

## **The Grants Review Commission**

**Purpose:** To review and act upon applications for grants for Greystone, The Susan Poor Fund, Peacemaking, Self-Development of People, and other potential funding sources, as they become available; To endorse applications from congregations, for Synod and PC(USA) Grants; To inform and educate about the grant sources available to congregations, through the Presbytery of Northeast New Jersey, the Synod of the Northeast, and the General Assembly of the PCUSA. In consultation with the Vision Team, the Community Ministries Commission and the Finance Task force determine uses for the local portion of unrestricted mission funds received from congregations.

### **Responsibilities:**

- Chooses a chair from among its members.
- Sends correspondence to congregations and community organizations regarding availability and application deadlines of Presbytery of Northeast New Jersey grants.
- Connects with the Community Ministries Commission, Vision Team and Communications Manager in order to disseminate this information through other communication channels of the presbytery.
- Establishes a schedule of deadlines for grant applications for funds delegated to such purposes.
- Reviews and makes recommendations or takes action on grant applications, in a timely fashion, taking into account the presbytery's meeting schedule, as some grant allocations may need to be approved by action of the presbytery. The authority for approval shall be clearly stated in the policy establishing the various funds.
- Notifies grant recipients and initiates grant payment, through the voucher system of the presbytery, enclosing a cover letter to be sent with the check.
- Implements an annual process of evaluation with grant recipients.

### **Membership:**

The Grant Review Team ordinarily consists of no fewer than five and no more than 7 members, drawn from the congregations of the presbytery and broadly representative of the presbytery's diversity. The team shall include both teaching and ruling elders, and may include non-ordained members of congregations of the presbytery, both male and female, a range of age groups, and at least two racial-ethnic groups. Members of the team are elected by the presbytery to serve a three year term, with the option of renewal for a successive term. For purposes of decision-making, a quorum shall be two-thirds of the members of the team.

**Spiritual Gifts, Passion and Qualifications:**

- Passion for the mission of the congregations and governing bodies of the PCUSA, locally and globally.
- Gifts in administration: handling correspondence, reviewing financial reports.
- Conversant in cultural competence, able to understand a variety of contexts.
- Able to work collaboratively and assess fairly, to make faithful decisions  
Generous and forward-looking in mind-set, with enthusiasm for allocating financial resources in alignment with the mission and priorities of the presbytery.

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