



CHRIST
CHURCH
DENVER



OUTREACH COMMISSION HANDBOOK

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Outreach Commission Mission & Goals

The Mission of the Outreach Commission at Christ Church Denver (CCD) is:
To Restore Hope to a Suffering World and Be Transformed into the Likeness of Christ

Through the following baptismal promises:

- Proclaim by word and example the Good News of God in Christ.
- Seek and serve Christ in all persons.
- Strive for justice and peace among all people.
- Respect the dignity of every human being.

The Commission goals are to:

- Develop meaningful, two-way relationships with each of our ministry partners.
- Encourage and facilitate CCD members and guests of all ages to engage in active service in our local communities, our nation, and the world.



This handbook is designed to facilitate individuals and organizations to utilize various services offered by the Outreach Commission, including financial assistance, training, and communication. Please contact any Outreach member if you have any questions or need assistance. Contact information for current members can be obtained by calling the church office (303-758-3674). To learn more about our Outreach partners, go to christchurchdenver.org/ministry-partners. The official email for Outreach is outreach@christchurchdenver.org which goes directly to the Co-Chair of Outreach. Electronic copies of criteria and application forms can be obtained via an email request to the above email.

Services provided by Outreach are discussed in the following sections of this handbook:

- I. MINISTRY PARTNERS DESIGNATION**
- II. GRANTS TO INDIVIDUALS & ORGANIZATIONS**
- III. CCD COMMUNICATIONS**
- IV. VOLUNTEERS, FUNDRAISING, TRAINING AND SUPPORT**
- V. COUNSELING AND PRAYER SUPPORT FOR OUTREACH ACTIVITIES**

I. MINISTRY PARTNERS DESIGNATION

Ministry Partners are organizations that have been given Ministry Partner status by Outreach. Partners have a designated Champion and a network of Christ Church members that volunteer their time to the ministry. A Ministry Partner Champion must be a Christ Church member who regularly works with the Ministry Partner by being the primary point of contact between the organization and the church. The Champion recruits and organizes church member as volunteers for the Ministry Partner and promotes the Ministry Partner through the CCD internal communication network. A Ministry Partner receives ongoing monthly funding and access to all Outreach provided resources.

Ministry Partner Application Process

Christ Church currently has eight Ministry Partners who are listed in Attachment A. Although there are no formal limits on the number of Ministry Partners, Outreach has found that five to eight Ministry Partners allows for a meaningful and productive relationship to develop and thrive.

- The first step to becoming a CCD Ministry Partner begins with filling out a Ministry Partner Application (See Attachments C and D for criteria and application form).
- Evaluation of Ministry Partner applications (either selection or removal) is done annually in the fall. Criteria for evaluation is included on the application form. Outreach reserves the right to hold any application indefinitely until an opening for a new Ministry Partner occurs.
- An applicant will be given the opportunity to continue the application process by invitation only from Outreach.
- Removal of a Ministry Partner status from an organization by Outreach can occur if there is poor communication from the Ministry Partner, criteria are no longer being met (See Attachment C), the Ministry Partner does not have a champion for an extended period of time, there are no church members volunteering with the Ministry Partner for an extended period of time, and/or other circumstances determined to be relevant.

Benefits of Being a CCD Ministry Partner

- Monthly funding from the Outreach Commission (\$300 to \$600 per month).
- Designation of a CCD member as a Champion to facilitate communications with and support from CCD.
- Guaranteed access to promotional opportunities through various CCD communication channels including listing on the CCD website, articles and notices in the Sunday bulletin and monthly newsletter, pulpit presentations, and short-term (1-3 weeks) highlighting the ministry using booths/displays in the Commons area on Sundays.
- Support from OC members and staff for training and promotional opportunities.
- Access to CCD volunteers.

II. GRANTS TO INDIVIDUALS AND ORGANIZATIONS

Outreach provides a process for organizations and individual applicants to request funding for mission trips, projects, and training.

Grant Process

- A completed Organization Grant Application Form (Attachment F) must be received by either May 1st or November 1st in order to be considered for funding. Organization Grants are approved twice a year in June and December.
- Individual Grant Application Forms (Attachment H) are accepted from applicants anytime and are reviewed and approved monthly. See Attachment B for examples of one-time grants and recent on-going ministry activities.

