

ANNUAL REPORT for NEW WORSHIPPING COMMUNITIES (NWC)

Due February 28th (reporting period is January-December of prior year)

One of PLR's missions is to provide stimulation and guidance in the creation and formation of new worshiping communities within the boundaries of the presbytery. The information provided in this report will help Presbytery leadership teams proactively support, encourage and provide fiduciary oversight for existing NWC's and facilitate the creation of healthy new endeavors.

Once you have completed this report please save as PDF and send to Debbie Haley at the Presbytery: nwcforms@losranchos.org

Thank you for taking the time to complete this report.

Name of NWC:

Date of inception:

Name and Email of Person Completing this Form:

Today's Date:

Name and contact information of persons providing pastoral/point leadership:

Name	Email

Name and email of coach for your pastor/point leader:

It is strongly encouraged that each pastor/leader of an NWC has at least one person they are in contact with that can provide guidance, encouragement and spiritual support.

Name	Email

ROLES & RESPONSIBILITIES

Name, email of your NWC's representative to the NWC Network Team of the Strategic Coordinating Team (SCT) of Presbytery. (Usually a person on your NWC's Steering Committee/Leadership Team.)

Name	Email

NWC Steering Committee/Leadership Team

(Leaders of the NWC, recognized by their own members/adherents, as having authority to make decisions on behalf of the NWC.)

List your committee members.

Name	Email

How often does your Steering Committee/Leadership Team meet?

<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Quarterly
<input type="checkbox"/>	As needed
<input type="checkbox"/>	Other

Administrative Commission

An Administrative Commission normally consisting of between five (5) and seven (7) Teaching and Ruling Elders may be elected on behalf of the Presbytery by the SCT to act on behalf of the Presbytery with specific powers and decision-making authority.

Do you have an Administrative Commission?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please list voting members names and emails:

Name	Email

Congregational Partner

A congregational partner is an established PLR congregation willing to work with an NWC to provide assistance with leadership, financial support and expertise, worship/activity space, joint worship/mission opportunities, and/or volunteer labor, etc. While not mandatory, such a partnership is highly recommended.

Do you have a Congregational Partner?

<input type="checkbox"/>	Yes - (Name)
<input type="checkbox"/>	No

If yes, please indicate which roles your congregational partner has in regard to your ongoing efforts:

<input type="checkbox"/>	Sends representatives to NWC Partnership Team (see below)
<input type="checkbox"/>	Provides free or low-cost space for worship, education, etc.
<input type="checkbox"/>	Supports our NWC financially
<input type="checkbox"/>	Shares corporate status
<input type="checkbox"/>	Provides financial/legal expertise
<input type="checkbox"/>	Participates with us in joint worship or mission events
<input type="checkbox"/>	Provides pastoral mentoring
<input type="checkbox"/>	Sends volunteers
<input type="checkbox"/>	Provides training, screening and approval of NWC leaders & Volunteers
<input type="checkbox"/>	Other -

NWC Partnership Team

This is a group of representatives from the NWC steering committee/leadership team AND a Congregational Partner (or elders from multiple congregations) or an Administrative Commission that guide the NWC in its journey toward becoming an organized congregation.

Do you have a Partnership Team?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please list the church name, member names and emails:

Church	Name	Email

How often does your Partnership Team meet?

<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Quarterly
<input type="checkbox"/>	As needed
<input type="checkbox"/>	Other

LEGAL LIABILITY & POLITY CONCERNS

Corporate Status

The NWC is currently:

<input type="checkbox"/>	Under the corporate umbrella of the Presbytery
<input type="checkbox"/>	Under the corporate status of our congregational partner
<input type="checkbox"/>	A corporation of the State of California, EIN# _____

Sexual Misconduct/Harassment Prevention

According to PLR's [Sexual Misconduct Prevention and Response Policy](#):

Sexual Misconduct is a breach of trust and a violation of the roles that clergy, presbytery personnel, ordained officers, commissioned individuals and those entrusted with the care of others are called upon to exercise.

NWC's need to work diligently to provide safe spaces for the conduct of ministry. The following questions reflect best practices toward that end.

