

CHURCH DEVELOPMENT & EVANGELISM COMMITTEE HANDBOOK

PURPOSE

The Church Development and Evangelism Committee (CDE) promotes and coordinates:

- 1) the establishment of new communities of faith;
- 2) the support, encouragement, and transformation of existing congregations; and
- 3) missional evangelism by strengthening congregation discipleship, commitment of faith, proclamation, and witness.

CDE facilitates engagement with GA programs and grants, collaboration among Mission Presbyterian congregations, and the development of programs and grants specific to a particular worshiping community. CDE ensures faithful stewardship and accountability of funds entrusted to the committee and its grantees through the following subcommittees: evangelism, finance, new church development, and transformation.

COMMITTEE MEMBERSHIP

CDE consists of twelve (12) members with representation of both teaching elders (TE) and ruling elders (RE), arranged in three classes and representing all regions in the presbytery. Members are elected at the annual meeting of Presbytery upon nomination by the Nominations Committee (NOM). Any vacancy shall be filled upon approval by the General Council if less than one (1) year left on a term or by nomination by NOM at the next meeting of Presbytery. Members are eligible to serve no more than six (6) consecutive years. The CDE elects its own recorder, vice-chair, and subcommittee moderators. The NOM, with approval of General Council, nominates the Chair for election by the Presbytery.

MEETINGS

Ordinarily, the entire CDE will meet at least three (3) times a year as a minimum. Telephone conference call or skype/video conference called meetings are permitted so long as these electronic meetings facilitate simultaneous discussions of business matters among members. If the chair decides that urgent business requires immediate action he/she may submit a motion to members via email. Members must be allowed a minimum of 72 hours to respond with discussion and their votes. The motion, list of members voting, and results of the vote will be recorded in the minutes of the next regular meeting. Regional and sub-committee meetings will occur as needed.

QUORUM AND EXECUTIVE COMMITTEE

A quorum shall be declared if at least six (6) members of the committee, which includes the Chair, are present/participating. The CDE Executive Committee, including the chair, vice chair, and subcommittee moderators, can make emergency decisions on behalf of the entire committee if a general meeting or email meeting is not feasible given time constraints.

STAFF RESOURCE

The staff resource for this committee will be the Presbytery Executive (EP) or designated staff, and the Church Consultant.

CDE CHAIR

The Chair of CDE shall serve as a member of General Council and report as required by presbytery policy and budgetary considerations.

REPORTING

CDE reports to Mission Presbytery at stated and called meetings.

RESPONSIBILITIES

1. CDE promotes the initiation and participation in new church probes, new worshipping communities, fellowships, and new church developments.
2. CDE promotes the support and transformation of congregations in a variety of contexts through grants, workshops, and programs (such as New Beginnings), as well as through the encouragement of CDE liaisons for grantees and program participants.
3. CDE promotes evangelism through grants, workshops, and programs (such as *Engage*), as well as through the encouragement of CDE liaisons for grantees and program participants.
4. CDE assures accountability and faithful stewardship of CDE funds through a finance subcommittee that provides/interprets financial reports regarding CDE funds and expenditures, recommends CDE funding allocation, and recommends a CDE budget developed in consultation with the Executive Committee.

DOCUMENTS ATTACHED

1. Developing New Churches in Mission Presbytery
2. Application to Conduct a Probe for New Church Development
3. Application for New Church Development Funds
4. Sponsors for New Church Developments
5. Petition to Become a Fellowship in Mission Presbytery
6. Responsibilities of New Church Development Liaisons
7. Petition to Become a New Church Development in Mission Presbytery
8. Contract for Temporary Pastor of Fellowship
9. Application for Church Transformation/Evangelism Funds

10. Responsibilities of CDE Liaisons for Congregational Transformation.

11. Responsibilities of CDE Liaisons for Evangelism

DEVELOPING NEW CHURCHES IN MISSION PRESBYTERY (Approved By Church Development and Evangelism Committee 9/10/2014; edit 3/30/2015)

*Church Development and Evangelism Committee
Mission Presbytery
7201 Broadway, Suite 303
San Antonio, TX 78209
(210) 826-3296*

Mission Presbytery encourages and supports and development of new churches in a variety of ways, including the initiation and participation in new church probes, fellowships, and new church developments. The following guidelines summarize the steps usually taken by those seeking to form a new church in Mission Presbytery under the guidance of the Church Development and Evangelism Committee.

