

2023 Lilly Endowment
Clergy Renewal Program for
Indiana Congregations

What will make your heart sing?



CHRISTIAN THEOLOGICAL
SEMINARY

Getting Started


Please take time to read these application guidelines thoroughly, even if you previously applied for a grant. We recommend that those working with you on your proposal should also read the complete guidelines. Be aware that throughout this Indiana Request for Proposals (RFP) document, we use the words “proposal” and “application” interchangeably.

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What will make your heart sing?



CHRISTIAN THEOLOGICAL
SEMINARY



“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*

Program Purpose

The Lilly Endowment Indiana Clergy Renewal Program at Christian Theological Seminary (CTS) seeks to strengthen Christian 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, and 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 in 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.

The Grants Program

The Lilly Endowment Indiana Clergy Renewal Program at Christian Theological Seminary is a competitive grants program open to Christian congregations with one or more ordained pastors that serve their congregation. CTS plans to award as many as 25 grants to the congregations that submit the most outstanding applications.

The Lilly Endowment Indiana Clergy Renewal Program at Christian Theological Seminary will provide grants of up to \$50,000 each directly to 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 support activities that enable the congregation to also be renewed in its ministry. You may refer to the Expenses & Budget Worksheets section of the RFP for detailed information.

In preparing the proposal, the pastor and congregation will work together to design the renewal program. They will agree on 1) the structure of the program, 2) the pastor’s activities during the program, 3) congregational renewal activities 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 concludes.

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, and special visits with family and friends. It may also be a time to “lean in” to an issue in ministry about which the pastor and the congregation are passionate. The possibilities are many. The best proposals combine several of these elements in a balanced and sensible way.



Who Is The Program For?

The Lilly Endowment Indiana Clergy Renewal Program 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.

Eligibility

Indiana congregations may apply for a Clergy Renewal Program grant for any of their ordained pastors who are in good standing with their respective denomination or fellowship. Indiana congregations independent of denominational oversight may apply on behalf of any of their pastors that serve the congregation in ways commensurate with their denominationally ordained colleagues.

Married co-pastors have the option to submit a joint proposal. Spouses serving different congregations may each apply from the congregation they serve and may include the other, as desired, in their renewal program plans.

Pastors serving Indiana congregations may receive a Lilly Endowment Clergy Renewal Grant more than once in their lifetime. Seven (7) years must elapse between the time a previous grant recipient's most recent renewal leave ended and the next one would begin. In addition, all the requirements of any previous grants must have been satisfactorily fulfilled for a future renewal leave proposal to receive consideration.

- Example: A congregation whose pastor concludes their renewal leave in November 2022 could apply for this same pastor in the 2028 application season for a renewal leave that could begin no sooner than January 1, 2029. In addition, future grants can only be considered if all final reporting for the previous grant has been satisfactorily completed

Congregations with multiple ordained pastors who are not spouses may submit one application for one pastor in a given application year. Additional grants for another of the congregation's pastors can only be considered if these three conditions are met:

- When three years will have elapsed between the time the previous pastor's renewal program ended and the next pastor's proposed renewal program would begin and

- After the first pastor and congregation have completed their renewal program
- Future grants can only be considered if all final reporting for the previous grant has been satisfactorily completed.
 - Example: A congregation whose pastor concludes their renewal leave in November 2022 could apply in the 2024 application season for another of their ordained pastors whose renewal leave program could begin no sooner than January 1, 2025. All final reports for the previous grant will need to have been completed for the next grant to receive consideration for funding.

The Clergy Renewal Program is designed to support pastors serving local congregations and parishes. Thus, CTS will not accept applications for renewal programs for clergy serving military bases (in the U.S. or overseas) or for chaplains in colleges, universities, hospitals or prisons.

- A congregation must continue the pastor's full salary and benefits during the renewal leave.
- The pastor and congregation must intend for the pastor to remain with the congregation for at least one year after completing their renewal program.
- By submitting a grant proposal and providing the required signatures, the congregation and applying pastor confirm this intent.

If you have any questions about whether your congregation or pastor is eligible for this program, please contact Christian Theological Seminary before you apply.

You may contact CTS by phone: (317) 931-4225 or email: clergyrenewal@cts.edu.

Program Parameters

\$50,000 is the maximum amount a congregation may request.

- Many congregations request less.
- Each congregation is encouraged to apply for a grant that fits its unique situation.
- Option to allocate up to \$15,000 of the maximum award to the Congregational Budget (refer to the Expenses and Budget section on p. 9 for details).



“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*

Grant recipients have 24 months in which they may complete their renewal plans.

- Renewal leaves may be taken as either a single block of time or several shorter periods.
- Renewal leave may begin as early as January 1 and no later than December 31 of the year after the grant is awarded.
- A total leave time of at least three months over the two years is encouraged.

