



THE LOUISVILLE INSTITUTE

Pastoral Study Project

Are you a North American pastoral leader with a study project you wish to undertake or complete, but ministry responsibilities make it challenging for you to find the time necessary for the task? Do you have a vocation for research and writing that is difficult to fulfill amid the press of other pastoral duties?

Through its "Pastoral Study Project" program (PSP), The Louisville Institute offers pastoral leaders the opportunity to engage in thoughtful study and inquiry about issues related to Christian faith and practice, religious institutions, and the practice of ministry in our place and time. Pastoral study may be independent or collaborative, and can move beyond the conventional parameters of academic degree programs or professional development seminars.

We believe that pastoral leaders have a singular, significant vantage point on the challenges and promises of faith, practice, and ministry. With adequate time and support, pastoral leaders can develop and share their wisdom on important issues for Christian life and practice today, and thus extend their leadership in ways that can benefit the broader church and culture.

The PSP program complements the Institute's other research grant programs, which are often situated within academic contexts and calendars. Equally rigorous, the PSP privileges pastoral perspectives and rhythms, honoring grassroots research conducted by skilled, working clergy.

As we offer the gift of time to our grantees, we do so with the hope and expectation that what they learn will prove instructive for the wider church as well as for themselves and their own ministry settings, to the end that the church come more faithfully to fulfill its charter as the bearer of God's good news in Jesus Christ.

Every blessing,

Don C. Richter
Associate Director
Phone: (502) 992-5431
Email: drichter@louisville-institute.org
Web: www.louisville-institute.org

Completed proposals must be postmarked no later than August 15, 2011. Grants periods shall occur between March 1, 2012 and August 31, 2013.



Pastoral Study Project

Pursuing your passion for study...

Eligibility and Application Requirements

The Louisville Institute awards Pastoral Study Project grants of up to \$15,000. These grants are intended to provide pastoral leaders the time and space to devote an extended season to prayerful study and reflection, for the renewal of their vocations and places of ministry, as well as for the benefit of the wider church and culture.

Eligibility

The program is open to Christian clergy, church staff members, denominational staff, and others regularly employed in recognized positions of pastoral leadership, ordained and lay. It is also open to ordained ministers who are not currently employed by a religious organization. Seminary administrators and faculty members are not eligible for this grant program.

The program is open to pastoral leaders in the United States and Canada. **Past recipients of Louisville Institute sabbatical, study, and research awards are eligible and encouraged to apply.**

No Residency Requirements

Grantees are not required, nor expected, to be in residence at The Louisville Institute or Louisville Seminary. However, we encourage grantees to attend an orientation consultation at Louisville Seminary February 27-29, 2012, at The Louisville Institute's expense.

What This Program Does *Not* Fund

This program does not fund basic program support for organizations, regular salary support for religious workers, expenses related to pursuit of a degree, or capital expenditures beyond what may be necessary to conduct research (such as recording devices). If appropriate, your budget may include a stipend for supply ministers who fill in for you while you are conducting your project.

Awards will be announced on or before December 1, 2011.

Timeline Options

The study period may vary according to the needs and availability of the applicant. Possible options include an extended period fully away from work, designated weekly or monthly days or part-days, or periodic blocks of time away from work. Grant leave must be over and above the grantee's regular days off, vacation time, and study leave.

The project window for recipients of a 2011 Pastoral Research Project grant is an 18-month period between March 1, 2012 and August 31, 2013. Applicants who wish to conduct their project after that time period should apply in 2012.



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Proposal Elements and Instructions

The Pastoral Study Project program is highly competitive. Applicants must communicate as effectively as possible why they are applying, what they will do during their study period, and how they, their place of ministry, and the wider church will benefit from the proposed project.

We recommend that applicants share a version of their proposal narrative with a colleague in ministry or a mentor — ideally the one asked to write the letter of reference — to receive feedback and suggestions prior to submitting the application. Only well-written proposals are likely to be funded.

In crafting a proposal, first clarify the core question that will shape your project. Successful proposals show how all aspects of the project are shaped in clear reference to the central question or concern, and how the overall design is well suited to the time frame in view. Preference will be given to proposals that develop adaptive approaches to their problem rather than simply marshaling technical solutions.