Although each church development effort has a unique context and mission, every phase of new church development should reflect the Reformed Tradition and be consistent with the Presbyterian form of government and the policies of Mission Presbytery, including those regarding background checks and sexual harassment. For example, all pastoral leadership and volunteers working with minors must have background checks conducted and financed by Mission Presbytery or the sponsoring Session. Resources, guidance, and support are available at the congregational, presbytery, synod, and General Assembly levels of PC (USA).

In celebration and commitment to our partnership in mission within PC (USA), all fellowships and new church developments are encouraged to model the giving of a tithe by designating a minimum of 10% of their operating budget as “benevolences.” These monies may be divided between a pledge to Mission Presbytery for the on-going mission efforts of the entire PC (USA) and the support of local mission efforts.

Normally, groups remain in one of the stages listed below from six months to three years. Most new church initiatives move toward charter within five years. Some initiatives, however, may move quickly to the new church development phase but remain there for five years. Others efforts may linger in the probe or fellowship phases for up to three years. Some church initiatives do not progress toward charter but become a ministry of an existing congregation. New church development is a risk-taking venture with Christ. Ultimately, success is measured by our faithfulness, not whether we grow a new church in a particular location. The CDEC is charged with stewardship of resources to develop self-sustaining congregations, usually within five years.

At some point every church initiative will work with Mission Presbytery to identify pastoral leadership. A local sponsoring congregation may choose to provide pastoral leadership or the leadership team, in cooperation with a sponsoring congregation, CDEC and COM may contract with a PC (USA) pastor to provide temporary ministry. In some cases the CDEC will work with the local leadership team and COM to call a Mission Presbytery Evangelist, which is an installed position. A written terms of call and a contract will be negotiated and signed by the pastoral leader, as well as by representatives of CDEC, COM, the sponsoring session(s), and the leadership team. Any pastors serving fellowships or new church developments are required to complete an

appropriate gifts assessment and background check. When a new church development charters and elects a session, the session and congregation will work with COM to call their first pastor, which may or may not be the pastors serving prior to charter.

Fellowships and New Church Developments will always have sponsorship by existing churches, but the involvement/commitment of sponsors will range from serving as a “parent” church to sponsorship defined more narrowly. Normally each fellowship and NCD will have a sponsoring session that agrees to receive members in trust and pay their per capita, as well as approve/record baptisms. If there is no sponsoring Session, Mission Presbytery must assume responsibility and find a Session sponsor as soon as possible. The terms of sponsorship should be included in Session and fellowship/NCD steering committee minutes and be reviewed annually. The following guidelines provide an overview, but each venture must chart a particular path in cooperation with other churches, the Presbytery, and the PC (USA) acting through its various ministries.

Each phase of development must be approved by Mission Presbytery, acting through the Church Development and Evangelism Committee. Funding requires separate application and approval. Approval of the establishment of a probe, fellowship, or new church development does not assure funding.

I. The Probe: Laying a foundation

The probe involves research and the completion of a feasibility study to determine the possibilities and direction of new church development in a particular area. The probe will include:

Gathering and analyzing demographic information

Completion of community survey to assess needs/interests

Thorough exploration of Mission Insight for census demographic information (Contact presbytery office for access password).

Assessment of possible support from existing congregations and leaders

Exploration of ecumenical opportunities

Consider possibilities of pastoral leadership

Those leading the probe may request funding from PC(USA), Mission Presbytery, or congregational sources. There are resources available for demographic and analytical research, as well as for other expenses. The 1001 “Seed” grants are given by General Assembly, but require support of the Presbytery.

