

# Introduction

This standard operating procedure (SOP) outlines the process for adjudicating Trinity Grant for Mission and New Ministry applications (Trinity Grant). A separate Adjudication Team will review all submitted applications. The Adjudication Team will provide the Mission Care and Resource Committee (MCRC) with a summary evaluation and ranking of the submitted applications upon which the MCRC can formulate a recommendation for Presbytery.

## Adjudication Team

### Composition

- Chair
- 4-5 Adjudicators (Adjudication Pool)

### Chair

#### Selection and Term

- Selected by MCRC
- **Term:** Normally, a minimum of two rounds of applications

#### Role and Duties

- To manage the adjudication pool
  - The Chair will invite potential adjudicators to join the adjudication pool
    - Potential members of the adjudication pool are drawn from a list prepared and reviewed by MCRC
    - The chair can also suggest potential adjudicators, but MCRC must review these before invitation
- Manage the adjudication group for each application
  - Selects a three-person adjudication group from the adjudication pool to evaluate the applications (see [Process](#))
- Communication to Adjudicators normally takes place through the Chair
- Chair adjudication meetings
  - Aid the process of discernment
- Prepare [reports](#) (see below)
- **The Chair is not responsible for evaluating applications** (see [Adjudicators](#))
  - However, the Chair is expected to have also reviewed the applications.
- Be a resource to MCRC regarding the Trinity Grant process and general grant questions.
- Attends MCRC and Presbytery meetings as required
- Former Chairs can be a resource to the current chair.

## Adjudicators

### Selection and Term

- The chair will invite potential adjudicators to join the adjudication pool
- After the application deadline, the chair will assign three adjudicators from the pool for each application (adjudication group)
- It is possible that not all potential adjudicators will be called to review applications. However, the need may arise at the last minute for members of the adjudication pool
- **Term:** Normally, one round of applications. But could be asked to return for subsequent rounds.

### Role and Duties

- Evaluate and provide feedback on Trinity Grant applications

## Process

1. The Chair will invite potential adjudicators to join the adjudication pool
  - The list of potential adjudicators originates from MCRC.
2. After the application deadline, the Chair will assign three members from the adjudication pool for the grants (Adjudication Group)
  - Ideally, there should be one adjudication group evaluating all the applications
  - However, it may be necessary to form additional adjudication groups to avoid perceived conflicts of interest (i.e. an adjudicator from the same congregation as the application) or a high number of grant applications.
  - Adjudication group(s) membership(s) need to be reviewed by MCRC before they are finally set.
3. The Chair will provide the appropriate grant application(s) to each adjudication group.
4. The Chair will schedule the meeting for each adjudication group in consultation with MCRC.
5. Before the group meeting, adjudicators will submit their written feedback to the chair in the format and by the deadline provided by the Chair.
6. The Chair will circulate these evaluations to the other members of the specific adjudication group prior to the meeting for individual review.
7. The Chair will chair the adjudication group meeting and assist the group in reaching consensus on the application(s).
8. The Chair prepares an [Adjudication Summary](#) (see below) for each application and submits those to MCRC before the meeting, where MCRC will make a recommendation to Presbytery regarding final Trinity Grant approval.
  - The Chair is expected to be present at this MCRC meeting and, at the request of MCRC, can also provide additional feedback about the applications (i.e. “tie-break”)

9. The Chair will also prepare an [Adjudication Report](#) (see below) for each application, which will be seen only by the applicant after final Presbytery approval.

## Reports

- To be submitted by the Chair to the Chair of MCRC for circulation to the appropriate people.

### Application Summary

- This report is to be publicly available
- Consists of:
  - Basic information (i.e. Title, Applicant, Applicant Congregation, Requested Amount, etc. - drawn from application)
  - Copy of the Summary section from the grant application
  - Summary of the application scores
  - Summary of adjudicator comments and thoughts, which can include praise and suggestions for improvement.
- The Chair will circulate the Application Summary to the appropriate adjudication group for approval before submission to MCRC

### Application Report

- This report is only meant for the individual applicant
- Consists of:
  - Application Summary
  - The written comments from adjudicators from each application section (anonymized)
  - Final comments from adjudicators
- The Chair will circulate the Application Report to the appropriate adjudication group for approval before sending it to the MCRC chair.