to insure delivery to this office.)