Documents:

1. Application to Conduct a Probe for New Church Development (Attachment 2)

2. Application for New Church Development Funds (Attachment 3)
3. Application for 1001 Worshiping Communities Seed Grant (pcusa.org)
4. Sponsors of New Church Development (Attachment 4)

II. The Fellowship: Developing a Team

A community of believers forms and grows during the fellowship phase. Believers begin to meet regularly for worship, mission, bible study, and/or theological reflection as they discern God's mission in forming a new church for Jesus Christ. Activities are advertised to the community.

A fellowship might be initiated by an existing church or the presbytery, but presbytery approval, as well as the sponsorship of an existing congregation/Session, eventually is required of all fellowships. Connections with both the presbytery and other congregations is important.

Sponsoring churches will be asked to: 1) hold membership in trust for the fellowship and pay associated per capita fees; 2) approve and/or administer baptism and communion as appropriate; 3) receive and distribute funds from Mission Presbytery/PC (USA); and 4) appoint a liaison to work with the fellowship as appropriate. Note that more than one congregation may serve as a sponsor, and sponsorship may or may not include the provision of space, ministry support, and funds.

During the fellowship phase, a Task Force or Leadership Team should be formed which includes a liaison from the presbytery, approved by the Church Development and Evangelism Committee, a liaison from the sponsoring session, as well as a chair and secretary. The leadership team will develop and execute annual plans for the growth and development of the faith community, take minutes, report to the CDE Committee, and work toward approval as a Mission Presbytery Fellowship and funding as appropriate. Both the leadership team and the pastor will report to the CDE.

A fellowship may have a particular ethnic or cultural identity. It may address a need not met by an existing Presbyterian congregation. It may form in a geographical area which has no other Presbyterian witness. A fellowship may be small in numbers.

Over time, a fellowship may discern a call other than forming a new church. Their witness might be more appropriate as a mission of an existing congregation. Discernment takes time and effort. Moving toward church development requires focus.

A fellowship may or may not have ordained clergy leadership. The presbytery may or may not call an evangelist to lead a fellowship. The presbytery requires appropriate new church development gift assessment for any clergy to be called to lead new church development.

Funding may be available through the presbytery and PC(USA) ministries, but grants vary depending upon the mission articulated and the progress made toward fulfilling that mission.

Once the Fellowship has 35-50 believers committed to forming a new church, a petition may be made to CDE/Mission Presbytery for NCD designation.

Documents:

1. Application for New Church Development Funds (Attachment 3)
2. Application for 1001 Worshiping Communities Seed Grant (pcusa.org)
3. Petition to Become a Mission Presbytery Fellowship (Attachment 5)
4. Sponsors for New Church Development (Attachment 4)
5. Petition to Become a Mission Presbytery New Church Development (Attachment 7)
6. Contract for Temporary Pastor of Fellowship (Attachment 8)

III. The New Church Development: Moving Toward Charter

After approval of NCD status at Presbytery, the New Church Development will elect a Steering Committee/Leadership Team, which will include at least one Ruling Elder, as well as liaisons from CD, COM, and sponsoring sessions. The Steering Committee will work with the Presbytery (CDE, Committee on Ministry, and local session sponsors) to call a Presbyterian Evangelist, who has completed assessment affirming gifts for new church development. The Presbytery will provide for pastor coaching, training, and support.

The Steering Committee will develop a three to five year plan to charter and develop as a new church and complete Mission Presbytery and PC (USA) funding requests.

The Steering Committee will conduct its business consistent with the Presbyterian form of government. Although it is not a Session, the Steering Committee should familiarize itself with the Book of Order and Session guidelines. The Presbytery (COM and CDE) will provide training and other assistance.

Ideally, liaisons from the sponsoring church (es) and from Mission Presbytery will attend Steering Committee meetings and special events. Liaisons will provide communication and promote collaboration with the session/presbytery. The pastor or Steering Committee Secretary is asked to provide progress reports prior to each of three CDE meetings each year and a funding request/budget once a year. Additional information may be required with funding requests of the presbytery and PC (USA).

