



Project Transformation

Transforming Lives Through Relationships



Guideposts for New Chapter Development of Project Transformation

Project Transformation has entered a new phase of its 17 year-old history. Having developed a model of ministry with demonstrated effectiveness in changing the lives of children, college-age young adults, and churches, Project Transformation is focused on scaling the model across the United States. Project Transformation operates through a network of independent Chapters that share an affiliation with a national organization. The national organization was formed in 2015 to support and facilitate the expansion of new Chapters and to ensure Project Transformation's model is developed with fidelity and is operationally sound and sustainable. Project Transformation National will work closely with interested Project Transformation alumni, United Methodist church or conference leaders, and other organizations through the new chapter development process, which generally takes approximately 18 months to complete. Project Transformation National's Board of Directors is vested with the authority to approve a new Project Transformation Chapter.

1. Contact PT National Staff (18+ months in advance; Sept-Dec)

After reviewing the Guideposts for New Chapter Development, contact Eric Lindh at PT National to schedule meeting or phone call to explore feasibility of starting a new PT Chapter.

2. Form a Core Leadership Team with a Lead Champion(18+ months in advance; Sept-Dec)

This steering committee may include United Methodist Conference representatives, Project Transformation alumni, and church, community and business leaders who are committed to launching Project Transformation. The Core Leadership Team will be responsible for meeting all new chapter development guidelines and leading the start-up process. One person on the team should be designated as the Lead Champion who possesses the passion, time, skills, and resources to guide the start-up process.

3. Begin to Secure Funding and Key Partnerships(16-18 months in advance; Dec-Feb)

Collaborative partnerships are essential to the Project Transformation model. The Core Leadership Team should seek multi-year financial commitments and pledges for volunteer support from several partner churches, the United Methodist annual conference, and other institutions to raise start-up capital. This process will continue over the next year to secure key partnerships and funding commitments as outlined:

Funding:

- A minimum of \$200,000 should be secured/committed for the first year of operations (assuming three site locations). This amount should be used as a minimum estimate as budgets will vary depending on the initial size of the program (housing costs, number of interns and site locations, intern stipend amounts, staffing, etc.)

- Upon approval from the national board, Project Transformation National may grant up to \$50,000 in seed capital to the new chapter to help cover initial administrative start-up costs and hire the staff.

- Suggested Fundraising Targets:

- o 25% of budget secured/committed by June (12 months out)
- o 50% of budget secured/committed by September (9 months out)
- o 75% of budget secured/committed by December (6 months out)
- o 100% of budget secured/committed by February (3 months out)

Partner Church Support

- Depending on initial start-up size, seek commitments from at least ten partner churches, offering financial, volunteer, or in-kind resources, preferably for a multi-year commitment.
- Recommended that wherever possible, seek “foundational partner churches” offering more significant, multi-year financial support.
- Commitments from partner churches and other community organizations are needed for financial support, recruiting volunteers to read one-on-one with children, provide/serve dinner to college interns living in community, and donating curriculum supplies and children’s books for the program.
- The process of securing partner church support will likely need to continue up until the start of the summer program.
- A Partner Church training/kick-off meeting will be held in March/April just prior to the summer program

Site Churches

- Select three to five site churches (via site church application process) that are committed to host the summer day camp program and actively support the program by recruiting children, inviting participating families into the life of the church, mentoring the college interns, and supporting the program activities.
- Site churches should be approved by the Core Leadership Team by January. A site church training day will take place in February.

Community Housing

- Recommend partnership with a United Methodist-affiliated college or university, if available.
- Secure community housing for summer interns including an area for communal dining, and worship gatherings.
- Hire two house pastors for the summer. House pastors are typically seminary students and/or PT alumni interested in seminary or college ministry.
- Secure commitments from churches/UMWs/Sunday School groups to provide meals throughout the summer (Sunday through Thursday nights for nine weeks).

Recruiting Young Adults

- Staff and the Core Leadership Team are responsible for recruiting interns and house pastors. Recruitment should begin by October.
- The quality of the program is highly dependent on the quality of the interns. They are the cornerstone of the program. It is strongly recommended that you hire several interns that have participated at other Project Transformation programs.
- Training is the responsibility of the new chapter, but depending on proximity to other chapters, some training may be shared. PT National staff will assist new staff in preparing for training.