Some part of the program may involve travel for the purpose of research. However, applicants are advised to find support elsewhere if plans are strictly dedicated to the academic work involved in the pursuit of a degree, including the Doctor of Ministry degree. The Clergy Renewal Program cannot be used as a fellowship program for work toward an academic degree.

Grant awards are made to the applying congregation. If at any point the pastor on whose behalf the congregation applied for and was awarded a grant should leave their staff position with the congregation, all grant activities and expenditures must cease, all remaining grant funds returned to CTS, and a final financial accounting of expenditures submitted.

Selection Procedure & Award Notification

An impartial panel reviews the applications. They evaluate proposals in terms of the renewal program’s feasibility, coherence, creativity and potential benefits to the congregation and pastor.

The amount 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.

All Indiana Clergy Renewal Program applicants will be notified via email by August 31.

Lilly Endowment Clergy Renewal Program grants are issued to the applying congregation and are not portable. If the pastor should receive a call to serve another congregation after submitting a grant proposal, notify Christian Theological Seminary by email to withdraw the application: clergyrenewal@cts.edu.

Resources for Applicants

CTS does not provide examples of previously successful Clergy Renewal grant applications.

CTS encourages applicants to review the documents “What Makes a High-Quality Proposal?” and “Grace Notes” available on our Resources for Grant Seekers webpage. These documents offer wisdom and advice from previous grant recipients that can stimulate your creative thinking and provide helpful advice on the practical aspects of designing and submitting a proposal.

- Visit lillyclergyrenewal.org > Resources > Resources for Grant Seekers.
- Both documents are available for download.

There is also a 2022 Information Webinar video available to watch on our website.

For a guide to planning clergy renewal programs, prospective applicants may be interested in the following print resources:

- Clergy Renewal: The Alban Guide to Sabbatical Planning, published by the Alban Institute.
- Journeying Toward Renewal, also published by the Alban Institute.
- Planning Sabbaticals: A guide for Congregations and their Pastors, published by Chalice Press.



Applying for a Clergy Renewal Program Grant

CTS only accepts proposals for a Clergy Renewal Programs grant during the application window. Typically, the application window opens in early November when updated application materials are available from our Resources for Grant Seekers webpage. We do not accept applications after the deadline, which varies each year, but generally lands between mid-March and late April and is noted throughout this document.

Creating and writing the proposal is intended as an occasion for joyful discernment and collaboration between pastor and congregation. For this reason, CTS does not encourage use of professional grant writers from outside the congregation applying for this grant.

This section of the Request for Proposals booklet includes an overview of all the elements required for a complete grant proposal followed by the details and information needed to help the pastor and congregation in crafting their application. This section presents the various parts in the order in which the completed proposal must be arranged when submitted to CTS. Applications **submitted out of order or without all required elements and documentation may be deemed ineligible.**

Submission Options

CTS provides applicants with two options for submitting proposals. All eligible applications, regardless of submission method, receive equal consideration in the review process.

Submit only one copy of your application using only one of these submission options. We understand that the applying pastor and the team they work with give much thought and many hours in crafting this proposal and are, therefore, eager to ensure we receive the proposal by the deadline. We have a process in place to communicate to applicants that we received and processed their application into our database. We do welcome and encourage you to contact us by email if, **three (3) weeks after the application deadline**, you have not received a confirmation notification from us as described below.

Email applications

Create a single PDF document and send it as an emailed attachment to clergyproposals@cts.edu that shows a time stamp no later than 11:59 pm Eastern time Wednesday, March 15, 2023.

- Refer to the Application Checklist on p. 23 for further details.
- CTS encourages the applying pastor, Congregational Representative and Responsible Officer to add the following email addresses to their “safe sender” list: ClergyProposals@cts.edu and ClergyRenewal@cts.edu.

Applicants who email their proposal will receive three (3) follow up emails:

1. An automated response confirming their email was delivered to the Clergy Proposals inbox.
2. An email confirmation of their submission within three business days after the automated response email.

“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

“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*

3. A system-generated confirmation email once the application is processed into our database.

If you do not receive the first automated follow up email, we did not receive your emailed application.

If you do not receive the confirmation email within three (3) business days after submitting your emailed proposal, send the Clergy Renewal Staff an email: clergyrenewal@cts.edu.

If you do not receive the system-generated email within three (3) weeks after the application deadline, send the Clergy Renewal Staff an email to ensure your application was processed: clergyrenewal@cts.edu.

Print applications

Print and mail your proposal using the US Postal Service with a postmark no later than Wednesday, March 15, 2023.

