

# **Press Go Board – Terms of reference**

## **1 Constitution**

The Board is a Work Group of the Council of Assembly

## **2 Purpose**

The purpose of the Press Go Board is to support the growth of the Church through facilitating a process that will provide the resources to support new and innovative mission and outreach. This will be achieved primarily by fostering a culture change that enables the sharing of resources.

## **3 Objective**

**An increasing, reaching-out Church that is growing through mission initiatives.**

The objective is the quantitative growth of the Church as measured by the increased number of those who are participating in the worshipping life of our Church. Qualitative measures such as depth of faith, commitment to Christ, engagements with works of justice and service are vitally important.

## **4 Membership**

The Board will be composed of five members appointed by the Council of Assembly. The AES, Finance Manager, National Mission Enabler and Convenor of the Resource sub-committee being associate members. The Group will have power to co-opt.

The Council of Assembly will appoint the Convenor. The Board will appoint a secretary who will be responsible for providing minutes for all Board meetings.

## **5 Meetings**

The Board may need to meet face-to-face from time to time but will conduct most of its business by email and conference calls. Board meetings will be convened by the Convenor in consultation with the AES

A quorum of members shall be three.

As well as members and associates, the Board may have in attendance and or consult such other persons as it considers necessary.

Reasonable notice of meetings and the business to be conducted shall be given to the members and associate members of the Board. The agenda, agenda papers and minutes of each meeting will be sent to the Convener and Deputy Convener of Council of Assembly.

## **6 Responsibilities**

The Board shall;

1. advise the Council of Assembly and the Assembly Executive Secretary, in relation to the following;
  - Mission strategy for Press Go
  - Measures to facilitate parish-to-parish assistance in the pursuit of growth
  - Recommendations for grants and loans to applicants that are outside its delegated authority
  - Communication with parishes and the wider church
  - Other relevant matters
2. provide financial support to applicants within its delegated authority of \$500,000
3. advise grant and loan recipients on actions it considers necessary to achieve successful project outcomes
4. monitor projects closely during the release of funds and until any loans are repaid
5. establish benchmarks against which the success of each project is to be assessed and report to Council annually on results.
6. conduct itself in such a manner such to create confidence in the wider Church by
  - acting with transparency
  - expressing clear reasons for decisions
  - take into account the different aspirations of a theologically diverse constituency

## **7. Forms of Financial Support**

- Programme Support  
Payment of salaries or any other costs associated with a mission initiative for a specified time period
- Capital Expenditure  
Payment for capital works including church buildings, halls and housing or the refurbishment or extension of existing facilities.
- Bridging Finance  
In rare cases, there may be instances where there is some period of time between, for example, congregations combining to purchase a single larger facility because there is a delay in the sale of one or more capital asset and the purchase of another.

## 8 Guidelines

1. The likelihood of the proposed project contributing to the number of those participating in the worshiping life of a congregation.
  - Projections of growth can be based on similar work already accomplished
2. The relationship between the cost of the project and the likely benefit.
  - For example, if the proposal relates to developing facilities because existing capacity is being exceeded, what is the projected cost and what is the expected additional level of participation?
3. The project's sustainability or likelihood of being self-funding in the long term
  - Funding might be in the form of a grant or gift, or a loan that is repayable at terms beneficial to the applicant. The application would include detail on:
    - The short term and ongoing financial requirement
    - If the application is for a loan, suggested repayment terms
4. The strength of endorsement by and commitment to the project from a congregation, presbytery, Te Aka Puaho, Pacific Island Synod or the Council of Asian Congregations
  - The application would detail congregation members' level of involvement, and would be supported by a letter from the relevant Presbytery.
5. The ability of the project to be replicated or provide learning and resourcing for the wider Church.
  - Projects that can act as templates or trials that could be repeated by other churches and where there is willingness to share their learnings, resources and experiences would be favourably viewed.
6. The level of funding required from Press Go.
  - Supporting information would include:
    - i. The ability of the applicant to part-finance the project
    - ii. Progress already funded and achieved on the project
    - iii. Identification of alternative sources of funding
    - iv. Project plan and budget
7. Payment of Assembly Assessment or endorsement by the Resource sub-committee
  - It is important that Churches who have not been paying Assembly Assessment engage with the Resource sub-committee, which can endorse their eligibility for Press Go funding.

The application must be directed toward the achievement of elements of the following;

- A commitment to making Jesus Christ known
- A commitment to outreach and mission beyond those who are already involved
- A commitment to finding and restoring the lost

- A structure that supports and releases those with skills and gifts for mission.
- A commitment to welcoming and hospitality
- A commitment to providing worship which expresses those matters fundamental to a Reformed faith.

It is a requirement that those applying for support from Press Go who have not met their Presbytery dues, Assembly Assessment commitments and other financial obligations to Assembly be engaged with the Resource sub-committee (and/or their relevant Presbytery finance committee) in relation to these matters. Given that Press Go is based on a strong commitment to mutual support, those applying for support will be making or intending to make regular contributions to support Press Go.