If the NWC directly employs five or more staff members, are you in compliance with [California state law](#) regarding mandatory sexual harassment training?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Does Not Apply
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If any NWC staff members are on the Presbytery of Los Ranchos payroll, are you working with the PLR Business Manager to assist in the Presbytery's compliance to mandatory sexual harassment training laws with regard to those personnel?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Does Not Apply
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Child, Youth and Vulnerable Adult Policy

The Presbytery's [Child, Youth and Vulnerable Adult Protection Policy](#) applies to all New Worshiping Communities under PLR's corporate umbrella.

1. NWC is self-incorporated (has its own 501(c)3 and FEIN), therefore has its own child, youth and protection policy requiring mandated reporter training/screening/supervision that has been adopted by the corporation.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Does Not Apply
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If yes, please send a copy of the approved policy to nwcforms@losranchos.org, skip to the next section about NWC Minutes.

2. NWC is in partnership and under the corporate status of the partnering congregation:

Review of Records

NWC's are to provide the Presbytery of Los Ranchos with copies of minutes from all meetings of their leadership groups. These are to be sent to nwcforms@losranchos.org at least annually. You may also photocopy and mail them to: Presbytery of Los Ranchos, PO Box 90, Anaheim, CA 92815-0910

Have you submitted your minutes?

<input type="checkbox"/>	Yes
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<input type="checkbox"/>	No
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QUESTIONS ABOUT YOUR NEW WORSHIPPING COMMUNITY AND ITS MISSION

COMPLETION OF PARTS 1 & 2 IS REQUIRED ONLY IF THERE HAS BEEN CHANGE FROM INFORMATION PRESENTED IN YOUR LAST ANNUAL REPORT

Part 1: Mission and Vision

- 1. What is your mission and vision as a new worshipping community? Please include the group that you are trying to reach**
- 2. How is your mission and vision communicated to your congregation and the general public? Website/social media? Direct mailing? Other?**
- 3. What actions have you taken to accomplish this?**
- 4. What are the results of your actions?**
- 5. What are you learning about the effectiveness of your mission?**
- 6. We'd love to hear a story of how someone's life has been impacted by your ministry.**

Part 2. About Developing & Equipping People for Ministry

- 1. What are you doing to train and send your laity to reach the people that you have been called to serve?**
- 2. Where are you seeing your people willing to step out into ministry? Please describe both service within the NWC (e.g. first time Sunday school teacher) as well as outside (e.g. volunteering in a homeless shelter, writing advocacy letters, etc.)**
- 3. What, if any, challenges are you encountering in equipping your people for ministry? For example, busyness of people, lack of know-how, etc.**

Part 3. About Financial Sustainability

- 1. How are you moving towards financial sustainability as a community? For example, what are you doing to teach stewardship, to develop core financial supporters, etc.? Have all on the leadership team made a financial commitment to the NWC?**

Part 4. About Participation With the Greater Church (Presbytery & PCUSA)

- 1. In the past year, how have your NWC members participated in the greater life of the Presbytery of Los Ranchos/PC(USA)?** Please include the participation of the pastor, leadership and general members of the NWC in this answer. Choose all that apply.

	Financially giving to PLR and/or to PCUSA
	Serving on Presbytery Teams/Committees
	Presbytery Gatherings
	Pastor Covenant Group
	Conference/Event speaker
	PCUSA events
	Presbytery or Synod events
	Cyclical events
	1001 National/Regional events
	Other

Part 5. About Goals

- 1. Did you meet your goal(s) set last year? Why or why not?**
- 2. Tell us about one or two goals you have for the coming year.**

FUTURE ACTIONS

- 1. What opportunities/challenges do you foresee in the coming year?**
- 2. Are there resources you currently do not have but would be beneficial to have?** Examples: Curriculum, better decision-making processes, stewardship development, business administration (HR, finance, facility management), development of Web presence (website and social media use)
- 3. Will you seek to be an organized congregation within our Presbytery and the PCUSA in the coming year?** If yes, please contact the Stated Clerk for information regarding next steps.

ADDITIONAL REPORTS TO SUBMIT:

Please email the following reports to nwcforms@losranchos.org at least annually. You may also photocopy and mail them to: Presbytery of Los Ranchos, PO Box 90, Anaheim, CA 92815-0910

- Certificate of Insurance (if applicable)
- Leadership Minutes
- Weekly Giving and Attendance Report
- Balance Sheet Report, including income and expense statement
- Dedicated Account Report