When the NCD moves closer to 100 regular participants, the Steering Committee should petition to charter. Once approved by presbytery, a charter service will be planned to include worship and the celebration of communion, the establishment of the congregation and receiving of members, the election, ordination, and installation of officers, and the call and installation of a pastor. The NCD pastor and Steering Committee is encouraged to recommend members to serve on the Charter Commission. CDE and COM will provide support for charter preparation as provided in G 1-0201.

Documents:

1. Application for New Church Development Funds (Attachment 3)
2. Application for 1001 Grant (pcusa.org)
3. Application for PC(USA) NCD Grant (pcusa.org)
4. Responsibilities of New Church Development Liaisons (Attachment 6)
5. Request to Charter (See G1-0201)

Signed:

Name, Position, Church Affiliation, email or phone contact information

Name, Position, Church Affiliation, email or phone contact information

Name, Position, Church Affiliation, email or phone contact information

Name, Position, Church Affiliation, email or phone contact information

Name, Position, Church Affiliation, email or phone contact information

Name, Position, Church Affiliation, email or phone contact information

Application for New Church Development Funds

Submit Application and Documents to:
Church Development and Evangelism Committee
Mission Presbytery
7201 Broadway, Suite 303
San Antonio, TX 78209
(210) 826-3296

We, the undersigned individuals and / or Session(s) hereby request a grant of

\$ _____ to support (please specify)

- _____ A Probe
- _____ A Fellowship
- _____ A New Church Development

Date of application: _____

The funds will be used for the following purposes (attach documents as appropriate):

Outline the strategies to be used in achieving the above purposes, as well as measurable outcomes that will indicate their accomplishment (attach documents as appropriate):

Note: All requests must be consistent with the attached "Developing New Churches in Mission Presbytery."

The overall budget for this effort is as follows:

Projected Income

\$ _____ Local church(es) or individuals

\$ _____ General Assembly

\$ _____ Presbytery (the grant request)

Total \$ _____

Projected Expenditures

Budget Item Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____

Total: _____

If granted these funds will be placed in the account of :

Name and address of PC(USA) Congregation, Fellowship, or NCD

and expenditures will require signatures from the following two persons:

Name, Position, Affiliation (Church/Fellowship/NCD), email or phone contact information

Name, Position, Affiliation (Church/Fellowship/NCD), email or phone contact information

Signed:

Name, Position, Affiliation (Church/Fellowship/NCD), email or phone contact information

Name, Position, Affiliation (Church/Fellowship/NCD), email or phone contact information

Name, Position, Affiliation (Church/Fellowship/NCD), email or phone contact information

Name, Position, Affiliation (Church/Fellowship/NCD), email or phone contact information

Sponsors for New Church Development
Church Development and Evangelism Committee
Mission Presbytery
7201 Broadway, Suite 303
San Antonio, TX 78209
(210) 826-3296

Sponsoring sessions/congregations partner with the Church Development and Evangelism Committee to promote new church development within Mission Presbytery. The initiative and support of local congregations is vital at every stage of church development. The attached document *Developing New Churches in Mission Presbytery* provides an overview.

Sessions who wish to sponsor a probe, fellowship, or new church development are asked to submit their request to the CDEC, accompanied by Session minutes indicating the type of support they are willing to commit, as well as the name of a liaison (preferably a Ruling Elder active on the Session). Sessions are asked to reconsider their commitment once a year.

Although the responsibilities assumed by a sponsoring Session/congregation will vary greatly, the following list may be helpful to Sessions as they discern God's will. Sponsor activity changes as the new venture progresses through the probe, fellowship, and new church development stages. Each context and sponsorship is unique.

Some probes, fellowships, and NCD's have several sponsors. Others have one or no sponsor when they first begin. Every new church development is blessed by the support of an existing congregation, and sponsoring congregations find inspiration through their efforts. God is always doing a new thing. We hope you will join us in creative, Spirit-led evangelism.