Refer to the Application Checklist on p. 23 for our mailing address and additional details.

CTS does not recommend using other shipping options other than USPS First Class Mail. Some shipping options require the shipper to attempt delivery after business hours when CTS is closed, and others require a signature for delivery. CTS does not have dedicated Receiving staff. As such, mail carriers and other shipper delivery personnel cannot always acquire a signature at the time of delivery.

Applicants who mail a printed copy of their proposal will receive a system generated email confirmation that their application was received and processed into our database.

If the system-generated email is not received within three (3) weeks after the application deadline, email CTS at clergyrenewal@cts.edu.

Submit only one copy of your application using only one of these options. Print applications must be postmarked by Wednesday, March 15, 2023. Email applications must be submitted to clergyproposals@cts.edu and time stamped by 11:59 PM Eastern Time on Wednesday, March 15, 2023.

Email applicants will receive three (3) different emailed notifications that their applications have been received by CTS. **If you do not receive these emails, follow up with the Clergy Renewal Staff as directed in the Email Applications section.**

Print applicants will receive a single, system-generated email notifying them that their applications have been received and processed by CTS. Emails may arrive up to 3 weeks after the application deadline. **If, three (3) weeks after the application deadline, you have not received this system-generated email, follow up with the Clergy Renewal Staff at clergyrenewal@cts.edu.**

Application Elements

A completed application must provide all the information requested below. Please read all the application materials thoroughly. All seven (7) forms appear in this Request for Proposals booklet beginning on page 15. Fillable PDF versions of these forms are available for download from the Resources for Grant Seekers page of our website: www.cts.edu/cpe/clergy-renewal/resources/#grantseekers. Be sure to select the Indiana program link. Do not alter or create alternate versions of any pre-printed forms. Applications submitted that include non-standard forms or elements not expressly requested in this booklet may be deemed ineligible.

All requested signatures must be given as ink or “wet” signatures. CTS cannot accept e-signatures, script fonts used as signatures, or graphic signature files pasted into the document. We will accept documents that have been ink signed and then scanned and sent as emailed attachments.

The Authorized Congregational Representative and Responsible Officer of the Congregation may not be paid church staff members or relatives of the applying pastor. Refer to the Congregation & Pastor and Federal Tax-Exempt Status sections below for details on selecting the people to serve in these roles and who provide their signatures on the application.

Overview

Form Pages (7)

1. Congregation & Pastor
2. Signatures Page
3. Outline of Renewal Program
4. Pastoral Budget Worksheet
5. Congregational Budget Worksheet
6. Applicant’s Federal Tax-Exempt Status
7. Previous Recipient Information

Documentation

- Federal Tax-Exempt Status documentation
- Pastor’s Letter of Standing
- 1-Page Church Operating Budget Summary

Budget Narratives (no page limit)

- Pastoral Budget Narrative
- Congregational Budget Narrative

Proposal Narrative (10-page maximum; 12 if including Part D)

- Part A: Program Rationale & Design
- Part B: Congregational Information
- Part C: Pastoral Information
- Part D: Previous Applicant Information

Form 1: Congregation & Pastor

Fill out the information requested using the form provided. This will be the first page of your scanned PDF or printed application. **Do not include a cover letter or other documents or information not expressly requested in this booklet.**

About Email Addresses

In the top section, please include a general mailbox email address for the church that is different from the pastor’s email address.

About the EIN (Employer Identification Number)

The EIN is a 9-digit number issued by the Internal Revenue Service that appears in the following format XX-XXXXXXX.

Selecting a Congregational Representative

May not be another pastor, paid church staff person, or relative of the applying pastor.

- The Authorized Congregational Representative is a lay leader authorized to represent the congregation as a contact person during the grant period. For example: Clerk of Session, Senior Warden, Parish Council Chair, President of the Congregation, etc.

“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



“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*

- The Authorized Congregational Representative has responsibilities throughout the grant period and writes answers on the congregation’s behalf in response to questions CTS provides as part of the final report process for those whose proposals are selected for funding.
- This person’s information is added on this form and at the top of the Signatures form.

About the Total Amount Requested

This number should equal the combined total of the Pastor’s and Congregation’s Budget Worksheet pages

Form 2: Signatures Page

Fill out the information requested using the form provided. This will be the second page of your scanned PDF or printed application. All signatures must be ink or “wet” signed (see note under Application Elements for details).

By signing this page and submitting the proposal, the applying pastor and congregation express their intention for the pastor to serve the congregation for at least one year following the conclusion of the renewal program. In addition, by signing this form, you acknowledge that the grant is not portable and may only be used while the pastor serves the congregation that applied for the grant.

About the Authorized Congregational Representative

This is the same person you listed at the bottom of the Congregation & Pastor form.