Applicants will need to indicate their willingness to have details of the project and its on-going progress made available to the wider Church.

## **9 Press Go Fund**

To be established from gifts and donations and to be solely available for the purpose of the Press Go Board. Interest will accumulate to the benefit of the fund. Repayments of Press Go advances will be placed into the Fund. All Assembly costs associated with facilitating the work of Press Go will be absorbed by the Assembly budget and will not be a charge against the Fund.

The Council of Assembly will make available up to \$2,000,000 for Press Go Board purposes, to be drawn as required when funds are released to meet commitments to approved projects.

The Board will limit its undrawn financial commitment to projects to the level of funds available in the Press Go Fund plus any undrawn funds available from Assembly.

## **10 Assembly Staff**

Assembly staff will contribute to the effective functioning of Press Go. Initially work relating to Press Go will be absorbed by staff currently employed by the Assembly Office. In the event that the Press Go initiative generates significant new demands, additional staff may be engaged by the AES as funding allows.

## **11 Key Relationships**

### Church Property Trustees

The Press Go Board may consult with the CPT on policy matters where this might be helpful in co-ordinating their approach. The sale and purchase of all Church property will conform to CPT procedures. All property, except that purchased within the Synod of

Otago and Southland, purchased with funds provided through Press Go will be vested with the Church Property Trustees.

#### Presbyterian Savings and Development Society

PSDS is the loan provider of choice. The Press Go Board will encourage opportunities for cooperation between its work and the support available through PSDS.

#### Uniting Congregations

The Press Go Board will consider applications from Uniting Congregations on the same basis as it considers applications from Presbyterian Congregations. Where money is being sought for capital expenditure by a Uniting Congregation, the contributions will be made in accordance with the Guide to Procedures in Cooperative Ventures regulations 251 and following. Any such commitment would be made after consultation with the partner Church(es)

#### Synod of Otago and Southland

Churches south of the Waitaki River will have the same entitlements to apply for support from the Press Go Board. Any property in the Synod area purchased through Press Go support will be vested in the Otago Foundation Trust Board.

#### Te Aka Puaho

Te Aka Puaho is a court of the Church . The Press Go Board will be mindful of the commitment made by the Church to upholding the Treaty of Waitangi and the special relation with the tangata whenua represented by Te Aka Puaho. The Press Go Board will welcome opportunities to engage with Te Aka Puaho in the development and support of initiatives relating to the purposes of the Board.

#### Pacific Islanders' Synod

People from the Pacific form a large part of the membership of the Church. The Synod is a body within the Church that has a particular responsibility to represent the specific contribution, needs and perspectives of Pacific people. The Press Go Board will welcome opportunities to engage with the Synod in the development and support of initiatives relating to the purposes of the Board.

#### Council of Asian Congregations

People who identify their origins and ethnicity with one of the nations in Asia are represented by the Council of Asian Congregations. The Press Go Board will welcome opportunities to engage with the Council in the development and support of initiatives relating to the purposes of the Board.

## **12 Application Process**

The Assembly Executive Secretary (AES) is responsible to the Council of Assembly for facilitating the work of the Press Go Board. Staff and other resources will be made available as time and other priorities permit.

The Finance Manager will be the initial point of contact with applicants. He will provide an application form, as approved by the Press Go Board, that will elicit information to enable the Board to consider the application in accordance with its criteria. The Finance Manager will work actively with applicants to assist in the preparation of the application. The appropriate presbytery will be consulted.

Members of the Press Go Board are encouraged to take part in this process to provide the Board with a broader perspective when evaluating the submission.

The AES, through the Finance Manager, will be responsible for the release of funds when a project has been approved on the basis of the terms and conditions of the approval.

The AES, through the Finance Manager, will monitor each project through the funds release and repayment programme, if any, and report to the Board accordingly.

## **13 Press Go Board Application Approvals**

In evaluating an application, the Board will consider the following;

- The application before it
- The criteria as per the Board's terms of reference
- The mission strategy of the Council of Assembly in relation to Press Go projects
- The recommendations of the AES and Finance Manager and any Board members involved in the application process.

The Board decision will be in the form of a recommendation to Council of Assembly or, if within its discretion, an offer of financial assistance through a loan or grant or otherwise, to the applicant.

The offer will set out the conditions on which the approval will be granted including;

- The agreed objectives of the project
- The criteria on which the success of the project is to be evaluated
- Agreement to allow the project and its outcomes to be publicised throughout the church
- Prior conditions (if any) to be met before funds are released

- Approval by a congregational meeting if applicant is a parish or the equivalent by other applicants.
- If funds are to be released progressively, the necessary steps to be achieved prior to release, and any required documentation.

#### **14 Review**

All matters relating to the Press Go initiative will be reviewed by an independent review panel appointed by the Council of Assembly in March 2012. A report will be provided to the 2012 General Assembly

#### **15 Winding up**

A decision to terminate the Press Go initiative can be made by the Council of Assembly. In the event that Press Go is wound up, after all commitments are met, any remaining funds will be available for the general purposes of the Assembly.