



Anglican
Diocese of
Ottawa

ENGAGING IN CONTEXTUAL MISSION

A Step-by-Step Guide for Parishes

October 17, 2024

INTRODUCTION

How is God calling us to proclaim the good news in our time and place? The way we respond to this question is what we call **contextual mission (CM)**. It is “**mission**” because we are participating in Jesus’ mission to proclaim the good news. It is “**contextual**” because the way we do so must be shaped by the realities and concerns of our current context, our time and our place. Our parish ministries do not exist for themselves. Our mission as church is for the sake of the world. We are called to share the love of God in ways that are aware of the cultures and situations of people in the wider community.

At our **diocesan synod in 2023**, our diocese defined contextual mission and the creation of new worshipping communities a top priority and adopted an action plan to support and encourage contextual mission in our parishes and across our diocese.

This **step-by-step guide** provides a simple approach to engaging effectively in contextual mission, with the support of diocesan resources. Contextual mission is a journey, not a project. This guide is for you to use in your context. Each one of our parishes is unique and not all will make use of the guide in the same way or at the same time.

You may use these steps in a different order and not all steps may be necessary. Different parishes will have different points of entry, some may discern that God is calling them to renew existing initiatives before starting something new. That’s okay – you know your parish.



1

STEP 1 - A Time of Prayer

- a. As the first step on your journey, parishes are encouraged to pray to discern the Holy Spirit's divine sparks in the midst of their community.
- b. Form a prayer group in your parish. This, may include members of your contextual mission team (see Step 2.a).
- c. You may want to take advantage of the resources available for A Time of Prayer on the ADO website

<https://ottawa.anglican.ca/resources/a-time-of-prayer/>

- d. Contextual mission is rooted in prayer and guided by the Holy Spirit. As you pray, be intentional about your context. Meet and pray at every step of planning and implementation of your initiatives.



2

STEP 2 – Create a Team

- a. Form a “mission team” of interested parishioners, in conversation with your parish leadership, to lead your journey in contextual mission (the team might be your parish council).
- b. Consider having one or more team members complete at least one of the online courses recommended by our diocesan Contextual Mission Subcommittee (CMS)

STEP 3 – Listening: Knowing your Neighbourhood and its Communities

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- a. Access available census data for your neighbourhood and summarize your analysis of who lives in your neighbourhood and how the people and communities in your area have changed over time. Census data can be found here:

<https://www12.statcan.gc.ca/census-recensement/index-eng.cfm>

- b. Supplement the data with listening and prayer walks (or prayer drives in rural areas). Prayer walks involve mission team members (and other interested parishioners) walking in and around your church's neighbourhood, observing what is happening around you while listening for the Spirit as you pray. As you walk (or drive), take notes of your observations and perceptions concerning the people, institutions, challenges and needs of your communities, and pray for them.
- c. Interview parish leaders, other faith leaders, residents, and key community and business leaders in your area to understand their views about the challenges and evolving needs in your communities (discussion guides available, see Appendix 1).
- d. Collaborate with other parishes and local church leaders engaged in contextual mission to exchange insights and ideas.
- e. You may discern that your mission goes beyond your neighbourhood, or relates to a particular demographic or other group. The same listening principles apply.



4

STEP 4 – Generate Ideas

- a. Work with your mission team to identify your local challenges, needs, and opportunities as you discern where God is calling you to engage.
- b. Available resource: You may want to invite a diocesan **contextual mission facilitator** to lead a workshop with your team and to help you generate ideas.
- c. Come up with some ideas, initiatives, and opportunities for your parish to engage in contextual mission (new or renewed). If necessary, repeat Steps 1 through 3 for inspiration and continued discernment of the Spirit’s divine sparks.
- d. Broaden the conversation. Engage your parish in the conversation and invite their participation in the selection of a Contextual Mission Initiative (CMI).
- e. If appropriate for your parish and initiative, develop a CMI action plan, including:
 - A description of the project with goals/objectives
 - Project timeline and budget details
 - Sources of funding and human resources
 - Invite participation and feedback from your congregation and seek engagement & support

New Worshipping Communities (NWCs)

NWCs are one possible expression of contextual mission, a Spirit-led response to God’s call which is appropriate in certain contexts. By “new worshipping community,” we mean a gathering of people where Christian faith is nourished and discipleship in Jesus Christ is practiced, in a new place, in a new mode or manner, or with a new community. NWCs are, or have the potential to develop into, communities of word, sacrament, mission, and pastoral care.