About the Senior Minister

If the applying pastor is not also the Senior Minister, then the Senior Minister’s information and signature must be provided here below the Congregational Representative’s.

Form 3: Outline of Renewal Program

Fill out the information requested using the form provided. This will be the third page of your scanned PDF or printed application. Use this form to provide a chronological outline of the pastor’s proposed renewal program described in detail in Part A of the Proposal Narrative. On this form, you will include time at home, activities, travels, and travel companions.

Account for all time intended as renewal leave.

You may indicate date ranges for plans that cover multiple days, weeks or months. Be sure to include the year with your dates, as the program allows grant recipients up to 24 months in which to complete their renewal program.

Use multiple form pages as needed. Return to the Resources for Grant Seekers section of our website, select the Indiana Program’s fillable PDF forms link, fill in the additional lines and save the form to your computer.

Forms 4 and 5: Expenses & Budget Worksheets

CTS cannot accommodate future requests for additional funding for those applicants who become grant recipients. Be sure your budget requests grant funds sufficient for the amount of time you’re planning for your renewal leave, the types of activities you expect to include, the different modes of transportation, the destinations to which you hope to travel, etc.

You may request a maximum of \$50,000 for your Clergy Renewal grant. Of that amount, up to \$15,000 can be budgeted for congregational expenses and congregational renewal activities. However, there is no cap on the pastor’s budget. If the congregation chooses not to budget grant funds for expenses incurred during the pastor’s renewal leave, the full \$50,000 may be applied to the pastor’s budget.



These worksheets should only include your budgets for Clergy Renewal grant funds. If you anticipate using funds from other sources in addition to the Clergy Renewal grant, please explain in your Budget Narrative how these other funds will be used.

Clergy Renewal grant funds may not be used for building improvements, additions, repairs, or other capital or equipment/technology expenses.

In a later part of this proposal, you will include budget narratives that explain how the budget worksheet amounts were calculated for each budget.

Form 4: Pastoral Budget Expenses Worksheet

Fill out the information requested using the form provided. This will be the fourth page of your scanned PDF or printed application.

Provide a detailed budget of the pastor's renewal program. The combined totals from this worksheet and the Congregational Budget Expenses Worksheet should be the same amount you entered at the bottom left of the Congregation & Pastor form (Total Amount Requested).

- Include costs for any all-inclusive travel with the Meals & Lodging budget line
- Be sure to include in your Pastor's Budget Narrative an explanation of all transportation, meals, lodging, activities, etc. covered by the cost for each such budgeted item.

About Equipment and Supplies

Applicants may request funds to cover the cost of equipment and supplies needed to pursue the renewal activities described in the Proposal Narrative. The Equipment and Supplies expense **may not exceed 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. For additional information refer to the Grace Notes document found on our

Resources for Grant Seekers webpage. Excessive requests for equipment will not receive favorable consideration. The congregation and pastor should determine as part of their preparation of the proposal to whom equipment and supplies purchased with grant funds will belong (i.e., pastor or congregation) once the renewal program is complete.

About Tax Liability Offset

Applicants have the option to budget grant funds to cover the cost for a possible increase in their personal income tax liability because of this grant. There are many factors at both the state and federal levels that can impact whether a grant affects the pastor's personal income tax liability. Because of these complexities, we cannot give tax advice related to these grants. We highly recommend consulting with a trusted financial/tax advisor and discussing the details of the grant, the pastor's personal finances, and the church's best practices with respect to how reimbursements to the pastor are managed, and then following that advisor's recommendations as to whether to budget for the Tax Liability Offset.

- When determining any potential tax impact to the pastor, it may be helpful to understand that all grant funds are disbursed to the congregation and not the individual pastor. In addition, neither CTS nor Lilly Endowment Incorporated (LEI) will issue 1099 forms related to these grants.

About Post-Leave Activities

Applicants may budget up to \$2,500 for post-leave follow-up activities that support the pastor's continuing renewal. Post-leave activities may include things like 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.

Check that amounts entered for each line item add up to the total dollar figure entered at the bottom of the worksheet. Ensure the pastor and the church treasurer ink sign this worksheet.

“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



“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

Form 5: Congregational Budget Expenses Worksheet

Fill out the information requested using the form provided. This will be the fifth page of your scanned PDF or printed application.

Provide total amounts for each budget line of the congregation’s proposed expenses associated with fulfilling pastoral functions during the pastor’s absence, events related to the pastor’s leave-taking or return, and any congregational renewal activities.

About Congregational Renewal Activities

Provide detailed information about how you calculated this budget line in your budget narrative for the congregation and, in the Proposal Narrative Part A, describe in detail the congregation’s renewal activity plans.