Explain how your particular ministry experience has shaped the focal concern of your project. Then indicate the wider significance and relevance of your project, including a clear plan for sharing project findings with people and institutions that need to learn from your discoveries.

We encourage and welcome proposals on a wide range of topics and interests. The topic should be clearly related to the pastoral work in which the applicant has been engaged, so it is clear why he or she is well positioned to address it. Proposals should relate to The Louisville Institute's core interests in Christian faith and life, religious institutions, and pastoral leadership. The following topics are offered only as suggestions, to stimulate your imagination as you develop your own topic: A good guiding question, or "little quest," is often at the heart of a compelling project proposal:

- **Faith Practices** – What distinctive practices are vital to Christian faith and life, and how may they be best cultivated for sustaining Christian life in particular, contemporary contexts?
- **Leadership** – How do pastors cultivate wisdom for sustaining a flourishing ministry? In what ways is the well-lived pastoral life nurtured through ongoing encounter with scripture, theology, tradition, and culture?
- **Ecclesiology** – What new forms of church are taking shape on the North American religious landscape? What can we learn from faith communities that embody fidelity to place, and from those that equip members to be the apostolic, missional church?
- **Ecological Issues** – How do the Christian doctrines of creation and stewardship shape the church's understanding and practice of earth-keeping as a Christian mandate, and what does that look like in terms of energy use, carbon footprint, greenhouse gas emissions, etc.?



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Proposal Details

A complete proposal includes the following elements. In order for an application to be considered for a grant, all of these must be postmarked to The Louisville Institute no later than August 15, 2011.

- ✓ Initial online registration/application, which includes applicant information and the Proposal Summary, and requires establishing a personal account on The Louisville Institute website
- ✓ Copy of Proposal Summary submitted also by mail or email
- ✓ Proposal Narrative
- ✓ Bibliography
- ✓ Budget
- ✓ Résumé
- ✓ Statement of Ministry Context
- ✓ Letter of Recommendation
- ✓ Institutional Support Declaration

Applicant Information: Provide the requested information on page 6 of this form and in the online personal registration.

Project Summary: A description, in 200 words or less, of the theme and outline of your proposal and project plan. This should be submitted both with your online registration/application and as part of the full application you send to the Institute by mail or by email attachment.

Proposal Narrative: In approximately five pages (12-point and double-spaced) describe your proposal in detail, using the following outline:

1. **Concern/Question** – What is the primary concern or question being investigated?
2. **Rationale** – Why is the proposed topic important to the church? What are the consequences if this issue is not investigated and responded to? Why are you the right person to undertake this project?
3. **Plan** – How do you intend to study and investigate the concern? Include a description of the way in which you will conduct the inquiry: study methods, field work if appropriate, travel, and other resources necessary to complete project.
4. **Dissemination** – Who is your audience for this research? How do you plan to share your research with them? What oral forms of dissemination fit the project (e.g., sermons, education venues, speeches, conference papers)? What written forms of dissemination fit the project (e.g., essay, article, book, and possible web publication venues)?
5. **Impact** – What changes do you hope that this project will effect in your place of ministry? What might be its consequences for the larger church?
6. **Timeline** – What is the schedule and timeline for the project? Be as specific as possible.

Bibliography: A carefully selected bibliography should indicate that the applicant knows or will get to know the major relevant literature in the field he or she is investigating. The bibliography should be no more than two pages, single-spaced.

Proposal Budget: A line item budget is required, together with an explanatory budget narrative. Be clear in showing the connections between particular expenses and the project's objectives. Budget preparation guidelines are available at <http://www.louisville-institute.org/Grants/budgetguide.aspx>.

Résumé (two page maximum): The résumé should include educational experience, including dates of graduation, ministry experience, including dates of service, and other information about the applicant that will help the selection committee become better acquainted with the applicant (e.g., ministerial standing, date of ordination, service to the wider church, awards, and publications).

Statement of Ministry Context: Tell us about your congregation or organization and your role in it. This should be no more than two pages double-spaced.

Letter of Recommendation: The letter should be from a colleague, ministry supervisor, or mentor who is able to assess candidly your study plan's feasibility and your qualifications and readiness to complete it.