STEP 5 - Try Something!



- a. Transform one of your ideas into an initiative. Consider necessary resources, such as people and finances, and consult with your facilitator. (See step 6 if financial resources are needed).
- b. Build parish support and make a decision to proceed (sometimes this means attaining parish council approval). Ask your parish to pray for the proposed initiative.
- c. Implement an idea, then assess and learn from your experience. Are adjustments needed? Should we proceed or discontinue?

STEP 6 - Apply for a Future Fund Grant Program



- a. Based on the financial and human resources required for the successful implementation of your contextual mission initiative (CMI) and its sustainability, determine whether or not financial assistance is needed.
- b. If applicable, you may apply for a Future Fund Microgrant.
- c. The terms of reference of the Future Fund Microgrant Program are in Appendix 3 and include:
 - Microgrant Program objectives
 - Eligibility requirements
 - Grant amounts
 - The application process



STEP 7 – How are we doing? (Assessing progress)

- a. Evaluate your initiative. What have you learned? How are we proclaiming the good news in our time and place?
- b. The CM Self-Evaluation Tool (Appendix 2) can be used to monitor the performance of your contextual mission initiative, to identify challenges and areas for improvement and to further support its sustainability.
- c. Build on your initiative, or bring it to a conclusion, based on what you've learned.



STEP 8 – Start imagining your next contextual mission initiative.

Go back to Step 4 and continue to discern where God is calling you to engage.

Participate in our Diocesan Missional Journey

1. We encourage you to have your mission team stay in contact with other parishes involved in contextual mission and to share your learning and experience.
2. Our diocese has helpful resources to accompany you on your journey:
 - Examples and case studies
 - Time of Prayer resources
 - Courses on contextual mission for individuals and parishes
 - Contextual mission facilitators
 - Contextual mission resources available on the ADO website <https://ottawa.anglican.ca/resources/for-parishes/>





APPENDICES

- **Appendix 1**
Discussion Guides: Neighbourhood Leader Interviews
- **Appendix 2**
Contextual Mission Self-Evaluation Tool
- **Appendix 3**
Future Fund Grant Program
- **Appendix 4**
Infographic: Contextual Mission Action Plan for Parishes





Appendix 1 – Discussion Guides: Neighbourhood Leader Interviews

Step 3 of the Contextual Mission Step-by-Step Guide emphasizes understanding what’s going on in your neighbourhood. Key ways to do this include listening, observing, conducting prayer walks, and engaging with other church leaders in your church’s local area.

Appendix 1 offers a series of discussion guides designed to initiate conversations with key community members and groups about your local community challenges and opportunities.

The Leaders Interviews should complement any available Census Data (2021, 2016, 2011) for your area.

Discussion guides are designed to facilitate healthy conversations on particular topics instead of strictly adhering to a questionnaire format. These guides provide conversation starters for interviewing key individuals or groups within your community.

Contextual Mission

Discussion Guides: Neighbourhood Leader Interviews

1. A Community Agency - (name of agency, contact info, etc.)

Explain your interest in Contextual Mission and the purpose of this interview.

- a. Please describe the services you offer.
 - b. What needs are you trying to meet?
 - c. What is the greatest need in your client group that remains unmet because of a lack of resources in your organization?
 - d. What are other important needs beyond the mandate of your organization that remain unmet for your client group?
 - e. Do you collaborate with other organizations? If yes, which ones?
 - f. In what ways do you use volunteers in your programs?
 - g. Are there any limitations to volunteer involvement in your program?
 - h. Do you offer training/support to volunteers working in this sector?
 - i. Do you have a need for a meeting space to conduct any of your programs?
 - j. Who else in the community do you recommend we speak with?
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2. A Community Leader - (name of organization, contact info, etc.)

Explain your interest in Contextual Mission and the purpose of this interview.