Check that amounts entered for each line item add up to the total dollar figure entered at the bottom of the worksheet. Ensure the pastor and the church treasurer ink sign this worksheet.

Form 6: Federal Tax-Exempt Status

Fill out the information requested using the form provided. This will be the sixth page of your scanned PDF or printed application.

About the Responsible Officer of the Congregation (person who signs this form)

- May not be a paid church staff person or family member of the applying pastor.
- Must be someone authorized to sign financial documents on the congregation’s behalf.

Complete the Federal Tax-Exempt Status form and provide the requested information concerning your congregation’s tax-exempt status under federal tax law. Christian Theological Seminary is required by federal tax law to determine the exempt status of each organization to which it makes a grant.

Therefore, it is necessary that you supply this 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).

No grants will be awarded, or funds dispersed until the proper federal tax status is confirmed with one of the following options.

Accepted Federal Tax-Exempt Documents

Place this documentation after Form 6: Federal Tax-Exempt Status. If you are a previous grant recipient applying for another grant and will be including Form 7: Previous Recipient Information, then place the federal tax documentation after Form 7.

Internal Revenue Service (IRS) letters of determination are often reissued periodically, especially in the case of group exemptions. Include only the most recent version of the letter. State issued sales and use tax exemption certificates are not acceptable forms of documentation. Do not include these with your application.

1. IRS letter of determination

The letter of determination comes from the IRS and simply states that according to the description of federally tax-exempt organizations, your church has been determined to qualify under the statute as a church and is therefore exempt from federal income tax. It typically includes the church name and address in the letter.

2. Denomination’s Group Exemption Ruling letter of determination

Like the letter of determination described above, this letter is issued to the denomination either regionally or nationally. If you include a group exemption ruling letter of determination with your application, you will need to also include evidence of your active participation with the denomination mentioned in the group ruling letter. Choose from one of the following three options:



- A. a photocopy or scan of the denomination's yearbook cover page and the page your church is listed on
- B. a screenshot of your church's listing on the denomination's website
- C. a letter from the denomination that states your church is covered under the group ruling, is an active part of the denomination and includes your church name and physical address

3. Letter from Legal Counsel

If your congregation does not have an individual or group exemption ruling IRS letter of determination, you may include a letter written and signed by legal counsel that verifies that your congregation is a church according to the description given in IRS Code sections 501(c)(3) and 170(b)(1)(A)(i).

Form 7: Previous Recipient Information

Complete and include this form with your proposal only if you have previously been supported by a grant in the Indiana Clergy Renewal Program. It must have been at least seven (7) years in 2023-2024 since your renewal leave ended for your congregation to be eligible to apply for a grant on your behalf in support of another leave. If you need to include this page, it will be the seventh page of your scanned PDF or printed application.

In addition to completing this form, you will also respond to the questions in Part D of the Proposal Narrative section of this RFP (see page 14). Responses to Part D will follow the formatting guidelines given for the overall Proposal Narrative section. You may include up to two (2) additional typewritten pages in your Proposal Narrative in providing your responses to these questions.

Pastor's Letter of Standing

Place this letter after the Federal Tax-Exempt document(s).

Enclose a letter from the congregation's judicatory indicating the pastor's good standing as a minister in his or her denomination. If the applying congregation is independent and not a member of any denominational body, we require one of the following options in place of a judicatory letter.

- If the congregation belongs to a fellowship of churches, provide a signed letter from an officer of the fellowship that attests to the congregation's participation in the fellowship and the pastor's good standing.
- If the congregation is independent and not a member of any denominational body, the governing board of the church must provide a signed a letter attesting to the pastor's standing as an ordained minister in the congregation.

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.

1-Page Church Operating Budget Summary

Place this page after the Pastor's Letter of Standing.

Provide a one-page summary of the church's annual operating budget. You may include either a single page spreadsheet or typewritten page. This should include a financial overview of the church's current year income and expenses. It should summarize major categories of income and expenditure within the congregation. For example, it may include staff compensation, building costs, benevolence, mission giving, income from offerings, etc.

“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*



“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*

Budget Narratives

The Budget Narratives should come after the 1-Page Church Operating Budget Summary.

There is no page limit for the Budget Narratives. Please use the following formatting:

- 1-inch margins
- Double spaced
- 12 pt. font in Times New Roman or similar serif font
- Number pages beginning at one (1)
- If printing and mailing your proposal, print on only one side of the page

Write a Budget Narrative that describes your renewal plan and expenses in chronological (date) order. Include one for the pastor’s budget and one for the congregation’s budget. Your budget narratives should provide detailed explanation of how costs for each item were determined. They should also identify specific activities, the number of people, and the amount of time covered by each budget item.