Institutional Support Declaration: Complete and submit the form on page 10, signed by the appropriate representative of your church or organization verifying that you will be given time off to utilize a grant if awarded. If you are not currently employed, the support declaration should be signed by the regional denominational official to whom you are vocationally responsible.

Completed proposals must be sent to The Louisville Institute by August 15.

Post Grant Reporting

Grantees shall submit program and financial reports to The Louisville Institute at the conclusion of their grant period. Reporting document will be emailed to those who receive awards. In addition, one copy of any published article and three copies of any published book produced during or as a result of the grant period should be sent to The Louisville Institute.

A Note About Travel

Travel can be a valuable part of a Pastoral Study Project. Travel can also detract from a successful project. The time, wear and tear, and expense of extensive travel are frequently underestimated. Applicants who include a significant travel component in their research plan, particularly foreign travel, must clearly relate their travel plans to the focus of their project, and must integrate travel plans into the overall plan in a compelling fashion.

Conferences and Continuing Education

While attending conferences may be of some real benefit to the projects some applicants are planning, our hope is to help grantees find their own voices as pastor-scholars, rather than primarily to listen to the voices of others. Therefore, we discourage conference attendance as a significant portion of a pastoral study project. Likewise, continuing education offerings do not meet our expectations for pastoral study project work – we seek to foster primary scholarship from our grantees, rather than providing opportunity for them to learn from other “experts.”

A Word About Degree Programs and Tuition Expenses

The Louisville Institute frequently receives requests from pastors for scholarship assistance for Doctor of Ministry and other degree programs. No such assistance is available. Pastors enrolled in degree programs may apply for a Pastoral Study Project grant, but their Pastoral Study Project must be unrelated to the work they are doing in their degree program. Pastoral Study Project grants may be awarded, though, for proposals to extend further a study that began as an earlier degree project.



Grant Application

Applicant Information (PLEASE PRINT CLEARLY)

Title: Rev. Dr. Rev. Dr. Sister Father
 Mr. Mrs. Ms. Other: _____

Name _____

Home Address _____

City _____

State _____

ZIP code _____

Office Address _____

City _____

State _____

ZIP code _____

Where do you prefer to receive mailings? Home Office

Telephone (office) _____ (home) _____

FAX _____ E-mail _____

Website _____

Employer _____

Position _____

Denominational affiliation _____

Title of proposed project _____

Detailed timeline for the project – Indicate the overall length of your study period, and the pattern of study days within that period (e.g. full-time release from work March 1 through May 31, 2012; or, release from work every Friday from March 1 through December 31, 2013). _____

Budget Amount: _____

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Name and address of person writing letter of recommendation for you:

Name _____

Address _____

City _____

State _____

ZIP code _____

Daytime Phone _____

Where did you hear about this program? _____

Applicant's signature _____ Date _____

Mail the complete application packet to:

Pastoral Study Project
The Louisville Institute
1044 Alta Vista Road
Louisville, KY 40205-1798

If you need further clarification, please contact:

Don C. Richter
Associate Director
Phone: (502) 992-5431
E-mail: drichter@louisville-institute.org

All application materials must be postmarked by August 15th.

Please make sure you enclose the following in this order:

1. Applicant information form
2. Proposal summary form and signature
3. Proposal narrative
4. Bibliography
5. Budget
6. Résumé
7. Description of your context of ministry
8. Institutional support declaration

Reminder:

The Letter of Recommendation must be returned directly from the recommender to The Louisville Institute, postmarked by August 15th.

Please paper clip your application – do not bind or staple. All materials other than the Applicant Information and Institutional Support forms should be single-sided on paper no heavier than 24#.



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A Lilly Endowment-funded program based at Louisville Seminary.

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Project Summary

Describe your project in one paragraph of 200 words or less (type, print out, or attach in this space). Please send an electronic copy of this to us by email (klichty@louisville-institute.org) and enter it into the registration form on our website at http://www.louisville-institute.org/secure/ggrant_application1.aspx.

Before you can access that form, you will be asked to complete a very brief log-in process, to assure that you have a Louisville Institute “account” (there is no money involved) where our website can store your proposal summary.

