

IGNITE in New Castle Presbytery Manual of Operations 3/7/2020

“Ignite shall be made up of twelve members, in as close to equal numbers of Ministers and Ruling Elders¹, Deacons or non-ordained people as possible. Ignite will organize into two classes of six each, serving two year terms. No one may serve more than two consecutive terms before rotating off the committee.

Ignite will:

- a) Develop and support ways in which the Presbytery, its congregations and pastors, its members engaged in validated ministries, and its new congregations, new worshiping communities, fellowship groups, and other non-congregational entities can fulfill the mission of God in Christ, guided particularly by the Great Ends of the Church (F-1.0304)

*“The great ends of the Church are:
the proclamation of the gospel for the salvation of humankind;
the shelter, nurture, and spiritual fellowship of the children of God;
the maintenance of divine worship;
the preservation of the truth;
the promotion of social righteousness; and
the exhibition of the Kingdom of Heaven to the world.” (F-1.0304)*
- b) Encourage and support ministry partnerships among congregations, campus ministries, regions, and ecumenical and interfaith organizations which fulfill the mission of the church, including the Presbytery Mission Advocate, Disaster Recovery Coordinator and Interfaith Peacemaker. Other such missional workers may be supported with the approval of Presbytery.
- c) Promote and support ministries of social, racial, and environmental justice, peacemaking, and self-empowerment throughout the congregations of the Presbytery including a pro-active commitment to surface and generate excitement in congregations of all sizes and locations.
- d) Promote and support ministries of proclamation, evangelism, and discipleship throughout the congregations of the Presbytery, according to the six great ends of the church (F-1.0304).
- e) Promote, support, and coordinate the establishment of new congregations, new worshiping communities, fellowship groups, non-congregational entities, and other forms of corporate witness consistent with (G-1.02)
- f) Support congregations in the work of transformation, revitalization, and transition, and propose and administer the Presbytery’s financial support for development and mission.

Priority for Ignite funds will be given to NCP congregations that partner with other congregations of any denomination, with community groups or through denominational initiatives to:

- i. Alleviate root causes of poverty.
- ii. Develop new worshipping communities.
- iii. Seek justice and power for the disenfranchised
- iv. Develop new initiatives for church transformation
- v. Engage in world-wide mission activities.

Ignite will also:

- a) Seek to be transparent in all their actions, through regular communication and access to Ignite. Ignite will maintain an email address and a portal/page on the Presbytery website which will give ready access for funding invitations/applications, curated resources for missional ministry, and written record of all parameters regarding Ignite grants.
- b) Welcome overtures from congregations who seek out Ignite with questions, visions, and struggles.
- c) Pledge to make committee members available in support of congregations and their leaders in the Presbytery.
- d) Be companions with the congregations of the Presbytery as they increasingly live into a missional identity.

Ignite will do these things in many ways, potentially including:

- a) Offering workshops to build capacities, deepen relationships, and increase Presbytery's understanding of what it means to be missional.
- b) Providing "coaches" uniquely suited for the partnerships which receive Ignite funding and assigning liaisons from among Ignite's members to NCP congregations.
- c) Facilitating ways for congregations to tell their stories and collaborate with one another.

The Presbytery entrusts Ignite to allocate the Presbytery's funds for developing missional identity and ministries in and through its congregations. Ignite seeks to honor that trust by keeping Presbytery apprised of its discernment with regard to the most effective and faithful ways to put those financial resources to use in the service of Christ and those he asks his followers to love. Through the Presbytery's usual patterns of fiscal reporting, Ignite's spending and financial commitments shall be readily available to the Presbytery. Quarterly, an update on how Ignite Funds are being utilized will be made available to the Presbytery."

Practices And Intentions

Charged as it is with such a wide scope of responsibilities and leadership in the Presbytery, the expectation is that each member of Ignite commits to being present at regular Ignite meetings, including those related to discerning Partnership Grants, as well as to being part of a working group which meets to carry out its tasks between full committee meetings. Ignite members come with a passion for this work and an eagerness to get to it and keep at it!

In response to its charge from the Presbytery, Ignite has developed the following practices and intentions to guide its work. In order to provide Ignite with flexibility and responsiveness, these practices in their entirety are shared with the Presbytery for information and included in the Presbytery Manual. While some pieces of this document may have been ratified by the Presbytery (see date following item) they have not been included in the manual as policies which would require Presbytery vote in order to be changed or adapted.