- a. How long have you lived in (been involved with) this community?
- b. What do you appreciate about this community or neighbourhood?
- c. What are its greatest assets?
- d. What do you feel are some of the major challenges facing the community?
- e. What is your dream for this community?
- f. How could the church assist in responding to that concern?
- g. What advice can you give our church as we try to become a more intentional part of this community?
- h. Can you recommend the names of other community leaders, who may be helpful to speak with?

3. Another Local Church - (name of church, contact info, etc.)

Explain your interest in Contextual Mission and the purpose of this interview.

- a. How long have you lived in the area?
 - b. How long have you served in this area? In this church?
 - c. What do you appreciate about this community?
 - d. What do you feel are some of the major challenges facing the community?
 - e. Please describe the community ministry services your church is involved in?
 - f. What needs are they trying to meet?
 - g. What are some community needs that remain unmet because of a lack of resources or other factors?
 - h. What is your vision for this community? The church's vision?
 - i. Is there anything that your church would like to accomplish that would benefit from a partnership?
 - j. Can you recommend other churches or other people/organizations in the community that would be helpful to speak with?
-

4. A Local Business Owner - (name of business, contact info, etc.)

Explain your interest in Contextual Mission and the purpose of this interview.

- a. How long have you worked in/been involved with this community?
- b. What do you appreciate about this community or neighbourhood?
- c. What are its greatest assets?
- d. What do you feel are some of the major challenges facing the community?
- e. What's your dream for this community?
- f. How could the church assist in responding to that concern?
- g. What advice can you give us and our church as we try to become a more intentional part of this community?
- h. Can you recommend the names of other business owners and community leaders who may be helpful for us to speak with?

5. Individuals in the Community - (name of person, contact info, etc.)

Explain your interest in Contextual Mission and the purpose of this interview.

- a. How long have you lived in this neighbourhood?
 - b. What are some of the things you like about this neighbourhood?
(i.e., its assets and strengths)
 - c. If you were given the opportunity to make a difference, what is one thing you would change about the neighbourhood?
 - d. What do you think this neighbourhood needs to do to bring about these changes?
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6. Individuals in your Parish - (name of person, contact info, etc.)

Explain your interest in Contextual Mission and the purpose of this interview.

- a. How long have you lived and/or been a member of our church?
- b. What local organizations or ventures do you feel are the most important to community life?
- c. What are some of the things you like about this neighbourhood?
(i.e., its assets and strengths)
- d. If you were given the opportunity to make a difference, what is one thing you would change about the neighbourhood?
- e. What do you think this neighbourhood needs to do to bring about these changes?
- f. In what ways do you think our church can respond to the needs and challenges in our community?



Appendix 2 –

Contextual Mission Self-Evaluation Tool

The Self-Evaluation Tool is a set of questions to help leaders of Contextual Mission (CMs) in our Diocese (Contextual Mission: The (practical) answer to the question, “How is God calling us to proclaim the Good News in our specific time, place, and community?”). The goal of the tool is to help leaders to organize basic details of CMs, to identify the demographics and vital statistics of CMs, to reflect on thinking and practices that support CMs, and to consider future needs for CMs. This tool is useful for any of the three categories of Contextual Missions identified in our Diocese:

- Loving Service: Expressions of support and care for those in need of advocacy, social support, or material assistance;
- Community Collaboration: Partnerships with other groups, churches, or organizations to serve the needs of the broader community;
- New Worshipping Community (NWC): A gathering of people where Christian faith is nourished and discipleship in Jesus Christ is practiced in a new place, in a new mode or manner, or to a new community.

We encourage all those leading or overseeing contextual mission initiatives in our Diocese to complete the Self-Evaluation Tool. It should take no more than 30 minutes to complete.