Make note of the sources you used to estimate these expenses (travel sites, company websites, government websites, quotes from a travel agent, etc.). You may note the name of the site or source but do not have to include website URLs or links.

Proposal Narrative

The Proposal Narrative should come after the Budget Narratives pages. There is a 10-page maximum for the Proposal Narrative. If you are a previous grant recipient applying for a subsequent grant, you may use a maximum of 12 pages for the Proposal Narrative and will also include responses to Part D. Please use the following formatting:

- 1-inch margins
- Double spaced
- 12 pt. font in Times New Roman or similar serif font
- Number pages beginning at one (1)
- If printing and mailing your proposal, print on only one side of the page

Provide narrative responses to the prompts in sections A – C. Only previous grant recipients applying for another grant need to include responses to Part D. You do not need to include the wording from each prompt with your response. However, be sure to number each response (A1, for example) and provide the information fully and in the same order they appear in this section.

Part A – Program Rationale and Design

1. Provide a clearly articulated rationale for engaging in the clergy renewal program. In doing so, please give careful thought to the connection between the purpose, the proposed activities and your rationale. Tell us why the activities that the pastor and congregation are proposing are the right ones to promote renewal for ministry.
2. Provide a detailed narrative description of the pastor’s activities and the timeline for the renewal program. Indicate whether the leave time will be one uninterrupted block, or several shorter leaves taken over 24 months. 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 to promote renewal of ministry for the pastor. This section of the Proposal Narrative provides a detailed explanation of the information included on the Outline of Renewal Program form. Ensure that all activities described here in the Proposal Narrative are also reflected on the Outline of Renewal form.
3. Provide a statement written by the pastor about why this is the right time in the pastor’s ministry to engage this program and what the pastor hopes the benefits will be.
4. 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.
5. 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.

6. Tell us how the congregation will, as much as possible, honor the pastor's need for minimal contact with the congregation during the leave. Have responsible parties been identified? Are plans for emergencies in place beyond contacting the pastor?
7. Give a 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 and the whole congregation being aware of the application. The best way to indicate this is by giving a detailed description of the steps by which the congregation was made aware and was able to express support. Congregational approval must be assured before an application is submitted, so that if a grant is awarded CTS can be assured that it will be accepted by the congregation.
8. Is there anything else that you would like the readers to know about the congregation and why this program will be beneficial for ministry? You may be creative in your response. If you would like to provide a video link, for instance, include the typewritten URL link in your response to this prompt. Video clip maximum watch time: 10 minutes. If the video is longer than ten minutes, indicate the timestamp where you would like us to begin watching the ten-minute section.

Part B – Congregational Information

1. Describe any especially illuminating or distinctive historical events in the life of this church.
2. List a current representative sampling of the ministries, both internal and outreach, in which your church is involved.
3. Provide the names and tenure of the last four pastors.

Part C – Pastoral Information

1. Tell about the pastor's education experience after high school. Provide the names of colleges, seminaries, Bible institutes, and/or certificate programs, as well as degrees/certificates earned and the years in which they 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.
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.

Part D – Previous Recipient

Only include answers to these questions if you are a previous recipient applying for support for a subsequent renewal program. Be sure you complete and include with your proposal the Previous Recipient Information form and place it in the order indicated on page 23 of this document.

In providing your narrative responses to these questions, you may add up to two (2) additional pages. Follow the same formatting guidelines that Parts A-C require. Continue the numbering sequence from the rest of your Proposal Narrative (i.e. 11, 12).

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?

“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*

Application Form

The online fillable version of these forms can be completed from your web browser and saved to your computer. They represent only part of a complete proposal. Refer to the Indiana Request for Proposals (RFP) booklet for full details and instructions on how to apply for a Clergy Renewal Program grant.

Congregation & Pastor

(type or print clearly)

Congregation's legal name (please print)

Congregation's common name (if different from legal name)

Congregation's street address

Congregation's mailing address (if different from street address)

City State ZIP Code County

Telephone number

Employer identification number (EIN)

Website URL (if any)

Congregation's general email address

Pastor's Prefix

Pastor's first and last name

Pastor's title

Pastor's preferred contact telephone number

Pastor's email address

Representative prefix Authorized congregational representative's first and last name (refer to p. 8 in RFP for who may serve in this role)

Title or position in congregation (may not be family member, pastor or other staff person of the congregation)

Representative's preferred contact phone number

Representative's preferred email address

\$

Total Amount Requested

Application

Signature Page

By giving their signatures below the Congregational Representative, Senior Minister and Applying Pastor acknowledge the following:

I am duly authorized to represent this congregation and submit this proposal on its behalf. I affirm, to the best of my knowledge, that the information contained in the proposal is true and accurate. My 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 pastor's full salary and benefits during the renewal program.