Application Requirements

Attachments E and G provide the grant requirements and criteria respectively for organizations and individuals. Each applicant is encouraged to request funding at whatever level they feel is appropriate and provide supporting documentation.

- Individual grants require a minimum of five CCD members who will support the request per signatures on the application form and organizations must have a CCD member sponsor. The quality and completeness of the application form is critical for approval of full funding.
- Grants are limited to one per calendar year.
- Grants are limited to \$2,000 for an individual and \$5,000 for an organization affiliated with CCD.
- Funding is typically not for the full cost of the request and usually not more than one half of the full cost of the mission trip, project, or training outlined in the request. Each request is considered individually and there may be circumstances that affect the application of grant criteria.
- For those requests that involve travel, such as a mission trip, proof of insurance is required. Travel insurance can be obtained through CCD if the applicant cannot provide travel insurance themselves, either through the mission organization or an independent broker.

One reason that Outreach does not typically fund a request in full is that the Commission believes that outreach activities should involve a supporting community, even though the community may not be directly involved in the outreach activities directly. Outreach encourages all applicants to raise additional money from other sources; family, friends, Go Fund Me, or other church members, in addition to having specific community support (prayer, organizational support, etc.) from members within Christ Church and/or individuals outside CCD.

Successful grant organizations and applicants are eligible for partial funding, access to CCD communications and other non-financial resources provided by Outreach for one year after grant approval.

III. CCD COMMUNICATIONS

Christ Church Denver has many internal communication channels. Resources are limited, so those using these channels are required to coordinate with and have prior approval from the Outreach Commission. Requests for yearly promotions are submitted to Outreach and once approved, placed on the annual Outreach Calendar, which tracks all promotions. Once approved, Outreach will contact the appropriate staff to schedule.

Contacting staff, (listed below), by individuals and organizations is discouraged until approved by Outreach. This ensures that the optimal utilization of limited staff resources and proposed activities have been approved. The church office number is 303-758-3674. The primary staff involved for approval and setup respectively for all communications and presentations are:

- DeeDee Atwood, Director of Communications, datwood@christchurchdenver.org
- Dave Prentice, Facilities Manager, dprentice@christchurchdenver.org

Communications Approval Process

- Approval from Outreach is needed in order that all organizations and individuals are provided a fair and reasonable amount of access. Promotion requests from all partners need to be submitted on a yearly basis. Outreach will vet all requests and make a plan for the year, ensuring that each partner gets their fair share.
- Outreach approval may not be required for some Ministry Partner Champions, i.e., for ongoing activities such as the Loaves and Fishes food drive.

Promotional Platforms

Each Ministry Partner will have available a promotional opportunity at least once a year to advertise, promote and disseminate information about their ministry. Some opportunities may be shared with other Ministry Partners or grant recipients as appropriate. Other organizations and individuals will also be provided access based on individual review by Outreach as requested. Lead time of 1-8 weeks is needed depending on the nature and complexity of the request. Written request to Outreach is the preferred method with email being the best to start the process.

The internal church platform provides access to the following communication channels:

- Weekly E-News articles. Articles for publication in our weekly E-News must be approved by Outreach. Articles must be submitted (via email) at least one week prior to our Thursday publication dates.
- Pulpit addresses from the clergy or staff and/or presentations from the pulpit by an organization's representative or individual. Annual promotional opportunities are available. Pulpit addresses must have significant lead times (at least one month and preferably 2-3 months) in order to be properly incorporated into the service.
- CCD Website (christchurchdenver.org). Contact Outreach with proposed content for the website. A commission member will contact the Communications Director to facilitate any approved changes.

- Displays or booths in the commons area. Displays and promotions are limited to 1-3 weeks and generally only once a year. Staff coordination (Communications and Facilities) is required.
- Presentation materials including flyers and signup sheets that include CCD branding are welcome. Communications Director will be involved to ensure proper formatting and branding for all materials. Organization branding is allowed. Electronic submission of digital documents via email is best.
- Rotating screens in the Sanctuary and Commons can be used for promotional pictures, videos, or slide shows, for example to support a presentation from the pulpit or for a short-term (1-3 weeks) display.
- Social Media Postings on the Christ Church Facebook page can be arranged through Outreach for specific campaigns. Partner must supply the content and photo(s) along with a request for placement. Outreach will contact Communications with appropriate info once approved.