Potential Responsibilities of Sponsoring Sessions/Congregations

1. Pray for those called to the new congregation.
2. Receive memberships to be held in trust for the new congregation and pay per capita. Note these memberships are part of the sponsoring congregation until charter. Technically, these members are petitioners to form a new church.
3. Approve baptisms and record the names of those baptized. Most fellowships and NCD's will have pastoral leadership, but the sponsoring Session must assure appropriate administration of the sacrament.

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4. Appoint a liaison to link the probe, fellowship, or NCD with the sponsoring Session, Mission Presbytery CDEC, Synod of the Sun, and GA. See *Responsibilities of New Church Develop Liaisons*. Assure that the liaison reports regularly to the Session and to the CDEC of Mission Presbytery, including an evaluation of the process and results.
5. Assure that funds are received, handled, and appropriately distributed. In the early stages the sponsor may assume financial responsibilities until a leadership team is formed and trained.
6. Lead or participate in a probe and other stages as outlined in *Developing New Churches in Mission Presbytery*.
7. Assist with grant and funding requests. See *Developing New Churches...*
8. Offer financial and other forms of support, including office and worship space, supplies, training, background checks, insurance, etc.
9. Integrate the new congregation with the sponsoring congregation through mutual worship, mission, and fellowship activities.
10. Participate in the activities and leadership of the probe, fellowship, or new church development, including the calling/negotiating terms of call for an organizing pastor or Mission Presbytery Presbyterian Evangelist.

Petition to Become a Fellowship in Mission Presbytery

Church Development and Evangelism Committee

Mission Presbytery

7201 Broadway, Suite 303

San Antonio, TX 78209

(210) 826-3296

To the Church Development and Evangelism Committee of Mission Presbytery:

The individuals and churches indicated below request recognition by Mission Presbytery as a Fellowship to be known as _____.

The Fellowship will worship at the following location:

_____.

Our church contact information: _____

Our church sponsor is: _____

Our church sponsor liaison is: (Name and contact info:) _____

Our organizing pastor is: _____

Attached documents indicate the ways in which we meet the criteria for fellowships indicated in the *Developing New Churches in Mission Presbytery*, as well as any support we are requesting from Mission Presbytery, including the call of an organizing pastor or Presbyterian evangelist.

Attached documents also provide signatures and email or phone contact information for fellowship participants and supporters of this petition.

Submitted by: _____

Date of submission: _____

Responsibilities of New Church Development Liaisons

Church Development and Evangelism Committee

Mission Presbytery

7201 Broadway, Suite 303

San Antonio, TX 78209

(210) 826-3296

A liaison for new church development in Mission Presbytery connects sponsoring congregation(s) with a Probe, Fellowship, or New Church Development and the Church Development and Evangelism Committee of Mission Presbytery. Liaisons provide a vital link between those in the field and the larger church. This connection is essential.

In most cases liaisons will be elders serving on the session of congregations who sponsor a probe, fellowship, or new church development. Liaisons may also be members or trained representatives of the Church Development and Evangelism Committee.

The responsibilities of liaisons include the following:

1. Show interest in the people and activities of the probe, fellowship, or new church development.
2. Become familiar with the attached "Developing New Churches in Mission Presbytery" guidelines and share them with the session, probe, fellowship, or new church development.
3. Assure that two-way or three-way communication is occurring between the probe, fellowship, and new church development, the sponsor session/congregation, and the Church Development and Evangelism Committee.
4. Provide reports to the local Session and Church Development and Evangelism Committee of Mission Presbytery at least three times a year. These reports might include such things as: involvement with the effort since the last report, affirmations, perceived needs and evaluation of the effort, and plans for the next three to four months.
5. Regularly participate in the meetings of the leadership team of the probe, fellowship, or new church development.
6. As possible, participate in the worship and other activities of the fellowship or new church development and stay informed by reading newsletters, etc.
7. Provide support and encouragement to the pastor and other leaders associated with the probe, fellowship, or new church development.
8. Provide information about potential resources available from congregations, Mission Presbytery, the Synod, or General Assembly.