Authorized congregational representative's first & last name*

Representative's title of position in congregation

Authorized congregational representative's signature

Date

Senior minister (if different than the applying pastor)

Senior minister's title

Senior minister's signature

Date

Senior minister's email

* Signature must be that of the congregation's authorized lay leader. Refer to page 8 of the RFP for details on who may serve in this role.

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.

Applying pastor's first and last name

Applying pastor's title

Applying Pastor's Signature

Date

Brief Summary of Other Data (Complete each item)

Official name of denomination or indicate if congregation is nondenominational or independent

Date congregation was founded

Total annual operating budget

Number of members

Average number at worship

Years pastor has served this congregation

Is the pastor bi-vocational? Yes No

If yes, estimate number of hours per week the pastor spends in service to this church? _____

Has this pastor's spouse's congregation received a clergy renewal grant? Yes No

If so, when and name of congregation _____

Is this pastor's spouse also applying for a clergy renewal grant this year? Yes No

If so, name of congregation _____

How did you learn about this program:

friend/colleague news story website (cts.edu) other website email other (explain in the space below)

Application

Expenses & Budget: Pastoral Budget Expenses Worksheet

The online fillable version of this form will calculate the total for you.

Include only those expenses related to the pastor's renewal program that will be covered by Clergy Renewal Program grant funds. If you anticipate using funds from other sources in addition to CRP grant funds, provide explanation of those funds in the pastor's Budget Narrative.

Enter amounts without commas or cents

Only enter amounts covered by CRP grant funds

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 (max amt 10% of Pastor's budget) _____

Other (passports, inoculations, entrance fees, etc.) _____

Set-aside for post-leave activities (max amt \$2,500) _____

Estimated increase in tax liability as a result of receiving grant (optional; explain how this amt. was calculated in the pastor's budget narrative*) _____

Total \$ _____

Applying pastor signature

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.

Expenses & Budget: Congregational Budget Expenses Worksheet

The online fillable version of this form will calculate the total for you.

Include only budgeted amounts related to the congregation's expenses for fulfilling pastoral responsibilities, events related to the the pastor's leave-taking and return, and congregational renewal activities that will be covered by Clergy Renewal Program grant funds. If you anticipate using funds from other sources in addition to the CRP grant funds, provide explanation of those budgeted funds in the congregation's Budget Narrative.

Maximum Congregational Budget: \$15,000

Enter amounts without commas or cents

Only enter amounts covered by CRP grant funds

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 \$

Applying Pastor's Signature

Signature of Treasurer

Application

Applicant's Federal Tax-Exempt Status

Refer to page 11 in the Indiana Request for Proposals document for detailed instructions on completing this form and providing the correct required documentation.

Christian Theological Seminary is required by federal tax law to determine the exempt 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).

Organization's Legal Name

Organization's common name (if different from legal name)

Congregation's street address; then, mailing address (if different)

City

State

ZIP Code

Accepted Federal Tax-Exempt 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.

Date

Responsible Officer's Signature

Responsible Officer's Title

Print Name

Responsible Officer's Email

Previous Recipient Information

Only complete and include this form with your proposal if you have previously been supported by a grant in the Clergy Renewal Program for Indiana Congregations. Your congregation is eligible to apply for a subsequent grant in support of another leave if it will have been at least seven years in 2023-2024 since your renewal leave ended.

Refer to page 14 of the RFP for details on completing Part D of the Proposal Narrative in conjunction with this form. Include your responses to the questions below following the same formatting guidelines given for Parts A-C of the Proposal Narrative. You may include up to two (2) additional typewritten pages with your Proposal Narrative for a total of twelve (12) pages. In addition to the questions in Parts 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.

The clergy renewal grant to my congregation was made in _____ (month and year), and I took my renewal leave from _____ to _____ (month and year; Example: May 2017 to July 2017).

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

Application Submission

Use the Application Checklist on page 23 to ensure your application is complete.

Email applicants

Scan your application packet into one (1) PDF and email it to: clergyproposals@cts.edu. Do not use this email address for any other purpose. Use the email address provided below for correspondence.

