



Guideposts for New Chapter Development of Project Transformation

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, church leaders, and other organizations through the new chapter development process, which generally takes at least 24 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 24+ months in advance of the anticipated summer program start date)

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

2. Form a Core Leadership Team with a Lead Champion (21-24+ months in advance; June-Sept)

This steering committee should include representatives from the communities in which the new chapter plans to establish the program, United Methodist Conference and/or other denominational representatives, Project Transformation alumni, individuals with access to financial resources and/or an ability to raise startup capital for PT, and other 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. The Core Leadership Team must participate in initial training sessions provided by PT National, including sessions on PT core values and culture, chapter development, and funds development.

3. Secure a minimum of \$100,000 (roughly 50% of the first year's operations) toward the launch of a new chapter. Submit an application to PT National to be approved as a provisional new chapter (21-24 months out, June-Sept)

Approved provisional chapters will be granted permission to participate in network-wide training and retreats, form a board of directors, and seek independent 501(c)3 nonprofit status under the chapter name "Project Transformation" to assist in securing additional funding and building partnerships.

4. Form a Board of Directors and apply for 501(c)3 status (18-24 months out, June-Dec)

- Recruit a committed board of 10-15 individuals. Coordinate with PT National to discuss board composition. Areas of expertise include: fundraising, previous nonprofit board leadership experience, partner church lay/clergy representatives, UMC conference/district and other denominational leaders, community representatives, attorney, human resources, education, finance/accounting, children's ministry, young adult ministry, and race/equity/inclusion.
- Participate in board development training provided by PT National

5. Continue to Secure Funding and Key Partnerships, and Develop the Board (12-18 months in advance; June-Sept)

Collaborative partnerships are essential to the Project Transformation model. The Board should seek multi-year financial commitments and pledges for volunteer support from several partner churches, the United Methodist annual conference, other denominational leaders, foundations, and other institutions to raise the first full year's operating budget. 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 two site locations) *prior* to hiring full-time staff. 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.)
- Suggested Fundraising Targets:
 - 60% (\$120,000) of budget secured/committed by December (18 months out)
 - 75% (\$150,000) of budget secured/committed by March (15 months out)
 - 100% (\$200,000) of budget secured/committed by June (12 months out)

Partner Church Support

- Work toward getting commitments from at least eight partner churches or organizations per host church location, offering financial, volunteer, and in-kind resources, preferably for a multi-year commitment.
- Recommended that wherever possible, seek "foundational partner churches" offering more significant, multi-year financial support (e.g. \$10,000-\$25,000 per year for 3 years).
- 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 should be held in the fall prior to the first summer program.

Host Churches

- Select two to three host churches (via host 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.
- Host church should be approved by January prior to the summer program at the latest. A host church training day should take place no later than February.

Community Housing

- Secure community housing for summer interns including an area for communal dining, and worship gatherings. Local colleges or universities are a good place to start.
- 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 board are responsible for recruiting interns and house pastors. Recruitment should begin in September.
- 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 faith-based and other local 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 church or 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

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

Customer Relations Management Platform (Salesforce)

- Work with PT National to create a new chapter instance of Salesforce to track program, volunteer, and donor data.

6. Submit application for full chapter status (12+ months in advance; June)

- In order to progress from provisional chapter status to a full chapter, the following criteria should be met:
 - Minimum of \$200,000 is secured
 - A board of 10-15 people is in place that:
 - Are representative of the communities PT will be partnering with
 - Bring fundraising and nonprofit board leadership experience
 - Are personally making annual gifts at 100%
 - Have participated in fundraising, board development, and PT 101 training

- A minimum of 5 partner churches/organization commitments per site location are established
- A letter of support from the area bishop of the UMC and/or other local denominational leaders
- A budget for the first year of operations and three-year funds development plan is approved by PT National.
- Staff leadership hiring plan/timeline is approved by PT National.

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

Who: New Chapter Board of Directors

What: New Chapter board 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 college students, 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.

8. Hire Staff Leadership (10-12 months in advance; June-Aug)

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 should also be hired in the fall, no later than October, as it is critical to begin recruiting interns in the early fall. While many activities will be shared, the program director or assistant director will primarily be responsible for training, intern recruitment, host churches, and volunteers.
- Ideal candidates will have prior Project Transformation leadership experience, proven fundraising, organizational leadership, and financial management experience, local community connections and relationships, a background in building relationships with young adults or youth, and an entrepreneurial spirit.
- 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.