Attachment 6, Appendix L
Manual of Operations

9. Encourage the organizing pastor (and / or leaders) to be involved in training and education, a support group, Presbytery meetings, and other connectional activities.
10. Encourage members of other congregations to participate and support the probe, fellowship or new church development.

Petition to Become a New Church Development in Mission Presbytery

Church Development and Evangelism Committee

Mission Presbytery

7201 Broadway, Suite 303

San Antonio, TX 78209

(210) 826-3296

To the Church Development and Evangelism Committee of Mission Presbytery:

The individuals and churches indicated below request recognition by Mission Presbytery as a New

Church Development to be known as _____.

The NCD will worship at the following location:

Our NCD contact information: _____

Our church sponsor is: _____

Our church sponsor liaison is: (Name and contact info:) _____

Our organizing pastor is: _____

Attached documents indicate the ways in which we meet the criteria for new church developments indicated in the *Developing New Churches in Mission Presbytery*, as well as any support we are requesting from Mission Presbytery, including the call of an organizing pastor or Presbyterian evangelist.

Attached documents also provide signatures and email or phone contact information for NCD participants and supporters of this petition.

Submitted by: _____

Date of submission: _____

CONTRACT FOR TEMPORARY PASTOR OF FELLOWSHIP

The Church Development and Evangelism Committee of Mission Presbytery enters into the following contract with _____ to lead the _____ Fellowship located in _____, Texas.

This is a _____ (part-time/full-time) position at _____% or _____ hours from _____ (inclusive dates). This is not an installed position nor does it include benefits with the PC(USA) Board of Pensions.

This Ministry will include:

1. Meeting regularly for worship, Bible study and/or theological reflection.
2. Providing leadership in developing a vision for mission and ministry and associated strategies for implementation.
3. Publicizing location and times of fellowship worship and activities.
4. Conducting these activities in the context of the Reformed Tradition.
5. Providing leadership consistent with the Presbyterian form of government.
6. Overseeing the election of a leadership team of at least five members
7. Reporting regularly to the Church Development and Evangelism Committee through the New Church Development Subcommittee and attending required meetings.
8. Establishing a relationship with sponsoring congregation(s).
9. Celebrate the Lord's Supper
10. Celebrate the sacrament of baptism as approved and recorded by sponsoring congregation.

Compensation:

1. From _____ (inclusive dates), total compensation of _____ a month, with _____ designated as salary and _____ designated as housing. (Compensation must meet Mission Presbytery guidelines and may include fellowship contribution of 1/2 SECA).
2. Reimbursed expenses as available and specified in Fellowship budget will include _____ for auto allowance, _____ for continuing education/books, and _____ for other reimbursements meeting Mission Presbytery guidelines and approved by Mission Presbytery.
3. This contract includes _____ weeks vacation and _____ weeks study leave. Note current Mission Presbytery guidelines.

This contract begins in _____ and remains in effect for one year or _____ months.

Approved by (signature/date):

_____ Pastoral Leader _____ Sponsor
 _____ Fellowship Team _____ CDEC
 _____ COM/Presbytery Approval

Application for Church Transformation/Evangelism Funds

Submit Application and Documents to:
Church Development and Evangelism Committee
Mission Presbytery
7201 Broadway, Suite 303
San Antonio, TX 78209
(210) 826-3296

We, the undersigned individuals and / or Session(s) hereby request a grant of

\$ _____ to support (please specify)

_____ Church Transformation

_____ Evangelism

Date of application: _____

The funds will be used for the following purposes (attach documents as appropriate):

Outline your strategies and tactics to achieve these purposes, and measurable results which will indicate that the purposes have been achieved (attach documents as appropriate):

The overall budget for this effort is as follows:

Projected Income

\$ _____ Local church(es) or individuals

\$ _____ General Assembly

\$ _____ Presbytery (the grant request)

Total \$ _____

Projected Expenditures

Budget Item Description	Amount
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_____	_____
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_____	_____
-------	-------

_____	_____
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_____	_____
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Total: _____

If granted these funds will be placed in the account of :

Name and address of PC(USA) Congregation and Treasurer email/phone contact information

and expenditures will require signatures from the following two persons:

