

CDPC Mentor Guidelines

The role of the mentor is to establish communication with the parish leaders applying for a CDP Grant and to guide them through the application and yearly renewal process. Before a parish presents to CDPC or submits paperwork, the mentor should have had several opportunities to see the materials that will be presented and to make suggestions for revisions and/or additional information. The mentor should be available for questions and feedback to the parish leadership in the role of a coach as they develop their strategic plan and application/review paperwork, but the actual work of creating the documents is the responsibility of the parish leadership.

CDPC mentors please use this checklist to guide you in mentoring a parish through the process of applying for or renewing a Congregational Development Partnership Grant. The parish should have already met with a member of the Bishop's staff and contact information will be made available to you.

_____ Contact the parish priest and/or wardens to schedule a preliminary meeting to discuss the criteria and process for applying for a CDP grant. Clarify your role at this meeting and insist that there be regular contact throughout the process.

_____ Guide the parish to develop:

- A strategic plan focusing on mission and ministry
- The application form (new grants) or progress review (currently funded grants)
- A budgetary projected model or growth model (When completing this model assistance should be sought from Todd)
- Prior year end budget, and a draft budget for the year in which the grant is requested
- A presentation of no more than 20 minutes to CDPC for new grant requests

Ask the parish to make the plans above specific and provide details so someone reading the documents will be clear on what the parish is planning to accomplish and what they are requesting from the Diocese. A message such as the following is important:

"In developing your application, we suggest that you remember the CDPC will be looking for "clearly stated goals" since these will be important for future evaluations of the progress of your plan. Since there are many parishes which could benefit from grants, while the Diocesan Budget has a limited amount of funding available, it is important to be very specific about the amounts you request and the purposes for them. For example, "\$X for office equipment vs. \$X for updated computer system for parish communications..."

_____ Monitor progress towards completion of the above items regularly.

_____ Facilitate the scheduling of a date for a presentation if needed to CDPC when the parish is ready.

_____ Several weeks before due dates, remind the parish to submit their paperwork. Grants will not be considered until all paperwork is submitted.