

## **Congregational Relations/Diocesan Program Assessment (CR/DPA) Committee Overview of Process for DPA Relief for Congregations**

### **Initiating an Application for Diocesan Program Assessment Relief**

A congregation that intends to apply for DPA cancellation should fill out an application form. (See Appendix 1)

The form is sent to the Missioner for Thriving Congregations, The Rev. Christopher Craun ([chrisc@diocese-oregon.org](mailto:chrisc@diocese-oregon.org)).

### **After the Application is Received**

The CR/DPA Committee Convener acknowledges receipt of the application and assigns a lead person from the Committee to act as primary contact. A checklist designed to help congregations through the process is sent to the designated lead person from the congregation. (See Appendix 2.) The committee lead person works with the congregation as they submit the requested documents to support the application.

### **DPA Relief Meeting**

When all the documents have been received, a meeting is called to discuss the application. It usually lasts about 90 minutes. Usually the attendees include the lead people from the church and committee, the priest, senior warden and treasurer. An additional member of the CR/DPA committee is asked to take notes at the meeting.

The meeting is intended to explore the financial situation in the congregation and to discuss options for the congregation to increase their DPA payments to eventually reach full DPA payment. Some of the discussion points might include the following:

1. What are you currently most excited about in your congregation?
2. What are the current challenges in your congregation?
3. What are the things that you wish for in your congregation?
4. Why is the congregation asking for DPA relief? What is the need and what is the story behind the need?
5. Describe what leadership looks like in your community? How is leadership being identified, developed, nurtured? What kind of leadership development is going on and how does that happen?
6. What kind of Diocesan support (other than DPA relief) would be helpful?
7. Discussion about community pastoral care, stewardship approaches, outreach, etc.
8. Discuss the budget. How much DPA is the congregation intending to pay?
9. What else do you think is important for the committee to know?
10. What is the congregation's plan to become self-sustaining; i.e., paying 100% of assessed DPA?

The group works on a plan of action to take to the committee for discussion and approval. This is often a multi-year plan resulting in full DPA payments after a few years. If a plan cannot be generated at the first meeting, another meeting may need to be scheduled.

### **Actions After the Meeting**

After the meeting, the note-taker writes up the notes and distributes them to all attendees and the group decides if they need another meeting. If yes, then another meeting is scheduled, at which notes are taken and distributed. When a plan of action is reached, the lead committee person writes a summary report, which is submitted to the CR/DPA committee at their next meeting.

The CR/DPA committee discusses the report and may approve it or make recommendations for some changes to the plan. If the plan is approved, it is presented to the full Diocesan Council for approval.

If the committee asks for changes to the plan, the lead committee person takes the suggestions back to the congregation for further discussion and resubmits a revised summary report at the next committee meeting.

If Diocesan Council approves the plan, then the result is communicated to the congregation verbally and in a formal letter, which also is sent to the Diocesan Accountant, Meron Yimesgen, so that changes in DPA payment schedules can be made official.

### **Future Years**

If the agreement involves more than one year, the congregation will be asked to submit a brief application towards the end of each year so that their financial situation will be known to the sub-committee and ultimately the Diocese.

If you have questions regarding this process, feel free to contact the Missioner for Thriving Congregations.

The Rev. Christopher Craun [chrisc@diocese-oregon.org](mailto:chrisc@diocese-oregon.org) 971-204-4106

### Application for DPA Relief

We, the clergy and lay leaders of \_\_\_\_\_

[name of congregation]

expect that we will not be able to pay the full amount of DPA due for (Year ended) \_\_\_\_\_

We estimate that the amount by which we will be in arrears for (Year ended) will be \_\_\_\_\_

In addition the amount by which we are in arrears for prior years is \_\_\_\_\_

We understand that the DPA Canons as now in effect allow Diocesan Council to enter into payment agreements with congregations that are in arrears on their DPA. We wish to discuss an agreement under which we may come into compliance with our DPA obligations.

The best contact person for additional information and for organizing meetings regarding this request is

\_\_\_\_\_. His/her/their phone number is \_\_\_\_\_.

(Name)

His/her/their e-mail address is \_\_\_\_\_

This request was authorized at a duly convened meeting of the \_\_\_\_\_ [Vestry or BAC] of \_\_\_\_\_ on \_\_\_\_\_.

[name of congregation]

[date]

[Signed] \_\_\_\_\_ Senior Warden

[Signed] \_\_\_\_\_ Junior Warden

[Signed] \_\_\_\_\_ Clerk of Vestry/BAC

E-mail or Mail this completed form to:

The Rev. Christopher Craun, Missioner for Thriving Congregations

chrisc@diocese-oregon.org

Diocese of Oregon

11800 S Military Lane

Portland, OR 97219-8436

**Checklist for Churches for DPA Relief Process**

Congregation: \_\_\_\_\_ Location: \_\_\_\_\_

Main Contact at Church: \_\_\_\_\_ Position: \_\_\_\_\_

Clergy Contact at Church: \_\_\_\_\_

Application form submitted  Date: \_\_\_\_\_

Application acknowledged by CR/DPA sub-committee

Church team members appointed  Names: \_\_\_\_\_

Contact made with DPA sub-committee

Money amount requested and for which year(s)  \$ \_\_\_\_\_ Year \_\_\_\_\_  
\$ \_\_\_\_\_ Year \_\_\_\_\_  
\$ \_\_\_\_\_ Year \_\_\_\_\_

**Materials Submitted:**

Latest parochial report

Latest annual report

Narrative --why we need DPA relief

How we plan to reach full DPA payment

Budgets (with actuals) for last 2 years  
and years under consideration

Year to date financial statements

Church investments/endowments/restrictions/foundations

**Next Steps:**

Meeting scheduled  Date/time: \_\_\_\_\_

Meeting held

Meeting notes received from CR/DPA committee

If needed, additional meeting(s) scheduled  Date/time: \_\_\_\_\_

Meeting summary with recommendation(s) received

Diocesan Council decision received