



THE FFI MINISTERIAL EXCELLENCE FUND PROCESS

FFI Communication

District Conference roll out to Pastors and laity, letter to Pastors for Boards with DVD and brochure, brochure, web-site link, e-mail appeal, letters to prospective donors and pastors, highlight FFI during the District Leadership Academy and training sessions

Inquiry – Prescreening

Pastoral grant or training inquiries and donor or congregant inquiries directed to FFI Director for follow up and screening

Application

Pastor obtains application forms via the district office or web-site (brochure, MEF application, congregation form, assessment form)

Assessment – Consultation

Director receives the application forms back in electronic form, if possible, and assigns a coach to the Pastor.

Coach holds a face to face meeting with Pastor and spouse. They complete an assessment.

Coach e-mails report, assessment and award recommendation to Director at district office.

Submission - Processing

Director reviews application, assessments and coach's report and forwards to Awards Committee along with any comments.

Grant Award Committee

Grant committee members review the material individually and the committee chair establishes an in-person or phone meeting.

Committee reviews application material, recommendations, funding available and the grant criteria.

Committee approves or declines application, establishes Award amount, disbursement and training conditions, notifies director.

Development Match

Director or Development Committee contacts Pastor's church, if Pastor approves, or other donors to get Award matched if needed.

Disbursement – Engagement

Director processes award, notifying Pastor and coach of award and conditions. Notice includes tax notice to Pastor as applicable.

Director orders disbursement in accordance with committee instructions.

Director contacts Pastor for engaging church and key leaders in training, donor and volunteer opportunities.

Coaching Period – Quarterly for 1 to 2 years

Director reviews coach's reports, suggests available resources or insights for Pastor and provides DS with updates on FFI program.