A Synod of the Sun Network is formed around a specific and creative purpose, mission, or ministry project enabling relationships and mission opportunities not possible within a single presbytery. Each network chooses its priorities, leaders, and implements its own activities. Each network requires a covenant relationship with the synod whereby the synod becomes a partner in ministry and mission. The Synod of the Sun offers its resources of connection, consultation, and communication along with limited funding and administrative support.

**INVITATION TO CONNECT:***The Synod’s mission is to serve Christ by connecting, equipping, and empowering
Presbyterians for Christ’s mission within and beyond the Synod’s bounds.*

The Planning Guide itself is provided to all levels of the church for various purposes that may not include becoming a Synod Network. Once completed, the Network Planning Guide along with the Covenant of Partnership may be submitted for consideration for endorsement as a Network of the Synod of the Sun.

As you read through the Planning Guide, or enter into discussion with members or partners of your ministry, we invite you to connect with the synod by asking questions about the process, what it might mean for you and your partners and, in what ways the synod can assist. You can do that by contacting Dan Saperstein, Co-leader for Mission & Partnership, at 214-390-1894 or dsaperstein@synodsun.com.

**PURPOSE OF THE GUIDE:**This is a tool for discernment and planning to be used by any Church, presbytery, or synod committee. Completion of the “Planning” Section of the guide will help us to understand the partnership’s identity, the purpose you have discerned your work to be, and the ways in which God is calling you to carry that out.

The “Evaluation” Section of the guide should be updated as your project, event, or ministry progresses. Evaluating the impact of your project and providing recommendations can assist future Networks.

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**INTRODUCTIONS**

**Network Name:** Click here to enter text.

**Key Contact Name:** Click here to enter text. **Presbytery:** Click here to enter text.

**Phone:** Click here to enter text. **Email Address:** Click here to enter text.

**Partnerships:**

**Partner A:** Click here to enter text. **Primary Phone:** Click here to enter text.

**Email Address:** Click here to enter text. **Presbytery (or affiliation):** Click here to enter text.

**Address:** Click here to enter text. **City:** Click here to enter text.

**State:** Click here to enter text. **Zip:** Click here to enter text.

**Partner B:** Click here to enter text. **Primary Phone:** Click here to enter text.

**Email Address:** Click here to enter text. **Presbytery (or affiliation):** Click here to enter text.

**Address:** Click here to enter text. **City:** Click here to enter text.

**State:** Click here to enter text. **Zip:** Click here to enter text.

**Partner C:** Click here to enter text. **Primary Phone:** Click here to enter text.

**Email Address:** Click here to enter text. **Presbytery (or affiliation):** Click here to enter text.

**Address:** Click here to enter text. **City:** Click here to enter text.

**State:** Click here to enter text. **Zip:** Click here to enter text.

***Please list any additional partners in the same format below or by separate attachment.***

**Tell us about how the partners are related, how you came to work together, or your affiliation:**

Click here to enter text.

**PLANNING**

1. **Primary Purpose** *(What do you believe to be the core purpose for the Network? Is there a specific mission, i.e. providing food, clothing, or shelter? Is there a ministry of need, i.e. Pastoral Care for the aging, Self Development of People? Are there relationships to be built and learned from, i.e. First Call Pastors?)*
2. **Network Overview**
	1. **Give a brief description of the proposed Network and background information.** *(Who, what, when, where and why?)*
	2. **How will this Network and its implementation benefit the body of Christ, individual community member, and humanity?** *(What need does this fill?)*
	3. **How does this Network fit the Synod’s mission to enable relationships and mission opportunities that are not possible within one presbytery?**
	4. **Realizing that the real effects of ministry and mission can rarely be weighed or measured – list specific and measurable goals to be accomplished by this Network*.*** *(You don’t have to limit yourselves to 3 – list any/all goals of the Network)*
		1. **Goal 1:**
		2. **Goal 2:**
		3. **Goal 3:**
	5. **What are some intangible or immeasurable gifts that the Spirit might bring?**
3. **Steps to implementation:** *List the specific steps required to bring this project to a successful completion, showing the planned dates for each step, and the person or people responsible for each step.* ***Where applicable, show where the Synod can assist through communication, connection, and consultation.***

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| --- | --- | --- | --- | --- | --- | --- |
| TASK/ACTIVITY | START DATE | FINISH DATE | % COMPLETE | PERSON(S) RESPONSIBLE | CRITICAL TASK (Y/N) | FOR CRITICAL TASKS: |
| POTENTIAL PROBLEM | POTENTIAL SOLUTION |
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1. **Covenants**
2. **Critical Contacts**

Network Moderator
Name:
Email:
Phone 1:
Phone 2:
Address:
City: State: Zip:
Duties:

Network Member
Name:
Email:
Phone 1:
Phone 2:
Address:
City: State: Zip:
Duties:

Network Member
Name:
Email:
Phone 1:
Phone 2:
Address:
City: State: Zip:
Duties:

Network Member
Name:
Email:
Phone 1:
Phone 2:
Address:
City: State: Zip:
Duties:

Network Member
Name:
Email:
Phone 1:
Phone 2:
Address:
City: State: Zip:
Duties:

*If there are additional Network Members, please continue listing in the same format or separate attachment.*

1. **What specific materials, supplies, and resources will be required?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material or Supply & Quantity | Person Responsible for Obtaining | Date Needed | Donated, Owned or Purchased? | Cost/Value |
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1. **Complete a proposed budget indicating all anticipated income and expenses**

Proposed Budget

**INCOME: PROPOSED**

**Appropriation from Synod** $

**Value of donated items (list)**

*List donated items and assign a value.* $

*List donated items and assign a value.* $

*List donated items and assign a value.* $

*List donated items and assign a value.* $

**Other sources of income (list)**

*List potential income (grants, donations, registrations, etc.)* $

*List potential income (grants, donations, registrations, etc.)* $

*List potential income (grants, donations, registrations, etc.)* $

*List potential income (grants, donations, registrations, etc.)* $

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**TOTAL INCOME $**

**EXPENSES: PROPOSED**

**Value of donated items (list)**

*List donated items and assign a value.* $

*List donated items and assign a value.* $

*List donated items and assign a value.* $

*List donated items and assign a value.* $

**Other expenses (list)**

*List potential expenses (i.e.: materials for the project).* $

*List potential expenses (i.e.: materials for the project).* $

*List potential expenses (i.e.: materials for the project).* $

*List potential expenses (i.e.: materials for the project).* $

*List potential expenses (i.e.: materials for the project).* $

*List potential expenses (i.e.: materials for the project).* $

**Return of appropriation from Synod** $

**Fund for future Network use (profit)** $

**(OR Donation to** **Insert donation recipient's name)**

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**TOTAL EXPENSES $**

1. **Describe the potential problems and solutions to successfully complete this mission/purpose.**

**Potential Problem:**

**Potential Solution:**

**Potential Problem:**

**Potential Solution:**

**Potential Problem:**

**Potential Solution:**

**Potential Problem:**

**Potential Solution:**

**EVALUATION**

1. **List solutions and/or recommendations for future or other Network leaders.** *(List here anything that you would do differently. Would you make contacts earlier? Could this Network be broadened or should it be more focused?)*
2. **Results**

**Primary Purpose:** *Restate your primary purpose*

**Results:** *Realizing that the effectiveness of ministry/mission is never something that can be weighed or measured -Concisely state the results of this Network to date, in relation to your previously stated goals.*

**Goal 1:** *Restate your goal*

**Result:** *State the result, in measurable numbers when possible (ie. You wanted to feed 100 families and fed 150 – 150% of goal)*

**Goal 2:** *Restate your goal*

**Result:** *State the result, in measurable numbers when possible (ie. You wanted to gather together 50 first call pastors and only 20 attended your event – 40% of goal.)*

**Goal 3:** *Restate your goal*

**Result:** *State the result, in measurable numbers when possible*

**Summary :**

*This is your “wow statement”. Use this area to explain why this Network/program should (or should not) continue or be repeated. This is your time to brag about the successes and be honest about the failures! Be descriptive*

**What were the immeasurable and unforeseen gifts that the Holy Spirit surprised you with?**

**Network Benefit :**

**Individual Impact:** *Use this area to describe the benefit(s) for the individual involved or the benefit to yourself or another member.*

**Presbytery Impact:** *Use this area to describe the benefit(s) for your presbytery.*

**Community Impact:** *Use this area to describe the benefit(s) and how it has* ***created positive change*** *among the Network members, congregation(s), or presbyteries.*

1. **Appendices** *(Attach your final financial statement and list of contacts. Attach other documentation as appropriate)*
	1. Final Financial Statement
	2. Contacts
	3. Contracts and agreements
	4. Pictures
	5. Press Releases, articles, and media coverage

Final Financial Statement

**INCOME: PROPOSED ACTUAL**

**Appropriation from Synod** $      $

**Value of donated items (list)**

*List donated items and assign a value.* $      $

*List donated items and assign a value.* $      $

*List donated items and assign a value.* $      $

*List donated items and assign a value.* $      $

**Other sources of income (list)**

*List potential income (grants, donations, registrations, etc.)* $      $

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**TOTAL INCOME** $     $

**EXPENSES: PROPOSED ACTUAL**

**Value of donated items (list)**

*List donated items and assign a value.* $      $

*List donated items and assign a value.* $      $

*List donated items and assign a value.* $      $

*List donated items and assign a value.* $      $

**Other expenses (list)**

*List potential expenses (i.e.: materials for the project).* $      $

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*List potential expenses (i.e.: materials for the project).* $      $

**Return of appropriation from Synod** $      $

**Fund for future Network use (profit)** $     $

**(OR Donation to Insert donation recipient's name)**

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**TOTAL EXPENSES** $     $