

Applicants may enter information directly onto these forms from their computers. (This version includes auto-calculating addition of the budget lines on the budget forms on pp. 12 - 13.) However, the forms must be printed and mailed to Lilly Endowment with the other required materials. They may not be e-mailed or faxed.

Grant Application

Cover Page (Please type or print clearly)

Oak Ridge Presbyterian Church

Name of congregation (please print official, legal name)

Common name of congregation (if different from legal name)

2614 Oak Ridge Road

Street address

Mailing address (if different from street address)

Oak Ridge

City

NC

State

27310

ZIP code

336-643-3452

Telephone number

oakridgepc@orpc.org

E-mail address

orpc.org

Web site address (if any)

Fax number

56-1900459

Employer Identification Number (EIN)

Carlton Wayne Utley

Full name of pastor

1909 La Vista Drive

Home address

High Point

City

NC

State

27265

ZIP code

336-841-7640

Home telephone number

carl.utley@orpc.org

E-mail address

Fax number

336-687-0885

Cell phone number

Kelly Kenion

Name of authorized congregational representative

Clerk of Session

Title or position in congregation

1903 Ridge Oaks Court

Home address

Oak Ridge

City

NC

State

27310

ZIP code

336-643-0209

Home telephone number

kkenion@triad.rr.com

E-mail address

NA

Business telephone number

336-255-3415

Cell phone number

\$ 42,307

Total amount requested

Signatures Page**Signatures of Congregational Representative and Pastor**

I am duly authorized to submit this proposal on behalf of the congregation and affirm that to the best of my knowledge the information contained in the proposal is accurate. This signature indicates that the congregation is fully aware of this proposal, approves its submission and is prepared to accept a grant from Lilly Endowment if selected. If a clergy renewal grant is awarded, the congregation commits to continue the salary and benefits of the pastor during the renewal program.

Signature of authorized congregational representative*

Clerk of Session

Title

Signature of senior minister (if not the applicant)

Date

* This signature must be that of the congregation's authorized lay leader (for example, clerk of session, senior warden, chair of parish council, president of the congregation) and not an employee of the congregation.

I believe that the information provided on this application is accurate. If a clergy renewal grant is awarded and the program is undertaken, I intend to serve this congregation for at least one year after the end of the renewal program.

Signature of pastor applying for grant

Pastor

Title

5/11/11

Date

Brief Summary of Other Data (Please complete each item)**Presbyterian Church (USA)**

Official name of denomination, if applicable. If nondenominational or independent, please indicate.

12/1994

Date of founding of this congregation

\$ _____
356,000

Annual operating budget total

330

Number of members

220

Average number at worship

6

Years pastor has served this congregation

Is the pastor bi-vocational? Yes No

If yes, how many hours per week does the pastor spend in service to this church? _____ hours

Has this pastor's spouse's congregation received a clergy renewal grant? Yes No

If so, when and name of congregation _____

Is this pastor's spouse also applying for a clergy renewal grant this year? Yes No

If so, name of congregation _____

Has the pastor received a grant from The Louisville Institute's pastoral sabbatical program? Yes No

If yes, please give year grant was made and see page 15 _____

Please tell us how you learned about this program:

friend/colleague newspaper story Web site (lillyendowment.org) other Web site e-mail

other generally known for a long time through PCUSA

Outline of Renewal Program

Use the following format to present a chronological outline of the proposed activities.

A. Proposed dates for the overall program: January 8, 2012-July 21, 2012

(include month and year – for example, January 1, 2012 - March 31, 2012)

B. Outline of events and activities (use additional pages if necessary). Please account for all time to be used as renewal; do not leave gaps in your renewal timeline. Provide details of your renewal program in your answer to question Part A-3.

Dates (month/day/year)	Events or Activities	People who will accompany you whose expenses would be paid by this grant
January 8, 2012	Pastor Commissioning Service in worship followed by afternoon flight to Tuxtla-Gutierrez, Mexico	
January 29	First of Fifth Sundays at Oak Ridge Presbyterian Church	
January 9-February 18	Spanish Immersion Classes at Joval Instituto, San Cristobal, Mexico	
February 19-26	Construction Mission Trip in Ocosingo, Mexico with Family members and members of former congregation	Beth Utley, spouse; Adam Utley, son; Allie Utley, daughter; Hannah Utley, daughter, Claire Utley, daughter
February 29-March 28	Oak Ridge Presbyterian Church: Wednesday Evening Lenten Study on Immigration and Ministry to Begin	
February 27-March 25	Spanish Immersion Classes at Joval Instituto, San Cristobal, Mexico; weekend travel to Ocosingo, MX	
March 24 - April 8	10 Day Silent Meditation Retreat and Holy Week in San Cristobal	
April 9-19	Tzeltal Mission: Produce Video Educational Materials in Tzeltal Language with Teaching Pastors of Tzeltal Synod	4 Tzeltal Teaching Pastors; one young pastor for technical skills; total of 5
April 20-21	Farewells to Joval Instituto and Host Family in San Cristobal	
April 22	Return Flight to Greensboro, North Carolina	
April 23-29	Re-entry and Reflection Week in North Carolina Worship with Hispanic Congregations in Salem Presbytery	
April 30	Pastor returns to work	
May 6	Welcome Home Reception	
May 20	Fellowship Meal - Sharing Insights	
May 23	Spanish Bible study begins	
June 18-22	Shared VBS with Greensboro Hispanic Congregation	
July 20-21	Mission Committee Retreat	