Outreach provides assistance and recommendations on how best to utilize the internal Christ Church Denver communications channels. Ministry Partners and their champions should work closely with Outreach to facilitate any communication process or event and ensure that conflicts with other activities do not occur. Prior approval from Outreach and planning are essential.

IV. VOLUNTEERS, FUNDRAISING, TRAINING AND SUPPORT

The Outreach Commission will provide annual training for new and current Ministry Partner Champions as needed. The training offers examples of how current Ministry Partner Champions and their affiliated organizations have built and grown their ministries.

Outreach encourages organization representatives, CCD members and guests or affiliated organizations to address Outreach at one or more of its monthly meetings. Call any member of Outreach or email if you would like to be put on the agenda. You may also personally attend a meeting as an observer.

Additional Outreach Services and Support

Outreach can also provide support as requested in the following areas:

1. Sharing information from other Ministry Partner champions on how they brought their ministry to CCD, what their roles and responsibilities are as champions, as well as examples of requests from past champions on what information or services those champions received from Outreach that helped them sustain and grow their ministry at Christ Church Denver.
2. Connecting with other organizations and their representatives that specialize in outreach activities (volunteer and training options).
3. Provide lists of past CCD volunteers from other ministries to facilitate recruiting of volunteers for approved ministries at CCD. Outreach has access to CCD databases and contact information for past and current members as well as historical personal relationships, which can be shared if appropriate.
4. Support with completing funding applications for obtaining Ministry Partner status and grants for individual projects and mission trips. Outreach has specific criteria for evaluation bringing in new Ministry Partners, removing existing Ministry Partners, on-going organization relationships, and funding grant requests. The quality and completeness of any application received is critical for Ministry Partner status and funding grants to be approved in full or partially.

5. Historical funding levels for individuals and organizations including Ministry Partners. Selected historical documents can be provided on past activities from historical archived documents. See Attachments A and B for selected details of current Ministry Partners and recent grants/activities. Requests for additional information will be evaluated and provided as appropriate.

V. COUNSELING AND PRAYER SUPPORT FOR OUTREACH ACTIVITIES

While much of this handbook provides information on processes and specific services, Outreach members are also available to counsel those who may have projects in mind but are not sure how to proceed. The Commission members can act as a sounding board for potential support. Contact any members of Outreach for advice or counseling on any projects or needs related to outreach activities.

The Outreach Commission would be happy to pray for or with any organizations or individuals. In addition, there are other prayer ministries at Christ Church such as prayer ministers at the side altar during Sunday services, the prayer chain ministry that Outreach can participate in, or make requests of on behalf of anyone.

THE REMAINING PAGES OF THIS BOOKLET ARE ATTACHMENTS

Blank forms are available on our website at christchurchdenver.org/ministry-partners or, you can make your own copies from this booklet.

ATTACHMENT A: Current CCD Outreach Ministry Partners

For all ministries, contact outreach@christchurchdenver.org and your request will be forwarded to the ministry Champion. More detailed information on each ministry can be found at christchurchdenver.org/ministry-partners.

El Hogar Ministries, Inc.

The mission of El Hogar is to transform and empower abandoned and marginalized children and youth in Honduras by providing a loving home and an education.

High Plains Region

<https://episcopalcolorado.org/high-plains-region/>

Email: HighPlains@episcopalcolorado.org

High Plains Region is a convocation of parishes and missions in the Episcopal Diocese of Colorado. Each year, the High Plains Region issues grants to ministries in this region that promote Christian formation, evangelism, and service.

Metro Caring

Metro Caring is Denver's frontline hunger-prevention organization and meets people's immediate food needs while also sustainably addressing the root causes of hunger and poverty.

Providence Network

Providence Network is an urban, transformational housing organization that helps impoverished men, women and families heal from addictions, abuse and homelessness to become self-sufficient, productive members of the community. Its mission is to heal broken lives from the inside out through faith-based transformational housing communities.

Set Free Prison Ministry

Through God's Word in Bible study, Set Free Correspondence Prison Ministry turns lives from darkness to clean and changed hearts as inmates submit to a Godly life even while in prison.