Name, Church Position, email or phone contact information

Name, Church Position, email or phone contact information

Signed:

Name, Position, email or phone contact information

Name, Position, email or phone contact information

Responsibilities of CDE Liaisons for Congregational Transformation

Church Development and Evangelism Committee

Mission Presbytery

7201 Broadway, Suite 303

San Antonio, TX 78209

(210) 826-3296

A liaison for congregational transformation in Mission Presbytery connects a congregation participating in a CDE sponsored/subsidized program for transformation with the larger church. Liaisons provide a vital link between the congregation and the Church Development and Evangelism Committee. In most cases liaisons will be teaching or ruling elders serving on the CDE Committee or elders living near the congregation participating in a transformation program, who have been trained to provide guidance and encouragement.

The responsibilities of liaisons include the following:

1. Show interest in the people and activities of the participating congregation.
2. Become familiar with the program in which the congregation is participating, as well as other resources that might be helpful.
3. Assure that communication is occurring between the session/congregation, the program leaders, the Church Development and Evangelism Committee, and, when appropriate, with the Committee on Ministry.
4. Provide reports to the local Session and Church Development and Evangelism Committee of Mission Presbytery at least three times a year as appropriate. These reports might include such things as: involvement with the effort since the last report, affirmations, perceived needs of the effort, and plans for the next three to four months.
5. Regularly participate in the meetings of the leadership team for the transformation program.
6. As possible, participate in the worship and other activities of the participating congregation and stay informed by reading newsletters, visiting the church website, etc.
7. Provide support and encouragement to the pastor and other leaders associated with the transformation project.
8. Provide information about potential resources available from other congregations, Mission Presbytery, the Synod, or General Assembly.
9. Encourage the organizing pastor (and / or leaders) to be involved in training and education, a support group, Presbytery meetings, and other connectional activities.
10. Encourage other congregations to support the transformation effort as appropriate.

11. Submit a final evaluation to CDE which includes the successes and challenges experienced by the congregation, as well as recommendations to improve the program/grants process in the future.

Responsibilities of CDE Liaisons for Evangelism

Church Development and Evangelism Committee

Mission Presbytery

7201 Broadway, Suite 303

San Antonio, TX 78209

(210) 826-3296

A liaison for evangelism in Mission Presbytery connects a congregation participating in a CDE evangelism program/grant with the CDE Committee. Liaisons provide a vital link between the congregation, the Church Development and Evangelism Committee, and the larger church. In most cases liaisons will be teaching or ruling elders serving on the CDE Committee or elders living near the congregation participating in an evangelism program. Liaisons are trained to provide guidance and encouragement relevant to particular programs.

The responsibilities of liaisons include the following:

1. Show interest in the people and activities of the participating congregation.
2. Become familiar with the program in which the congregation is participating, as well as other resources that might be helpful.
3. Assure that communication is occurring between the session/congregation, the program leaders, the Church Development and Evangelism Committee, and when appropriate, the Committee on Ministry.
4. Provide reports to the local Session and Church Development and Evangelism Committee of Mission Presbytery at least three times a year as appropriate. These reports might include such things as: involvement with the congregation since the last report, affirmations, achievements and challenges of the congregation, and plans for the next three to four months.
5. Regularly participate in the meetings of the leadership team for the evangelism program.
6. As possible, participate in the worship and other activities of the participating congregation and stay informed by reading newsletters, visiting the church website, etc.
7. Provide support and encouragement to the pastor and other leaders associated with the evangelism project.
8. Provide information about potential resources available from other congregations, Mission Presbytery, the Synod, or General Assembly.
9. Encourage the organizing pastor (and / or leaders) to be involved in training and education, a support group, Presbytery meetings, and other connectional activities.
10. Encourage other congregations to support the evangelism effort as appropriate.

**Attachment 11, Appendix L
Manual of Operations**

11. Submit a final evaluation to CDE which includes the successes and challenges experienced by the congregation, as well as recommendations to improve the program/grants process in the future.