To do so, simply visit:

https://docs.google.com/forms/d/1omNYzF4iKjKtE_ZcyltU-uoU6LNI8u8ANrp5rUbP2bo/edit?ts=65d58c62





 Appendix 3 –
Future Fund Grant Program



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ADO Future Fund Grant Program

ADO Future Fund Grant Program

GRANT PROGRAM OVERVIEW

1. Grant Program Announcement
2. Grant Cycle
3. Grant Amount
4. Who Can Apply
5. Eligibility Criteria
6. How to Apply: Dates and Requirements
7. Application Format and Submission Method
8. Required Documents
9. Evaluation Criteria
10. Decision and Notification
11. Grant Agreement
12. Disbursement of Funds
13. Monitoring and Reporting
14. Recognition and Follow-Up
15. Key Deadlines

1. GRANT PROGRAM ANNOUNCEMENT

The Anglican Diocese of Ottawa is excited to announce the launch of the Future Fund Grant Program, designed to support our diocese's strategic priorities for contextual mission and new worshipping communities. This grant funding opportunity is only open to parishes within our diocese, providing vital resources to help bring innovative and impactful initiatives to life. The Future Fund Grant program aims to create and foster new expressions of worship and community engagement that reflect the unique needs and opportunities within our diocese. Applications are now open for the upcoming grant cycle.

2. GRANT CYCLE

Applications are accepted twice per year. Starting in 2025, the application deadlines are March 15 and November 1.

3. GRANT AMOUNT

Grant requests are flexible, ranging from under \$1,000 and up to \$10,000 with some flexibility available per application, based on project needs. No matching funds from the parish are required.

4. WHO CAN APPLY

The Future Fund grant is only available to Anglican Diocese of Ottawa parishes in good standing.

5. ELIGIBILITY CRITERIA

- a. Grants are available to parishes in the Anglican Diocese of Ottawa to support contextual mission and / or the creation of new worshipping communities.
- b. Projects and/or initiatives which are local to the church's neighbourhoods, engage with new people, and demonstrate an innovative approach to the creation of new mission and ministry will be given priority.
- c. Completed projects are not eligible for funding.
- d. If an application does not meet the requirements (e.g., incomplete), the applicant may reapply during the next cycle. Each parish may submit one successful application per year.

6. HOW TO APPLY: DATES AND REQUIREMENTS

- a. There are two grant cycles per year. Application deadlines are 11:59 PM ET on March 15 and November 1.
- b. Parishes can download the application form from the Diocesan website at ottawa.anglican.ca/resources/for-parishes/future-fund-program/
- c. Only fully completed applications submitted by the deadline will be considered.

7. APPLICATION FORMAT AND SUBMISSION METHOD

Application must be prepared and submitted electronically using the Future Fund application form on the Diocesan website.

Confirmation of Receipt: Upon submitting your grant application, you will receive a confirmation email to acknowledge that your application

has been successfully received. If you do not receive the email within 24 hours, please contact us at development@ottawa.anglican.ca

Late Submissions: Applications submitted after the deadline will not be considered. Please ensure your application is submitted by the stated deadline to be eligible for review.

If you have any questions or experience issues during the application process, please contact development@ottawa.anglican.ca

8. REQUIRED DOCUMENTS

- a. A covering letter of introduction which includes the endorsement of the parish incumbent and/or parish corporation.
- b. A summary description of your contextual mission project. This must include a statement of objectives and how success will be measured. This must also include the process the parish followed to identify needs and the rationale behind choosing this approach.
- c. A statement of why you are passionate about the project and why it is important to your parish and its local communities.
- d. Your action plan and project timeline should include SMART goals:
 - Specific:** Clearly defined
 - Measurable:** Trackable with criteria
 - Achievable:** Realistic and attainable
 - Relevant:** Aligned with contextual mission, new worshipping communities; ADO strategic priorities
 - Time-bound:** Include a clear deadline
- e. A detailed budget outlining all expenses related to the development, launch, and implementation of your initiative; all sources of income should be included for projects relying on funding beyond the Future Fund grant.
- f. Identify staff and volunteers needed to implement the initiative.
- g. The project must begin within three months of grant approval by the Future Fund Panel and be completed within 12 months. If more time is

needed, please contact the diocesan Director of Finance for an extension approval.

- h.** Successful applicants must complete the Contextual Mission Self-Evaluation Tool ottawa.anglican.ca/resources/for-parishes/future-fund-program/ within six months of receiving the grant.