Decisionmaking

Ignite's **quorum** will be 8 members of the committee. (4/2019)

Ignite's **recusal** policy states that it will be recorded in the minutes when an Ignite member recuses themselves from voting in consideration of any specific grant application. This recusal will be prompted when an Ignite member is in key leadership related to the grant and/or would receive personal or financial benefit from the grant. This member though recused from the vote could still be asked for information during the discernment process. (4/2019)

In case of a **tie vote**, the Missional Presbyter, staff to Ignite, would be given a vote. (4/2019)

Financial Grants

Any single expenditure by Ignite, other than grants to congregations, which is greater than 7.5% of the annual Ignite Budget, requires Presbytery approval. (4/2019)

Ignite commits to report directly to Presbytery the disposition of smaller grants (\$20,000 and less). (5/2018)

Ignite will require grant recipients receiving more than \$20,000 to present their vision to the Presbytery at a Presbytery meeting prior to receiving funding and Ignite will also present its rationale for supporting this request. Presbytery would then be invited to join those congregations in partnership by affirming the "Yes" they've heard from Ignite with the enthusiastic "Yes" of the Presbytery. (5/2018)

Ignite will create the expectation that grant recipients will be accountable to the Presbytery through Ignite, submitting regular updates on their work through annual reports, including financial data. (5/2018) (Revised 2020)

As a guiding principle, Ignite does not usually fund capital expenses, unless it directly contributes to the expanded missional ministry of a congregation. (4/2020)

(The accountability policy regarding spending for and reporting grants to congregations was adopted previously by the Presbytery in May 2018.)

Funding

The presbytery receives a major part of its annual income from two investment sources - the Speer Trust and a separate account which the Trustees manage. In general, the income from each source is determined as a percentage share of the portfolio values averaged over the twenty preceding calendar quarters.

A secondary rule can limit the withdrawal amount if portfolio values significantly decline. Depending on where portfolio values are on September 30 this rule may be applied.

Following the Presbytery's approved formula, the New Castle Presbytery Trustees will designate a portion of the Presbytery's total budget to Ignite. To formulate Ignite's portion of the Presbytery's budget, the Trustees, after providing for denominational assessments (Synod and GA per capita) and administrative costs*, including presbytery staff and related expenses as well as office overhead, allocate the funds remaining in the budget to the Ignite Team. *Our target for administrative costs is 35 per cent of the projected revenue (not including per capita giving).

Ignite funds not spent in a given year will be moved into a reserve fund that is carried over year to year and administered by Ignite.

Funds in the presbytery budget which remain unspent at the end of a fiscal year and which have not been allocated to specific operating reserves, will likewise be moved into Ignite's reserve and administered by Ignite in its work on behalf of the Presbytery.

Covenantal Partnerships (11/2019)

Covenantal Partnerships Sub-Committee

Ignite representative and Chair	Disaster Relief Coordinator
COMC representative	Ignite Representative
Representative from the Board of Trustees	Missional Presbyter
Representative from Riverfront Board and/or Pastor	Interfaith Peacemaker
Representative from Church on Main and/or Pastor	
Representative from the Congo Partnership	
Representative from Guatemala Partnership	
Representative from LUMOS Board	
Mission Advocate and Matthew Action Committee—MAC—chair	

The committee will oversee the grants to the Presbytery's Covenantal Partners – adjunct staff, New Worshipping Communities, and International Partners. The Covenantal Partners Sub-committee will meet 4 times a year.

Financial Practices for Covenantal Partners

Seeking a balance of freedom and oversight regarding Covenantal Partnerships, specifically, NWCs and international partnerships, Ignite has created the following expectations for how financial relationships will be handled between Ignite and all those accountable to Ignite through the Covenantal Partners Sub-Committee.

1. All funds designated by Ignite for Covenantal Partnerships have their monies held in an NCP reserve account specifically named for each group. Each group will tell us what their internal financial process is and tell us who can sign or submit vouchers. They can draw against their account using NCP's established voucher practices. Accounting records and reports of reserve funds will be maintained by NCP. Vouchers are submitted

to Donna Scully, then approved (or not) by the Missional Presbyter (Tracy Keenan) and the New Castle Presbytery Treasurer (Lynette Kenton).

2. Before the start of each fiscal year, minutes approving the annual budget and the budget itself shall be submitted to Lynette who sends it to Tracy, Donna, Ignite, Trustees, and the CP.
3. Minutes with relevant action highlighted must accompany vouchers for expenses not previously approved in the annual budget.
4. Monthly, the NCP bookkeeper will send each covenantal partner a statement of their account.