St. Clare's Ministries

The mission of St. Clare's is to offer short-term respite from the harsh realities of homelessness and poverty by offering a hot, homemade meal, clothing, spiritual needs and a caring community to those in need. St. Clare's Ministries practices radical generosity every Tuesday in the Baker neighborhood at The Episcopal Church of St. Peter and St. Mary.

St. Francis Center

St. Francis Center is a refuge for men and women who are homeless in the metro Denver area, providing shelter along with services that enable people to meet their basic needs for daily survival and to transition out of homelessness.

Sun Valley Youth Center

Sun Valley Youth Center is committed to giving Denver's poorest neighborhood a hope for the future. With a focus on transforming the lives of at-risk youth, SVYC provides day care, after-school care, youth development, mentoring and life essentials programs to help raise up the neighborhood's youth.

Teach Men to Fish

Teach Men to Fish teaches both young men and women in Uganda construction skills and strong personal values. They inspire self-confidence, and model a professional work ethic so that participants have the means to create a better life for themselves and their families.

ATTACHMENT B: Current Ministries/Activities; One-time Grants

Blessing Box Ministry

- Parishioners donate items weekly including non-perishable food items, sleeping bags, coats, pants, socks, hats, scarves, gloves, and toiletries.
- Volunteers deliver donated goods weekly to selected Ministry Partners (Metro Caring, St. Francis Center, and St. Clare's Ministries).

King Soopers Community Rewards Program

- Christ Church Denver members and guests support the work of the Outreach Commission by designating Christ Church Denver in the King Soopers Community Rewards program. The money raised through this program is used to financially support Ministry Partners and for grant funding in general.
- Anyone can designate Christ Church Denver using their online account at King Soopers.
- Roughly \$800 per quarter is generated from over 60 participants.

One-Time Grant Funding

- The Nuba Christian Family Mission was awarded a grant for local chalk production for the Nuba Mountains of Sudan and the refugee camps of Northern Uganda.
- A grant was awarded to Teach Men to Fish to ship materials for an apprenticeship program in Uganda.
- Grant funding was awarded to the Colorado Haiti Project for a solar project at the Petit Trou de Nippes school.
- Two Christ Church Denver members of the music team received funding for an Episcopal interchurch music collaboration mission trip to Havana, Cuba.
- Grant funding for a member of Christ Church Denver to serve on a three-month mission trip in Costa Rica was awarded.
- Grant funding for three Christ Church Denver members for medical mission trips, focusing on eye care sponsored by Medical Missions International, was provided for two, two-week trips, one to Peru and one to Columbia
- A Christ Church Denver member was awarded grant funding to participate in a training program in Morocco sponsored by TEAM.

ATTACHMENT C: Ministry Partner Application Criteria



CHRIST CHURCH DENVER

Christ Church Denver seeks to promote compassion and proclaim the Good News in our church, surrounding community, and the world. Christ Church Denver partners with local and international ministries to fulfill our mission.

Ministry Partners can expect the following from Christ Church Denver:

- Financial support (between \$300 - \$600 every month)
- Promotion of ministry partner's activities and events
- Volunteer participation
- Annual engagement opportunity at Christ Church for members to learn more about the organization

Christ Church Denver expects the following from its partners:

- Verification (receipt/statement) of monthly or quarterly contributions.
- Newsletter and/or other updates of program activities.
- Opportunities to volunteer and actively participate with the organization.
- Annual staff or volunteer presentation at Christ Church.

Please thoughtfully review these criteria and the application to determine if your ministry is a good fit for Christ Church Denver before submitting an application.

All applications will be reviewed by the Outreach Commission at Christ Church Denver. The Outreach Commission will schedule a site visit with eligible new applicants in the fall of a given calendar year, and then select one or more ministry partners for the following calendar year depending on available openings.

MINISTRY PARTNER CRITERIA

- Ministry Partners are Christian organizations that align with the mission and vision of Outreach at Christ Church
- Reflect the interests and calling of the members of Christ Church
- Allow and encourage active participation (opportunities to volunteer)

MISSION AND VISION

The Mission of the Outreach Commission at Christ Church Denver is:

To Restore Hope to a Suffering World and Be Transformed into the Likeness of Christ.