Budget Worksheet for Pastor’s Renewal Activities

Important: Please enclose a **budget narrative** that explains how the figures were calculated and gives a complete explanation for each item or activity. Be sure the budget narrative specifically reflects particular activities, the number of people, and the amount of time that is covered by each budget item.

Travel Enter amounts without commas or cents

Airfare	\$	5,625
Automobile expenses:		
Personal car mileage @ .50 per mile		_____
Car rental costs and gasoline		4,895
Other ground transportation		200
Meals and lodging		4,414
Tuition or fees		7,605
Books		200
Telephone		250
Postage		0
Equipment and supplies		2,468
Other (passports, inoculations, entrance fees, etc.)		400
Set-aside for post-leave activities (maximum amount, \$2,500)		1,250
Estimated increase in tax liability as a result of receiving grant (maximum amount, \$5,000)*		0
Total	\$	27,307

Signatures:

Signature of Pastor

Signature of Treasurer

* Pastors should work with the congregation’s treasurer and/or personal tax adviser to determine the potential impact of this grant on the pastor’s personal income tax. When determining the potential tax impact, note that the grant will be paid by Lilly Endowment to the congregation, not directly to the pastor. Please do not call Lilly Endowment with questions regarding personal tax implications; it is not appropriate for us to give tax advice.

Budget Worksheet for Congregational Expenses

In the space below, please provide a line item budget that addresses how the congregation will pay for the pastoral functions during the pastor’s absence. Be sure to include not only Sunday worship but also other activities such as pastoral care, weddings, funerals, and so forth. Also address costs related to the pastor’s leave-taking and return and/or costs related to congregational renewal activities.

Important: Please enclose a **budget narrative** that explains how the figures were calculated and gives a complete explanation for each item or activity.

Pulpit supply and/or interim staff

Enter amounts without commas or cents

Honoraria \$ 11,200

Travel and lodging 400

Benefits _____

Congregational events relating to pastor’s leave-taking and return

Congregational renewal activities 3,400

Please explain fully in proposal narrative, Part A, and in budget narrative.

15,000

Signatures:

Signature of Pastor

Signature of Treasurer

Applicant's Tax Status

Lilly Endowment Inc. is required by federal tax law to determine the exempt status and foundation status of each organization to which the Endowment makes a grant. Therefore, it is necessary that you supply the following information to establish that your congregation is exempt from the payment of federal income taxes under Internal Revenue Code ("Code") section 501(c)(3) and is a church described in Code section 170(b)(1)(A)(i). Please complete and execute this form and attach the requested documents. Please feel free to address any questions regarding this form to Julie Siegler or Marge Spires at Lilly Endowment, 317/924-5471.

Oak Ridge Presbyterian Church

Legal name of organization

Common name used by congregation (if different from legal name)

2614 Oak Ridge Road

Street address of congregation

Oak Ridge

City

North Carolina

State

27310

ZIP code

336-643-3452

Telephone number

Tax Status

(a) If your congregation has an Internal Revenue Service letter determining that your organization is exempt from federal income taxes under Code section 501(c)(3) and a church described in Code section 170(b)(1)(A)(i), please attach a copy of the most recent letter.

(b) Many congregations will not have asked for or received such a letter from the IRS. If that is the case in your situation, then determine whether your congregation is listed in a group exemption ruling for your denomination. If so, please attach evidence that your congregation is covered by the ruling (for example, by sending copies of the directory cover and the page on which the congregation is listed in the official directory of your denomination).

(c) If your congregation does not have an individual exemption letter and does not fall under a denomination group ruling, please attach a letter that has been written and signed by legal counsel that verifies that your congregation is a church described in Code sections 501(c)(3) and 170 (b)(1)(A)(i). For criteria to establish church status, see IRS Tax Guide for Churches and Religious Organizations (Publication 1828) at www.irs.gov/charities/churches.

No grants will be awarded until the proper tax status is confirmed.

Date

Signature

Treasurer

Title (must be responsible officer of the congregation)

Print name