- This will require you to print forms, documentation, and narrative sections, arrange them in the correct order and then scan them as one PDF document.
- Title your PDF as follows: Current year, Pastor's first and last name, then "application." For example: 2023 Jessica Smith Application
- Your PDF file size must not be larger than 25 MB.
- Please review your PDF document before emailing it to us. Ensure it is clear and easy to read, and all required pages are included in the document.
- If you do not have a scanner, your local office supply or print/ship store will create a PDF of your application for a per page fee. You can have them scan it to a USB storage device or email it to you. Please do not have them email it directly to CTS. **The automated response and first confirmation emails will go to the email address that sends your application.**

Submit the emailed application by 11:59 pm Eastern Time, on Wednesday, March 15, 2023. Applicants who email their proposal will receive emailed confirmation from CTS that their applications have been received as follows:

1. An automated response confirming their email was delivered to the Clergy Proposals inbox.
2. An email confirmation of their submission within three (3) business days of receipt.
3. A system-generated confirmation email once the application is processed into our database.
 - If you do not receive the first automated response email, we did not receive your emailed application.
 - If you do not receive the first confirmation email within three (3) business days after submitting your emailed proposal, send the Clergy Renewal Staff an email: clergyrenewal@cts.edu.

Questions? Need more information?

Please contact us at clergyrenewal@cts.edu or (317) 931-4225 or write to the Program Director at the address below.

- If you do not receive the system-generated email within three (3) weeks after the application deadline, send the Clergy Renewal Staff an email to ensure your application was processed: clergyrenewal@cts.edu.

Print applicants

CTS requests that all mailed applications be printed on one side only, then clipped with one paperclip. 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.

CTS does not recommend using shipping options other than USPS First Class Mail. Some shipping options require the shipper to attempt delivery after business hours when CTS is closed, and others require a signature for delivery. CTS does not have dedicated Receiving staff. As such, mail carriers and other shipper delivery personnel cannot always acquire a signature at the time of delivery.

Applicants who mail a printed copy of their proposal will receive a system generated email confirmation that their application was received and processed into our database. If the system-generated email is not received by three (3) weeks after the application deadline, email CTS at clergyrenewal@cts.edu.

Mail your completed print application to:

Dr. Robert Saler
Lilly Endowment Clergy Renewal Programs
Christian Theological Seminary
1000 W. 42nd Street
Indianapolis, IN 46208

Notes and Checklist

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

Submit your proposal by Wednesday, March 15, 2023. Print applications must be postmarked on or before this date. Emailed applications must be received by 11:59 pm Eastern time on the day of the deadline. Send emailed applications to clergyproposals@cts.edu.

Only proposals that meet the following standards will be considered:

1. The complete Proposal Narrative includes numbered responses to Parts A, B, C and D (as appropriate) where the numbered response corresponds with the section and number of the prompt. For example: A1 or C2.
2. For ease of readability, both the Budget and Proposal Narrative portions of the application must use 12-pt. Times New Roman font (for detailed information, refer to the Budget Narratives or Proposal Narrative section).
3. Budget and Proposal Narratives must use 1-inch margins, be double-spaced and printed on only one side of the paper.
4. The Proposal Narrative may be a maximum of 10 pages (12 pages if including responses to Part D).
5. All forms must be those provided on our website: lilyclergyrenewal.org > Resources > Resources for Grant Seekers and must be those for the Indiana Clergy Renewal Program. Applications that include forms other than the ones provided may be deemed ineligible. Be sure the forms you use are for the current program year.
6. Print applicants: No binders, staples, plastic folders or any other kind of covering are included. The application and its attachments have been secured with a paper clip.
7. Email applicants: Ensure your single PDF file is no larger than 25 MBs. Our database will not accept larger file uploads.
8. Do not include with your proposal any photographs, brochures, articles or other items not expressly requested in this Request for Proposals document. Applications that include such items may be considered ineligible.

Submit your proposal by Wednesday, March 15, 2023. Print applications must be postmarked on or before this date. Emailed applications must be received by 11:59 pm Eastern time on the day of the deadline. Send emailed applications to clergyproposals@cts.edu.

Place Application Elements in the Following Order:

All seven (7) forms

1. Congregation & Pastor
2. Signatures Page (ensure all signatures are present)
3. Outline of Renewal Program
4. Pastoral Expenses & Budget Worksheet (ensure both ink signatures are present)
5. Congregation's Expenses & Budget Worksheet (ensure both ink signatures are present)
6. Federal Tax-Exempt Status (ensure ink signature is present)
7. Previous Recipient Information (only if you are previous recipient applying for another grant)

All requested documentation

- Federal tax-exempt status documentation
- Pastor's Letter of Standing
- 1-Page Church Operating Budget Summary

Budget Narratives (pages numbered beginning with 1)

- Pastoral Budget Narrative
- Congregation's Budget Narrative

Proposal Narrative Responses (pages numbered: 1 – 10; 1 - 12 if including Part D)

- Part A: Program Rationale & Design
- Part B: Congregational Information
- Part C: Pastoral Information
- Part D: Previous Recipient (only if you are a previous recipient applying for a subsequent grant)

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.

What will make your heart sing?

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.



CHRISTIAN THEOLOGICAL
SEMINARY