Our Vision is to provide opportunities for the members of Christ Church to live into our Baptismal promises:

- Proclaim by word and example the Good News of God in Christ
- Seek and serve Christ in all persons
- Strive for justice and peace among all people
- Respect the dignity of every human being

ATTACHMENT D: Ministry Partner Application Form



CHRIST CHURCH DENVER

Ministry Partner Application Form

SUMMARY OF APPLICANT ORGANIZATION:

Ministry/Organization Name: _____

Ministry/Organization Address: _____

Ministry/Organization Phone: _____

Ministry/Organization Email address: _____

Ministry/Organization Website address: _____

Contact person and title: _____

Christ Church Denver Member Sponsor: _____

1. State the mission and purpose of your organization:

2. Describe how partnering with your organization will give members of Christ Church Denver opportunities to live into the Baptismal promises listed above:

GOALS AND OPPORTUNITIES

1. What are your organization's top three priorities? Please list specific goals:

2. What programs and services does your organization offer?

3. How can members of Christ Church participate in the work of your organization? List examples of volunteer opportunities.

ATTACHMENTS

Please attach the following:

- Annual Report (if available)
- Summary of revenue and expenses for immediate past year
- Current balance sheet
- List of key staff members
- List of Board of Directors
- Brief history of the organization

Please provide any additional information that you believe could assist the Christ Church Outreach Commission in evaluation your request:

PLEASE COMPLETE AND RETURN TO THE CHRIST CHURCH OFFICE

2950 South University Blvd, Denver, CO 80210

outreach@christchurchdenver.org

Applications are due by September 30

ATTACHMENT E: Organization Grant Application Criteria



CHRIST CHURCH DENVER

Organization Grant Application Criteria

Christ Church Denver seeks to release compassion and proclaim the Good News in our church, surrounding community, and the world. Our church supports Christian ministries to fulfill our mission through financial, in-kind and service contributions. In addition to ministry partners and individual support, we provide one-time grant funding and support to qualifying non-profit organizations for specific projects or “seed” funding to develop additional ministry activities.

A qualifying organization can expect the following from Christ Church Denver:

- Financial support (one-time funding in a calendar year of up to \$5,000)
- Promotion of the funded project or developmental activity
- Volunteer participation in the project where applicable

Christ Church Denver expects the following from the qualifying organization:

- Acknowledgment of receipt of the one-time contribution to Christ Church Denver and in organizational reports and communication
- A written report detailing the outcomes once the project is completed
- A presentation at Christ Church Denver, if requested

Submittal and Evaluation

Completed Grant Applications must be submitted by May 1st or November 1st to be evaluated by the Outreach Commission in either June or December. A completed Grant Application form with all supporting documents must be received either in paper form at the Church office or electronically to the following email address:

outreach@christchurchdenver.org

Grant organizations will receive an acknowledgement of their submittal within a week. All applications will be reviewed by the Outreach Commission at Christ Church Denver and the applicant notified. Notification of Grant Application status and any additional information needs will be sent within one month of the submittal date.

Please review the criteria for grants to determine if your organization’s project or proposal meets the requirements to receive grant funding from the Outreach Commission at Christ Church Denver.

ORGANIZATION GRANT CRITERIA

- The organization has a Christian foundation and their vision aligns with the mission and vision of the Outreach Commission at Christ Church Denver
- The proposal is for a one-time project or “seed” funding to be matched to develop future new activities or operations
- The project or “seed” funding reflects the interests and calling of the members of Christ Church Denver
- The project or “seed” funding allows for participation by Christ Church Denver volunteers if the nature of the project permits

MISSION AND VISION

The mission of Outreach at Christ Church is:

To Restore Hope to a Suffering World and Be Transformed into the Likeness of Christ

Our vision is to provide opportunities for the members of Christ Church to live into our Baptismal promises:

- Proclaim by word and example the Good News of God in Christ
- Seek and serve Christ in all persons
- Strive for justice and peace among all people
- Respect the dignity of every human being

ATTACHMENT F: Organization Grant Application Form



CHRIST CHURCH DENVER

Organization Grant Application Form

SUMMARY OF APPLICANT ORGANIZATION:

Organization Name: _____

Organization Address: _____

Organization Phone: _____

Organization Email address: _____

Organization Website address: _____

Contact person and title: _____

Christ Church Denver Member Sponsor: _____

1. State the mission and purpose of your organization:

2. Describe the project or “seed” activity for which your organization would like to be funded. Please include the entire cost (Christ Church Denver may be willing to fund a portion of the project). Also, will there be any opportunities for participation by members of Christ Church Denver to live into the Baptismal promises as listed in grant application requirements.