9. EVALUATION CRITERIA

Each grant application will be reviewed and assessed according to the following:

- a.** Alignment with Strategic Priorities supporting Contextual Mission and New Worshipping Communities
- b.** Community Impact (participation from those beyond parish congregation is encouraged)
- c.** Process the parish followed to identify needs
- d.** Feasibility and Sustainability
- e.** Innovation and Creativity (includes project launch of new ministry/mission, addresses new need or challenge within parish's neighbourhoods)
- f.** Financial Need and Budget Clarity
- g.** Leadership and Team Capacity
- h.** Measurable Outcomes and Accountability

10. DECISION AND NOTIFICATION

We aim to notify all applicants of the funding decision within four weeks of the application deadline. Successful applicants will receive further instructions regarding the grant agreement and next steps.

11. GRANT AGREEMENT

Successful applicants will be required to sign a Grant Agreement outlining the terms and conditions of the funding. This agreement must be signed and returned before any funds are disbursed. The agreement will include

project timelines, reporting requirements, and expectations for the use of funds.

12. DISBURSEMENT OF FUNDS

Grant funds will be disbursed upon receipt of the signed Grant Agreement. Payment details, including the schedule and method of the disbursement, will be outlined in the agreement. Disbursements may occur in full or in installments, depending on the size and scope of the project.

13. MONITORING AND REPORTING

Future Fund Grant recipients are required to provide regular updates on the progress of their project. This includes submitting interim and final reports as outlined in the Grant Agreement. Reports should cover project milestones, financial updates, and the overall impact of the project. The frequency and format of reporting will be specified in the agreement to ensure accountability and transparency.

14. RECOGNITION AND FOLLOW UP

Future Fund Grant recipients are encouraged to publicly acknowledge diocesan support in their project materials and communications. Upon project completion, recipients may be invited to share success stories, testimonials, and photos or videos for diocesan publications, social media, and the website. Follow-up meetings may be scheduled to review project outcomes and discuss any further support needed for future initiatives.

15. KEY DEADLINES

For Application Submission Deadline of March 15, 2025:

- a. November 8/9, 2024 - Official notice of upcoming Future Fund Program at Synod 2024
- b. January 17, 2024 - Campaign Launch Announcement for Grant program and application opening
- c. March 15, 2025 - Application submission deadline**
- d. March 19, 2025 - Initial review of applications (administrative checklist review)

- e. March 24, 2025 - Committee review and scoring of applications
- f. April 1, 2025 - Committee decision and selection of grantees
- g. April 3, 2025 - Notification to Applicants (both successful, unsuccessful)
- h. April 11, 2025 - Grant agreement signed and returned
- i. April 25, 2025 - Fund disbursement
- j. October 15, 2025 - Progress report deadline (midpoint check-in review)
- k. May 31, 2026 (following year) - Final report deadline

Note: Diocesan Bishop and Diocesan Council will receive regular updates.

For Application Submission Deadline of November 1, 2025:

- a. November 8/9, 2024 - Official notice of upcoming Future Fund Program at Synod 2024
- b. May 1, 2025 - Campaign Launch Announcement for Grant program and application opening
- c. November 1, 2025 - Application submission deadline**
- d. November 5, 2025 - Initial review of applications (administrative checklist review)
- e. November 10, 2025 - Committee review and scoring of applications
- f. November 17, 2025 - Committee decision and selection of grantees
- g. November 19, 2025 - Notification to Applicants (both successful, unsuccessful)
- h. November 26, 2025 - Grant agreement signed and returned
- i. December 10, 2025 - Fund disbursement
- j. May 1, 2026 - Progress report deadline (midpoint check-in review)
- k. December 1, 2026 - Final report deadline
- l. Diocesan Bishop and Diocesan Council will receive regular updates.



Future Fund Panel members are:

Sanjay Grover
Director of Financial Ministry

Sandra M. Hamway (Chair)
Director of Communications and Development

Mark Whittall
Chair of the Contextual Mission Subcommittee

Linda Hill
Executive Archdeacon

Catherine Keresztesi
Appointed by the Bishop

Lily Frampton
Appointed by the Bishop



 **Appendix 4 –**
Infographic: Contextual Mission

CONTEXTUAL MISSION ACTION PLAN FOR PARISHES

Your Step-by-Step Guide



How is God calling us to proclaim the good news in our time and place?

The way we respond to this question is what we call "Contextual Mission". It is "mission" because we are participating in Jesus' mission to proclaim the good news. It is "contextual" because the way we do so must be shaped by the realities and concerns of our current context, our time and our place.