Friday Experiences (Ministry Exploration / Vocational Discernment)

- Secure at least eight partnerships with United Methodist-affiliated and other organizations which can host the interns on Friday morning to explore different vocational opportunities in ministry and service. The purpose of this component is to expose young adults to various forms of ministry through tours, presentations, interactive experiences, and discussions. These ministry exploration visits are intended to expand their definition and understanding of what it means and looks like to be in “ministry.”
- A typical Friday Experience consists of a tour of the facility (if appropriate) by the leader of that ministry; a presentation where the leader shares the purpose of the ministry, gives their testimony on how they felt called to that particular ministry, and explains the steps they took to pursue that calling; and some sort

of Q&A session or interactive discussion. Interns also usually eat lunch at the facility, which can serve as a forum for small group discussions. We ask that the ministry hosting the experience donate this lunch if possible. Every visit is unique, and should be adapted to create an impacting experience for the interns. Friday Experiences usually last from 9am – 2pm, but can be shorter according to the nature of the visit or distance from living site.

- The first and last Friday Experiences are reflective in nature and should help the young adults prepare for and process the summer experience.

Food Program

- A local food bank or state feeding program will be needed to provide healthy summer lunches to children during the summer.

4. Submit New Chapter Application(15-17 months in advance; Jan-Mar)

- Submit a New Chapter Application to Project Transformation National at least 15 months prior to targeted summer launch date.
- Must agree to all criteria in the Chapter Affiliation and License Agreement.
- Upon Project Transformation National Board review and approval, new chapter may enter into a preliminary Chapter Affiliation and Trademark Agreement. The Core Leadership Team of the new chapter will work closely with Project Transformation National staff and board members to ensure timely progress toward the guideposts for new chapter development.

5. Establish Organizational Structure / UMC Conference Support (13-14 months out; Apr-May)

- Organizational structure can vary with each chapter. Options include:

1) Fiscal Sponsorship: The newly formed PT Chapter may seek to use the local annual conference or other United Methodist institution as a fiscal sponsor, rather than set up a separate tax exempt entity initially.

The fiscal sponsor will:

- Provide tax-exempt status and a means for accepting donations to the Project Transformation chapter and allowing donors to make tax-deductible contributions;
- Provide administrative assistance on behalf of Project Transformation, such as receiving and processing donations, managing human resource needs, and providing other back-office functions;
- Include Project Transformation under the general liability insurance policy;
- Where possible, provide administrative office space and other shared resources for the Project Transformation staff;
- Commit to launching this new ministry in any other ways, as appropriate.

2) Forming a 501(c)(3) tax-exempt organization: The newly formed PT Chapter may apply for separate tax-exempt status either initially, or when deemed in the best interest of the organization. The PT Chapter must still operate in covenant relationship with the annual conference.

- The name “Project Transformation” and logo are subject to a Chapter Affiliation and Trademark License Agreement. This agreement must be approved by the Project Transformation National Board of Directors following the application process.

- Regardless of organizational structure, a written endorsement from the local United Methodist annual conference is required and should be requested at least one year in advance of beginning the first summer program.

6. Schedule visit to a current Project Transformation chapter (11-12 months in advance; June-July)

Who: Core Leadership Team (CLT) representatives

What: CLT will meet with Project Transformation national staff and board members, and observe the program in action at the local chapter level.

When: The visit will ideally be one or two days during the summer prior to launch. Thursday and Friday would be best in order to see the summer day camp, have dinner with collegestudents, and be involved in the Friday Experience.

Why: It is essential to see the program in person in order to fully understand the Project Transformation model. It will help inspire and motivate your team to be effective ambassadors of Project Transformation as you continue building support for launching a new chapter.

7. Form Board of Directors (10-11 months in advance; July-Aug)

- Core Leadership Team will transition into becoming the Board of Directors for the local chapter.
- Recommended areas of expertise for Board members are: fundraising, partner church representatives, entrepreneur, United Methodist institutional and conference representatives (such as a District Superintendent or other cabinet-level representative), local university or seminary representative, attorney, clergy, human resources experience, educator, financial/accounting, children's ministry/educational.

8. Hire Staff Leadership (9-10 months in advance; Aug-Sept)

While each chapter's staffing structure will look different, the following are minimum requirements:

- A full-time chapter Executive Director should begin working the fall prior to the start of the program. The executive director will be responsible for organizational development, fundraising, board development, program oversight, and building relationships within the conference and local communities to be served.
- A second full-time program director or assistant director is also recommended to be hired in the fall, but no later than January leading up to the summer program. While many activities will be shared, the program director or assistant director will primarily be responsible for training, intern recruitment, site churches, and volunteers.
- Ideal candidates will have prior Project Transformation leadership experience and/or bring local knowledge of the conference area
- Project Transformation national staff will coach the new chapter staff and board members through the start-up process as well as provide ongoing training and support.