3. For “seed” activity grants please describe how your organization intends to use any grant support to develop additional support to continue or expand the activity.

4. How does this proposal fit into and support your organizations top priorities, activities and mission?

5. Please provide any additional information that you believe would assist the Outreach Commission in the evaluation of your proposal. Please include a list of any essential documents you have attached to this application.

ATTACHMENT G: Individual Grant Application Criteria



CHRIST CHURCH DENVER

Individual Grant Application Criteria

The mission statement of the Outreach Commission at Christ Church Denver is:

To Restore Hope to a Suffering World and Be Transformed into the Likeness of Christ

The Outreach Commission does recognize there are many opportunities for individuals to serve outside of our current outreach partners. The OC feels called to support the work of members of our congregation by offering individual grant applications for funds. To be considered for funding the person requesting funds must meet the criteria listed below.

1. The applicant must be a member of Christ Church Denver for at least 1 year and have made at least 3 financial contributions to the church, of any amount, in the last year.
2. The goal of the proposed project must be in alignment with the Christ Church Denver Outreach Commission mission statement (see above).
3. The applicant must submit a budget and provide a detailed description of what the funds will be used for. This criterion is waived if a report of spending is received by the Outreach Commission within 1 month of completion of the project.
4. The applicant must have one written recommendation from another member of Christ Church and five signatures on the application form. The signatures should include Christ Church Denver members that have agreed to be a part of a team that will commit to pray for and offer support to the applicant throughout the duration of the project or program. The Outreach Commission will also assign a liaison to aid in communication between the church, the Commission, and the applicant.
5. If the applicant is under 18 years old, an adult sponsor is required.
6. If the project involves travel out of the country, travel insurance is required.
7. The maximum amount that may be requested is 75% of total mission/training/project cost and cannot exceed \$2,000.00.
8. Each person/group can apply for funds once a calendar year.

Individual grant applications can be submitted to the Outreach Commission at any time and will be reviewed once a month.

Grant recipients will have access to Christ Church Denver channels of communication such as weekly emails, the bulletin, and the Good News to share information and gain support.

ATTACHMENT H: Individual Grant Application Form



CHRIST CHURCH DENVER

Individual Grant Application Form

Name of applicant:

If applicant is under 18 years, sponsoring adult information:

Name: _____ Phone: _____ Relationship: _____

Applicant contact information:

Street: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____
Email: _____

Have you made 3 or more financial contributions to Christ Church in the last year?

How long have you been regularly attending Christ Church? Years: Months:

Name of the group or organization that is sponsoring your project/trip:

Phone: Website:

Name of program or project:

Location:

Will you be covered by adequate travel insurance during the trip? Yes No

Trip Duration Leave Date: Return Date:

Amount requested: \$ Total project cost: \$

Budget (provide below or attach as an application supplement:

Describe the purpose of the grant, the goals for your project, and how this aligns with the Outreach Commission's Mission Statement:

To Restore Hope to a Suffering World and Be Transformed into the Likeness of Christ

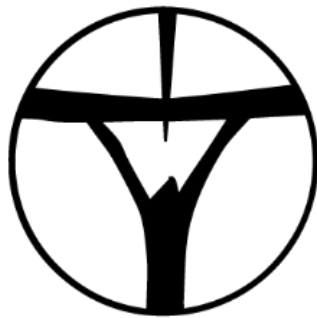
Include five signatures of Christ Church Denver members that approve of the project / program to be funded and who are committed to supporting and praying for you.

Signature	Print Name	Date

By signing below, I certify that the information contained in this application is correct to the best of my knowledge.

Signature: Date:

NOTES



CHRIST
CHURCH
DENVER

BE WITH, BECOME LIKE, LIVE LIKE JESUS

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www.christchurchdenver.org