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(PLEASE PRINT CLEARLY)

Name _____ Date _____

Project title _____

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Letter of Recommendation

To be completed by applicant:

Name of applicant _____

Project title _____

In 2008 The Louisville Institute launched the Pastoral Study Project program, offering pastoral leaders the opportunity to undertake in-depth study and inquiry about issues related to Christian faith and practice, religious institutions, and/or the practice of ministry in our place and time. We believe that pastoral leaders have a singular, significant vantage point on the challenges and promises of faith, practice, and ministry. With adequate time and support, they can engage in research and writing that can make important and unique contributions to pressing current issues. This program seeks to create opportunities for pastoral leaders to develop and share their wisdom on important issues for Christian life and practice today, and thus extend their leadership in ways that can benefit the broader church and culture. As we offer the gift of time to our grantees, we do so with the hope and expectation that what they learn will prove instructive for the wider church as well as well as for themselves and their own ministry settings, to the end that the church come more faithfully to fulfill its charter as the bearer of God's good news in Jesus Christ.

We would appreciate your candid assessment of the feasibility of this project, along with the applicant's capacity and likelihood to carry out the study program she/he has proposed. **Please sign and attach this form to your letter of recommendation, and send it to the address below by August 15th.**

Signature _____ Date _____

Name (print) _____

Send to:

PSP Selection Committee
Pastoral Study Project
The Louisville Institute
1044 Alta Vista Road
Louisville, KY 40205-1798

For Questions, Contact:

Keri Liechty
Phone: (502) 992-5431
E-mail: klichty@louisville-institute.org



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Institutional Support Declaration

To be completed by applicant:

Name of applicant _____

Organization _____

Address _____

Dates of Project Period _____

In 2008 The Louisville Institute launched the Pastoral Study Project program, offering pastoral leaders the opportunity to undertake in-depth study and inquiry about issues related to Christian faith and practice, religious institutions, and/or the practice of ministry in our place and time. We believe that pastoral leaders have a singular, significant vantage point on the challenges and promises of faith, practice, and ministry. With adequate time and support, they can engage in research and writing that can make important and unique contributions to pressing current issues. This program seeks to create opportunities for pastoral leaders to develop and share their wisdom on important issues for Christian life and practice today, and thus extend their leadership in ways that can benefit the broader church and culture. As we offer the gift of time to our grantees, we do so with the hope and expectation that what they learn will prove instructive for the wider church as well as for themselves and their own ministry settings, to the end that the church come more faithfully to fulfill its charter as the bearer of God's good news in Jesus Christ.

On this form you are asked, as the appropriate official in the applicant's context of ministry, to verify support of the applicant's supervisory committee (pastoral relations, pastor/parish, personnel, judicatory, etc.) for this application to the Pastoral Study Project program. **Please sign and return this form to the applicant.**

On behalf of _____ (name of institution)

I certify that _____ (name of applicant) has discussed

with and has the support of _____ (name of committee)

in making this application to the Pastoral Study Project program.

Signed _____

Name (print) _____

Title _____

Date _____



What Is The Louisville Institute?

In late 1990, Lilly Endowment Inc. (an Indianapolis-based private philanthropic foundation) launched The Louisville Institute based at Louisville Seminary. Created in 1937 by three members of the Lilly family through gifts of stock in their pharmaceutical business, Eli Lilly and Company, the Endowment supports the causes of religion, education and community development. Lilly Endowment's Religion Division supports people and organizations striving to generate knowledge, communicate insights, nurture practices, and renew and sustain institutions that provide the religious resources upon which a flourishing and humane society depends.

As a program funded by the Lilly Endowment, The Louisville Institute builds upon the Endowment's long-standing support of both leadership education and scholarly research on American religion, focusing on North American Christianity, the historic African-American churches, and the Hispanic religious experience.

The Executive Director, James W. Lewis, and Associate Director, Don C. Richter, guide the work of The Louisville Institute and work in close coordination with the Religion Division of Lilly Endowment. The Louisville Institute's Board of Directors assists by reviewing grants proposals, shaping the Institute's grant programs, and setting its policies.

In order to advance our understanding of the character, problem, contributions, and prospects of North American religion, The Louisville Institute encourages research and leadership development in ways that are mutually beneficial to both academics and religious leaders:

- by providing grants to academics, religious leaders, academic institutions, church bodies, and selected other non-profit organizations;
- by convening conferences and other opportunities for conversation among religious leaders and researchers.



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